

2018-2019

PLAN OF WORKS

FOR

FLAG ALLIANCE

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CHARIMAN

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HELLO LADIES,

IN READING OVER THE FLAG CODE, EVERYTHING IS SO IN DEPTH THAT I FELT I  
COULD NOT JUST SIT DOWN AND DO THEM JUSTICE IN SUMMARIZING THEM.

MY SUGGESTION IS TO SIT DOWN AND READ THEM AND DISCUSS THEM WITH  
THE MEMBERS OF YOUR UNIT.

THANK YOU

MARGARET

## THE FLAG CODE

Title 4, United States Code, Chapter 1 As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; P.L. 80, 106th Congress, First Session, October 25, 1999; P.L. 110-41, 110th Congress, First Session, June 29, 2007; P.L. 110-181, 110th Congress, Second Session, January 28, 2008; and P.L. 110-417, 110th Congress, Second Session, October 14, 2008.

**§ 4. Pledge of Allegiance to the flag; manner of delivery** The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headaddress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

**§ 5. Display and use of flag by civilians; codification of rules and customs; definition** The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

### § 6. Time and occasions for display

- (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- (b) The flag should be hoisted briskly and lowered ceremoniously.

(e) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

### § 7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any territory or possession thereof. Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior

prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) 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. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

#### § 8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as

cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halcyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

#### § 9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, those present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

#### § 10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

### Title 36, Subtitle I, Part A section 301 United States Code

#### National Anthem

(a) Designation.—The composition consisting of the words and music known as the Star-Spangled Banner is the national anthem.

(b) Conduct During Playing.—During a rendition of the national anthem—

(1) when the flag is displayed—

(A) individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;

- (B) members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform; and
- (C) all other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headaddress with their right hand and hold it at the left shoulder, the hand being over the heart; and
- (2) when the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.

#### Interpretations

1. Q. Is it proper to fly the Flag of the United States at night?  
A. The Flag Code provides it is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. The Code provides further, however, that the flag may be flown at night when a patriotic effect is desired provided the flag is properly illuminated.
2. Q. Is it permissible to fly the Flag during inclement weather?  
A. The Flag should not be displayed during inclement weather unless an all-weather flag is displayed. (An all-weather flag is a non-absorbent material such as nylon.)
3. Q. Is it proper to carry the Flag with a band or other marching unit at night at an athletic event, and to display the Flag on a pole, with a spotlight or floodlights on it, during the event?  
A. Yes, it is entirely proper. The provisions of the Flag Code which prohibit the display of the Flag at night apply to the display of Flags on buildings and on stationary flagstaffs except as provided in Sec. 2(a) of the Flag Law.
4. Q. When the Flag is not flown from a staff how should it be displayed?  
A. It should be displayed flat, whether indoors or out, or so suspended that its folds fall as free as though the Flag were staffed. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag's own right; that is, to the observer's left. When displayed in a window of a home or a place of business, the Flag should be displayed in the same way; that is, with the union or blue field to the left of the observer in the street.
5. Q. What is proper respect to the Flag during the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in a review?

- A. During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in review, all persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headaddress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes.
6. Q. In what manner should the Flag be displayed over the middle of a street?

- A. When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

7. Q. What should be the position of the Flag of the United States when displayed from a staff in a meeting place of an American Legion Post?

- A. The National Colors and Post Flag, when in position, should be in position at either side and just in advance of the Commander's station; the National Colors on the right side of the Commander, the Post Colors on his left when facing the audience, even though the Commander is on a platform and the Flags (Colors) are posted on the ground level (National Executive Committee, The American Legion, May 5-7, 1947, Sec. 3(k) of the Flag Code).

8. Q. What is the proper display of the Flag when suspended from a ceiling or displayed over the middle of a large room such as a public building, bank, railroad station, or other places through which many persons pass daily?

