



# Use of Society Resources Policy

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## 1.1. Policy or Position Summary:

Members of the Board of Directors and voting members of the Society's standing committees must use the Society's resources exclusively for the purposes of the Society.

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## 1.2. Definitions

"Society resource" means any real or personal property in the possession or control of the Society, and includes:

- a) physical assets (e.g. office space, equipment)
- b) digital assets (e.g. email accounts, file sharing sites, websites, social media channels), and
- c) intellectual assets (e.g. logos, names, graphics).

"Acceptable use" means a use of Society resources that:

- a) directly relates to the Society roles and responsibilities of the user
- b) complies with applicable laws
- c) complies with the Society constitution, bylaws and policies, and
- d) in the estimation of a reasonable observer, would not bring the Society into disrepute.

"Unacceptable use" means any use of Society resources that does not fall under the definition of acceptable use and includes personal use unrelated to Society business.

## 1.3. Purpose/Background

The purpose of this policy is to ensure that resources belonging to the Society are used only for the benefit of the Society.

## 1.4. Jurisdiction/Scope

This policy applies to any individual who has access to Society resources, including members of Board of Directors, committee members, and volunteers of the Society.

## 1.5. Policy Statement Details

- 1.5.1. Individuals shall only use Society resources in a manner defined as acceptable use in this policy.
- 1.5.2. No one is permitted to use any facilities, services, or resources of the Society, nor allow them to be used, for the purposes other than those expressly approved by the Society.
- 1.5.3. The Society's Board of Directors and committee may approve use of the Society's facilities, services, or resources for appropriate reimbursement to the Society.



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## 1.6. Responsibility

**President of the Society** is responsible for the implementation of this policy on VIPCS Board of Directors.

**Committee Chairs** are responsible for the implementation of this policy on their respective committees.

## 1.7. Related Documents

- Conflict of Interest Policy.

## 1.8. References

Nothing to note.

## 1.9. Document Control

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