



SPEECH-LANGUAGE-HEARING ASSOCIATION OF THE HUDSON VALLEY (SHAHV)
INTELLECTUAL PROPERTY POLICY

Effective Date: July 1, 2025

Last Reviewed: June 30, 2025

Applies to: SHAHV members, student members, course or event participants, international participants, course instructors and presenters, staff and contractors, and volunteers

Purpose

The purpose of this policy is to:

- Establish clear guidelines on ownership and usage of intellectual property developed or shared through SHAHV.
- Protect the rights of content creators while ensuring SHAHV's ability to share and distribute educational and professional materials.
- Promote ethical and lawful use of intellectual property within the association and by its members.

Scope

This policy applies to all intellectual property created, used, or distributed under the auspices of SHAHV, including:

- Educational materials (e.g., slides, handouts, recordings)
- Conference and webinar content
- Publications, blog articles, and newsletters
- Branding assets (e.g., logos, trademarks, slogans)
- Website content, software, and digital platforms
- Member-submitted resources or tools

Definitions

- **Intellectual Property (IP):** Creations of the mind such as written works, designs, logos, course content, presentations, and digital assets.
- **Creator/Author:** The individual(s) who originally develops intellectual property.

- **Work-for-Hire:** IP created by employees or contractors as part of their official duties for the association.

Ownership of Intellectual Property

a. Association-Owned IP

- IP created by employees, contractors, or board members **in the course of their work** for the association is considered the property of SHAHV.
- This includes conference materials, training resources, website content, logos, and other deliverables created using association resources or under its direction.

b. Third-Party or Speaker Contributions

- Guest speakers, authors, or presenters retain ownership of their materials **unless a written agreement assigns rights to the association.**
- By submitting or presenting materials at an event, contributors grant the association license to distribute those materials for educational purposes to **registered course participants**, unless otherwise agreed in writing.
- Material used in presented courses must properly cite any source during the course and handouts.

c. Member-Generated Content

- When members submit content (e.g., articles, tools, templates) for publication or sharing, they retain copyright but grant the association license to publish and disseminate the material.
- Proper attribution will be given to all creators unless anonymity is requested.

Use of Intellectual Property

No one may:

- Reproduce or distribute association-owned IP for commercial purposes without written permission.
- Modify or republish association content without authorization.
- Use the association's logo or name in a manner that implies endorsement without approval.

Members and third parties may use SHAHV IP for **personal, educational, or non-commercial purposes**, provided they do not alter the material or remove credit.

Trademarks and Branding

SHAHV owns all rights to its trademarks, including its:

- Name, logos, and taglines

Unauthorized use of the association's branding, including imitation or misrepresentation, is strictly prohibited.

Copyright Compliance and Third-Party Content

SHAHV:

- Respects the intellectual property rights of others.
- Requires all staff, presenters, and contributors to use only materials they have the right to share.
- Encourages the use of open-access or licensed content and requires appropriate citation of sources.

Violations and Enforcement

Any violation of copyright laws or improper use of source material will be addressed promptly and remedied to ensure compliance.

Policy Review and Updates

This policy is reviewed annually and may be amended by SHAHV to reflect new legal requirements, technological changes, or organizational needs.

Contact for IP Matters

For questions, permissions, or IP concerns, please contact:

Intellectual Property Officer (SHAHV Webmaster)

Fiona Curley

shahvwebmaster@gmail.com

P.O. Box 248, Gardiner, NY 12525