- A. When the Flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the Flag to the observer's left upon entering. If the building has more than one main entrance, the Flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

9. Q. What should be the position of the Flag when displayed from a staff in a public meeting place, whether indoors or outdoors, on a platform, or on floor or ground level?

- A. The policy of the National Americanism Commission, The American Legion, has been and is to pay honor and tribute to the

Flag of our Country by displaying it from a staff in the position of honor which is fixed by the position of the speaker at the right hand of the speaker as he faces the audience, whether on a platform, on the floor on the same level with the audience, or in the open on a platform or ground level. This position of honor is established by the time-honored and universal custom which fixes the position of honor at the right of a presiding officer in case of banquet, or at a dinner at the right of a host, regardless of whether he is on platform or on the floor level. [Section 3(K) Flag Code Revision 1976]

10. Q. Is it permissible to display another flag or pennant at the peak of a halyard above the Flag of the United States?
- A. No, except during church services conducted by naval chaplains at sea, the church pennant may be flown above the Flag during church services for the personnel of the Navy.
11. Q. When should the Flag be at half-staff?
- A. (a) The Flag is half-staffed on Memorial Day, May 30th, from sunrise until noon; it is displayed at full-staff from noon until sunset.
- (b) Since the Flag symbolizes the nation, it should be half staffed only in cases where it is appropriate to indicate that the nation mourns and then customarily by proclamation of the President of the United States.
- When it is desired to show that a state, city, club, large industry, or a society mourns, then the state, city, club, industry, or society flag or banner should be half-staffed or dressed in crepe.
12. Q. When should small Flags displayed on graves on Memorial Day be removed?
- A. The Flags should be removed, beginning the next day; however, if the staffs have been firmly inserted into the ground or securely fastened to the cross or tombstone, so that they will not fall on the ground or be displayed with the staff at an angle other than vertical, the Flags need not be removed for several days. To permit them to remain until they become soiled and torn shows flagrant disrespect to the Flag.
13. Q. What is the proper respect to be shown during the playing of the National Anthem?
- A. During the rendition of the National Anthem when the Flag is displayed, all present except those in uniform should stand at attention facing the Flag with the right hand over the heart. Men not in uniform should remove their headdress with the right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at

the first note of the Anthem and retain this position until the last note. When the Flag is not displayed, those present should face toward the music and act in the same manner they would if the Flag were displayed there.

14. Q. What should persons do when they are walking along the street and "The Star-Spangled Banner" is heard?
- A. If the music is outdoors, near and quite audible, all persons should stop, uncover and stand at attention.
15. Q. Is it necessary for a person to stand and salute when the National Anthem is played over a loud-speaker arrangement, film track, radio, "juke box" or other type of a musical reproduction machine in a theater, restaurant or other public place?
- A. No. It is recommended that persons pay respect only when the National Anthem is played by a band, orchestra or other musical instrument actually in the room. The office of the National Americanism Commission believes that when the National Anthem is played over a radio or in a restaurant from a "juke box" or some other type of musical reproduction machine, or in a theater over a film track, it would seem more or less forced and unnatural to pay special respect.
16. Q. Should the Flag ever be used for advertising purposes?
- A. The Flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discarded. Advertising signs should not be fastened to a staff or halyard from which the Flag is flown.
17. Q. Is it proper for policemen and firemen to salute the Flag with the hand salute or should they uncover?
- A. The Fire Department regulations of many of our big cities prescribe that firemen in uniform shall salute the Flag with the hand salute, and Police Department regulations prescribe that policemen in uniform shall salute with the hand, unless the baton is drawn, in which case the baton salute shall be rendered. In view of the fact that policemen and firemen are members of uniformed municipal forces which, as regards discipline and other matters, are quasi-military in nature, it is considered perfectly proper for them to salute the Flag with the hand of baton.
18. Q. Can the Flag be washed or dry-cleaned?
- A. Yes. It is permissible to wash, but preferable to dry-clean the Flag.

