



# Handcrafted Soap Makers Guild, Inc.

## ORGANIZATIONAL POLICY

### Intellectual Property

June 30, 2009

“Intellectual Property” covers the legal property rights over creations of the mind, both artistic and commercial and the corresponding field of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary and artistic works; ideas, discoveries and inventions; and words, phrases, symbols and designs. Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets.

Within the HSMG, various types of intellectual property have been and continue to be developed. These items include such things as our logo, articles in the Journal and on the website, promotional materials, study guides, certification exams, etc. Access to these different intellectual properties constitutes a large portion of the benefits received by members.

Therefore, it is hereby established as firm policy that:

**Any intellectual property of any kind developed, written, designed, invented or in any other way created by an HSMG volunteer, staff member or contractor in the course of or as part of their duties or work for the HSMG as a Committee member or volunteer, Board Member, or contractor, shall be the sole property of the HSMG.**

The Board of Directors, all committee members and volunteers and all contractors must be made aware of this policy and agree to it before assuming any duties for the HSMG.

#### Exceptions

1. In certain limited cases, ownership of an intellectual property created in the course of HSMG duties may be released upon written request to the Board of Directors (see *Completed Staff Work* policy).
2. Copyrighted articles being reprinted in *The Handcrafted Soapmaker* with permission of the author (see *The Handcrafted Soapmaker* policy).

Written by Marie Gale

Approved June 30, 2009 by the  
Board of Directors

History:

June 30, 2009 Original publication date