

Complete Policy Title:
Flag Policy and Protocol

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
January 13, 2016

Date of Original Approval(s):
December 10, 2003

Supersedes/Amends Policy dated:
April 9, 2014 (Policy on Flying the Flag)

Responsible Executive :
University Secretary

Enquiries:
[University Secretariat](#)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

There are flag poles at two locations on the McMaster University Westdale campus, the Official University Flag Poles in front of the Burke Science Building and a Ceremonial Flag Pole atop the University Hall Tower.

1. **Official University Flag Poles**

- 1.1 Only the Canadian flag and the flag of Ontario should be flown from the Official University flag poles, except when there is an official visit from a head of state, during which the flag of the visiting head of state's country may be flown provided that such flags are flown in accordance with flag protocol as directed by the Ministry of Canadian Heritage.
- 1.2 Flags other than those recognised in section 1. 1 above should not be flown from the University's Official flag poles.

2. **Ceremonial Flag Pole**

The design for a University Flag was approved by Senate on May 13, 2015 and consists of the shield portion of the University's logo with the name "McMaster" written below it in white, all on a field of maroon. This particular design and use of the University Crest was approved only for the University Flag and may not be used for any other purpose.

The University Flag may be flown or displayed as follows:

- 2.1 **University Buildings** – On the main Westdale campus the University Flag may be flown permanently from the tower of University Hall. The flag may also be flown at university buildings located off-campus to increase visibility and recognition within the McMaster and local communities, subject to compliance with any local by-laws or other regulations governing the flying of flags.

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- 2.2 **Formal/Ceremonial Occasions** – The University Flag will be displayed at Convocation ceremonies and may also be displayed at other formal occasions such as awards ceremonies, donor recognition events, formal announcements, and during visits from members of the Ontario or Canadian governments or other dignitaries.
- 2.3 **Informal Events/Celebrations** – The University Flag may be displayed at McMaster alumni events, sporting events where McMaster teams are competing, and during key campus events and celebrations such as Welcome Week, Homecoming Weekend, May at Mac and Alumni Weekend.
- 2.4 **Other Purposes** – The University Flag may be displayed for other purposes intended to increase the visibility and promote recognition of McMaster, both locally and globally, at the discretion of the President.

The University Flag may be flown or displayed in a variety of sizes including full-size flags, ceremonial flags and banners, and small desktop and souvenir flags. In each case, the size of the flags displayed will be appropriate to the location and nature of the event.

3. **Lowering the Flags**

The flags on all of the University's Westdale Campus flag poles shall be lowered to half mast for one day on the following occasions: on Remembrance Day in recognition of the fact that, in the Canadian community, it is an appropriate national day of mourning for the continuing state of violence in the world; on national days of remembrance and mourning as determined by the Parliament of Canada; upon the death of any current member of the faculty, the staff, the student body, the Senate, or the Board of Governors; or upon the death of any national or community figure. In addition, for cases not included in the above categories the flag is to be lowered at the discretion of the President.