



PERMANENT MEMORANDUM 44 FLYING OF OFFICIAL FLAGS

POLICY DIGEST

Monitoring Unit: Office of the President
Initially Issued: September 4, 2024

I. PURPOSE

This permanent memorandum establishes policies and procedures at all LSU campuses for flying and displaying the United States Flag, the Louisiana State Flag, and other Approved Flags.

II. GENERAL POLICY AND DEFINITIONS

- A. The University's official flags are the United States Flag and the Louisiana Flag.
- B. **United States Flag** is the flag of the United States as defined in 4 U.S.C. §§ 1-2 as 13 horizontal stripes, alternate red and white. The union of the flag shall be fifty stars, white in a blue field.
- C. **Louisiana State Flag** is the flag of Louisiana as defined in La. R.S. 49:153, consisting of a solid blue field with the coat-of-arms of the state, the pelican tearing its breast to feed its young, in white in the center with an appropriate display of three drops of blood, and with a ribbon beneath, also in white, containing in blue the motto of the state, "Union, Justice and Confidence."
- D. **Ceremonial Flag** is a United States Flag so designated by the President of LSU or their designee which is flown for patriotic effect on special occasions.
- E. **Approved Flags** shall mean:
 - 1. The National League of Families POW/MIA Flag as designated by 36 U.S.C. § 902.
 - 2. Flags bearing an official LSU logo, athletic mark, or university seal and consisting of LSU Brand Colors. Athletic marks shall adhere to the Athletics Brand Identity Guidelines.
 - 3. Flags presented to the university for outstanding achievement (e.g., National Championship flags).
 - 4. Flags of the university's partners and affiliates (e.g., SEC Conference flag).

Consistent with federal and state laws, the United States Flag shall be flown daily from sunrise to sunset in accordance with the procedures outlined herein.

III. PROCEDURES

A. The United States Flag shall be raised and lowered in accordance with recognized standard procedures as follows:

1. The flag shall always be hoisted briskly and lowered ceremoniously.
 - a. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
 - i. On Memorial Day, the flag should be displayed at half-staff until noon only, then raised to the top of the staff.
 - b. The flag shall be flown at half-staff only at the following times:
 - i. On Memorial Day (the last Monday in May) until noon.
 - ii. For 30 days from the death of the President or a former President of the United States.
 - iii. For 10 days from the death of the Vice President of the United States.
 - iv. From the day of death until interment for the Governor or former Governor of the State of Louisiana.
 - v. On the day of the death and the following day for a United States Senator or United States Representative from Louisiana.
 - vi. On special days of national mourning proclaimed by the President of the United States.
 - vii. On days of mourning proclaimed by the Governor of the State of Louisiana.
 - viii. On days of mourning proclaimed by the President of LSU.
 - c. When the flag is raised or lowered, it should not be allowed to touch the ground.

B. The United States Flag shall always be displayed above the Louisiana Flag or any other flag

1. When a special patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. The determination of the appropriateness of flying the flag at night will be determined by the President of LSU or their designee.
2. When flags are flown from adjacent halyards, flagpoles, or flagstaffs that are of equal height no flag may be placed to the United States Flag's right.
3. When the halyards, flagpoles, or flagstaffs are not the same height, the United States flag should be at the center and at the highest point of the group. The flag of the United States should be hoisted first and lowered last.
4. A Ceremonial United States Flag may be flown on the following special occasions: Memorial Day (the last Monday in May); Flag Day, June 14; Independence Day, July 4;

Constitution Day, September 17; Veterans Day, November 11; April 30 (date of Louisiana admission to the United States); during each registration; homecoming week; each commencement day; and on other special occasions approved by the President of LSU or their designee. A Ceremonial Flag larger in size than 10 feet in width and 19 feet in length shall not be flown during inclement weather or on Memorial Day.

- C. The Louisiana Flag shall always be flown at the same time and under the same circumstances as the United States Flag.
 - 1. The Louisiana Flag shall be placed to the United States Flag's left or beneath the flag of the United States when flown on the same halyard, flagpole, or flagstaff.
- D. When flying the POW/MIA Flag (National League of Families POW/MIA Flag as designated by 36 U.S.C. § 902) on the same flagstaff as the United States Flag, the POW/MIA Flag should fly immediately below the United States flag. However, if the United States Flag and the Louisiana Flag will be flown along with the POW/MIA Flag on the same flagstaff, the order from top to bottom should be: the United States Flag, Louisiana Flag, then the POW/MIA Flag.
 - 1. When flags are flown from separate adjacent halyards, flagpoles, or flagstaffs that are of equal height, the POW/MIA Flag should be on the Louisiana Flag's left.
- E. An Approved Flag may be flown upon the approval of President of LSU or their designee at the same time and under the same circumstances as the United States Flag.
 - 1. When flying an Approved Flag on the same staff as the United States Flag, the Approved Flag should fly immediately below the United States Flag. However, if the United States Flag and the Louisiana Flag will be flown along with the Approved Flag on the same flagstaff, the order from top to bottom should be: the United States Flag, Louisiana Flag, then the Approved Flag.
 - a. When an Approved Flag is flown from separate adjacent halyards, flagpoles, or flagstaffs that are of equal height the Approved flag should be on the Louisiana Flag's left.
- F. Flags should be of approximately equal size.
- G. When a flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.
- H. Flags should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- I. The policies and procedures stated above are applicable to all other flags flown or displayed on any LSU campus. The displaying of the United States Flag and the Louisiana Flag in buildings on campus, in parades, and in any other situation shall also be in accordance with applicable federal and/or state laws.

IV. SOURCES

- A. [Executive Order JML 24-84](#)
- B. [U.S. Public Law 105-225](#)
- C. [U.S. Public Law 94-344](#)
- D. [36 U.S.C. § 902](#)
- E. [4 U.S.C. § 1](#)
- H. [Louisiana Revised Statute 49:152 and 153;](#)