19. Q. Is it correct to sing the National Anthem while saluting the Flag?  
 A. Yes. All present except those in uniform should stand at attention facing the Flag with the right hand over the heart. Those in uniform should render the military salute at the first note of the Anthem and retain this until the last note.
20. Q. Is it necessary for a person to stand and salute when a reproduction of the Flag of the United States of America is flashed on a motion picture screen?  
 A. No. It is not necessary to salute reproductions or photographs of the Flag.
21. Q. What is the proper manner of pledging allegiance to the Flag of the United States?  
 A. The Pledge is rendered by standing with the right hand over the heart (Sec. 7).
22. Q. Is it proper to stand when "America," "God Bless America," "The Red, White, and Blue" and other such patriotic songs are played?  
 A. It is not required. However, on occasions when patriotic enthusiasm runs high, it is common practice.
23. Q. Is it necessary for a person to stand and salute when the National Anthem is sung?  
 A. Yes. They should salute the Flag just the same as if they were singing the National Anthem.

#### Cautions

Do not permit disrespect to be shown to the Flag of the United States of America.

1. Do not dip the Flag of the United State of America to any person or any thing. The regimental color, State flag, organization or institutional flag will render this honor.
2. Do not display the Flag with the union down except as a signal of distress.
3. Do not place any other flag or pennant above or, if on the same level, to the right of the Flag of the United States of America.
4. Do not let the Flag touch the ground or the floor, or trail in the water.
5. Do not place any object or emblem of any kind on or above the Flag of the United States of America.
6. Do not use the Flag as drapery in any form whatsoever. Use bunting of blue, white and red.
7. Do not fasten the Flag in such manner as will permit it to be easily torn.

8. Do not drape the Flag over the hood, top, sides or back of a vehicle, or of a railway train or boat. When the Flag is displayed on a motor car, the staff should be affixed firmly to the chassis, or clamped to the right fender.
9. Do not display the Flag on a float in a parade except from a staff.
10. Do not use the Flag as a covering for a ceiling.
11. Do not carry the Flag flat or horizontally, but always aloft and free.
12. Do not use the Flag as a portion of a costume or of an athletic uniform. Do not embroider it upon cushions or handkerchiefs nor print it on paper napkins or boxes.
13. Do not put lettering of any kind upon the Flag.
14. Do not use the Flag in any form of advertising nor fasten an advertising sign to a pole from which the Flag is flown.
15. Do not display, use or store the Flag in such a manner as will permit it to be easily soiled or damaged.

#### Salute the Flag

During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all persons present should face the Flag, stand at attention and salute. Those present in uniform should render the military salute. When not in uniform, men should remove the hand address with the right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. Women should salute by placing the right hand over the heart. The salute to the Flag in the moving column is rendered at the moment the Flag passes.

#### Salute the National Anthem

When the National Anthem is rendered and the Flag is not displayed, all present should stand and face toward the music and act in the same manner they would if the Flag was displayed. When the Flag is displayed, the regular "Salute to the Flag" should be given.

#### Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

#### Proper Advancement of Colors

- The Flag of the United States is carried on the RIGHT.
- The LEFT hand is placed up on the staff, not on the Flag.
- The RIGHT hand is held down straight at the side, with the hand firmly on the staff. (A good hint is to have the staff of the flag riding firmly against your right hip when advancing or retiring colors.)

- The eagle flies forward
- Cross directly in front of the President's station; the Flag of the United States closest to the President's station.
- The Colors may all be posted at the same time but if the Color Guard chooses to post each Color (Flag) separately, the United States Flag must be released LAST. (When retrieving the Colors the United States flag should be retrieved FIRST.)
- Eagle should face the audience -- fly toward the audience.
- Do not touch the Colors (Flag or Banner) after they are posted. Let them hang free.
- Take one step back from the Colors (Flag or Banner). Face the Flag of the United States and salute.
- Return to your seats.

*LET'S BE RIGHT ON FLAG ETIQUETTE*

(American Legion publication -- questions and answers)

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