Title: A RESOLUTION REGARDING THE USAGE OF HCSA IPADS

Whereas: The Housing Center Student Association (hereafter HCSA) has considered legislation for the purchase of two new HCSA iPads; and,

Whereas: These iPads and their cases represent a significant investment for HCSA and are a valuable resources whose lifespan we would like to expand as long as possible; and,

Whereas: iPads have been stolen from other Housing and Food organizations in the past and we would like to safeguard our investment; and,

Whereas: Currently there does not exist a sufficient method for keeping of accounting for and ensuring the return of generally available HCSA resources such as an iPad and the HCSA sound system; and,

Whereas: It is important that rules and regulations are recorded in the HCSA By-laws, and currently the HCSA By-laws provide no structure for the management of HCSA shared resources; and,

Whereas: HCSA would like the iPads to be available to RSA Presidents and Executive members, but recognize that the iPads should be utilized exclusively for HCSA-related purposes.

LET IT THEREFORE BE RESOLVED THAT:

Section 1: The Housing Center Student Association General Council usage guidelines for the HCSA iPads as outlined in the text below will be added to the working By-Laws.

Guidelines for HCSA Resources

I. HCSA Resources
   A. HCSA speakers and sound system
   B. HCSA iPads and associated accessories, including cases, styluses, etc.

II. Permitted Usage
   A. To utilize an HCSA resource such as those listed, the HCSA member requesting the resource (see below for permitted users) must request the resource at least one business week in advance via the online HCSA scheduling tool for HCSA resources.
      1. In the event of conflicting usage of an HCSA resource, the person who reserved the resource first will have priority in its usage, unless via express permission of the HCSA Vice President of Internal Affairs.
      2. Reservations may not be made with less than 3 hours between each reservation, unless via permission of the HCSA Vice President of Internal Affairs.
      3. Failure to return and document the return of resources on time may result in revoking of privileges of usage. The deadline for return is whichever of the following occurs first:
         a) Noon on the third business day after the completion of the event.
         b) Two hours prior to the next reserved slot for the equipment.
   B. Approved usages of the HCSA resources are limited to events hosted by an RSA and events hosted by HCSA. The rights of any RSA or Executive member to utilize common HCSA resources may be revoked via written agreement of the HCSA Vice President of External Affairs and an HCSA Advisor.
   C. Permitted claimants of these HCSA resources include all members of the HCSA Executive Board (excluding the HCSA Executive Auxiliary) and RSA Presidents. Others may reserve HCSA resources only with the express permission of the Vice President of Internal Affairs.
1. Permitted claimants may allow others involved with the HCSA event in question to utilize the HCSA resource(s). However, in this instance, the claimant maintains full responsibility for the proper care and treatment of the resource.

III. **Proper Care and Treatment**

A. Repairs for any deliberate damage caused to an HCSA resource will be the sole financial responsibility of the party causing the damage.

B. Accidental damage will be reviewed with the claimant with responsibility at the time of the accident, the Vice President of Internal Affairs and an HCSA advisor to determine the appropriate share of financial responsibility for repairs/replacements.

C. Before returning resources to HCSA, claimants are responsible for the cleaning and inspection of the resource(s).

D. During periods of non-use, HCSA general resources will be stored as follows:
   2. iPads: iPads will be stored in an HCSA adviser’s office at all times during non-use.
      a) Those responsible for storing the HCSA iPads are also responsible for locking and keeping secure the iPads.
      b) In the event iPads are returned over the weekend, iPads may be stored in the HCSA President’s locked office temporarily until the following business day, at which time the iPad(s) must be transferred to an adviser’s office.

E. The Secretary is responsible for management of all digital support media for HCSA property. This includes but is not limited to the HCSA Apple ID, Dropbox, physical back-up media (external hard drive), and account information.

Section 2: Receipts for this purchase be provided to appropriate staff throughout the Housing and Food department.

Section 2: Proof of appropriate spending of funds be demonstrated to the HCSA General Council during a future GC via a demonstration of the capabilities of the iPad as a resource for HCSA.

Section 3: Copies of this resolution shall be sent to the following:

Dave Annis, Director of Housing and Food Services  
Diane Brittingham, Director of Residence Life  
Brian Rock, Assistant Director of Residence Life and HCSA Adviser  
Samantha Raines, HCSA Graduate Adviser  
Lyndsay Tabor, HCSA Graduate Adviser  
Jeremiah Stinnett, HCSA President  

Author(s) of the bill: **Evan White**  

Action taken by Council:

Verified by Chair of Council: ______________________ Date: 10.02.2015