

FLAG LOWERING POLICY

Effective Date: March 26, 2013

Originating Office: Office of the Secretary-General

Supersedes /Amends: N/A

Policy Number: SG-12

PURPOSE

The purpose of this policy is to provide guidance on the lowering of flags at Concordia University.

SCOPE

This policy applies to all exterior flags flown on University premises.

POLICY

1. All flags flown on campus shall be lowered to half-mast to mark the death of one of the following members of the University community:
 - any current employee of the University
 - any student currently registered at the University
 - any current member of the Board of Governors
 - any individual who has been awarded the title of “Emeritus” by Senate or the Board of Governors
2. The flags may also be lowered at the discretion of the President, whose decision will depend on the relationship of the person(s) to the University, and/or the person’s prominence in the community. Disasters that affect the University community may also result in the lowering of the flags.
3. All notifications of death should be directed to the Secretary-General.
4. The flags shall be lowered on the day of the death, if the notification is received before 10 a.m., or on the day of the funeral or memorial service if received after 10 a.m.
5. The Secretary-General shall inform the Chief Communications Officer who, in turn, shall post the reason for the lowering of the flags on the University website.