



HUMAN GENETICS SOCIETY OF AUSTRALASIA Ltd

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POLICY

Title:	Use of HGSA Trademark
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Replaces Document	2018MP03
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Last Reviewed:	April 2026
Next Review:	April 2030
Approved By:	HGSA Board of Directors
Contact:	secretariat@hgsa.org.au

1. PURPOSE

This policy establishes the guidelines for the appropriate use of the Human Genetics Society of Australasia (HGSA) trademarks, logos, and associated brand assets. It ensures consistent brand representation and protects the Society's intellectual property in accordance with Australian trademark and copyright legislation (Registration no. 1923437).

2. SCOPE

This policy applies to all HGSA members, staff, committees, branches, special interest groups, and any third parties who may use or reference the HGSA trademark or brand materials.

3. DEFINITIONS

Authorised Users: Individuals or bodies officially permitted to use the HGSA trademark as specified in this policy.

Brand Assets: All visual and textual elements that represent the HGSA brand, including logos, letterheads, presentation templates, and taglines.

HGSA Trademark: The registered trademark owned by the Human Genetics Society of Australasia, including the HGSA logo, name, and associated design elements.

Official Correspondence: Documents, letters, emails, and other communications produced on behalf of the Society in an official capacity.

Third Party Users: Any users not listed as an Authorised User in section 4.2

4. POLICY STATEMENT

4.1 Trademark Protection

The HGSA logo and trademark are registered intellectual property protected under Australian trademark and copyright law. Unauthorised use constitutes a breach of intellectual property rights and may result in legal action.

4.2 Authorised Use

The HGSA trademark may only be used on official HGSA documents and correspondence by the following authorised users:

- Members of the HGSA Board of Directors
- Branch Executive Committee members (for branch-related official correspondence)
- Special Interest Group (SIG) Executive members (for SIG-related official correspondence)
- Formally constituted HGSA committees, including but not limited to:
 - Local Organising Committees (LOCs)
 - Scientific Program Committee (SPC)
 - Board of Censors for Genetic Counselling and its subcommittees
 - Board of Censors for Diagnostic Genomics
 - Education, Ethics and Social Issues Committee
 - Newborn Screening Committee
 - Professional Issues Committees
 - Other committees formally established by the Board of Directors
- HGSA Secretariat staff acting in their official capacity

4.3 Prohibited Use

The HGSA trademark must **NOT** be used for:

- Personal correspondence or communications
- Private business or commercial purposes, including websites; unless approved by the Board.
- Individual member's professional letterheads or business cards (unless specifically representing HGSA in an official capacity)
- Political advocacy or endorsements not approved by the Board
- Any purpose that may bring the Society into disrepute

- Unauthorised modifications or alterations to the trademark design

4.4 Brand Consistency

All authorised users must use the official HGSA brand assets without modification. The current logo files, templates, and brand guidelines are available from the HGSA Secretariat.

Users must ensure:

- Correct colour reproduction
- Appropriate sizing and clear space requirements
- No distortion, rotation, or alteration of logo proportions
- Use of approved templates for official correspondence

5. RESPONSIBILITIES

5.1 Board of Directors

The Board is responsible for overseeing compliance with this policy, approving requests for trademark use, and taking appropriate action in cases of unauthorised use or brand misuse.

When considering requests to use the HGSA logo, the HGSA Board of Directors will consider the following:

- the implications (either perceived or actual) of the reputation of the HGSA in the association of the logo with the requested purpose or product
- whether the applicant is a member of the HGSA
- the third-party's adherence to the HGSA Code of Ethics
- whether the third-party's objectives are in accordance with the HGSA Constitution and Strategic Plan

5.2 Authorised Users

Authorised users are responsible for ensuring their use of the HGSA trademark complies with this policy and represents the Society appropriately. Users must immediately cease using the trademark upon conclusion of their authorised role or position or approved term of use.

5.3 HGSA Secretariat

The Secretariat manages distribution of official brand assets, maintains records of authorised users, and reports potential policy breaches to the Board.

6. REQUESTS FOR APPROVAL TO USE

Third parties (including event organisers, sponsors, collaborating organisations, and media) seeking to use the HGSA trademark must submit a written request to the Board via the Secretariat. The request must specify:






- Purpose and context of proposed use

- Duration of intended use
- Format and medium of use
- Sample mockups where applicable

Written approval must be obtained before any third-party use commences. The Board reserves the right to refuse permission or require modifications to proposed usage.

Approval of HGSA logo use does not constitute endorsement by the HGSA of any product, service, or professional practice associated with the approved party. Permission to display the HGSA logo is granted solely for the purpose specified in the approval and should not be represented or interpreted as a recommendation, accreditation, or validation of the approved party's services, competency, or conduct.

Approval for the use of HGSA Special Interest Group(SIG) Logo and trademark must be sought independently from the relevant SIG executive. See [Special Interest Groups](#).

SIG Logo	SIG	Registration Number
	Australasian Society of Genetic Counsellors	1198696
	Australasian Society of Genetic Counsellors	2644074
	Australasian Association of Clinical Geneticists	2644075
	Australasian Society for Inborn Errors of Metabolism	2644076
	Australasian Society of Diagnostic Genomics	2644077

7. BREACH AND ENFORCEMENT

Unauthorised or inappropriate use of the HGSA trademark will be addressed through the following process:

First instance: Written notification requesting immediate cessation of unauthorised use

Continued breach: Formal warning with documented consequences

Serious or repeated breach: Legal action as appropriate

Members or third parties who become aware of unauthorised trademark use should report it to the HGSA Secretariat immediately.

8. REVIEW AND AMENDMENTS

This policy will be reviewed as required to reflect changes in legislation, organisational structure, or branding strategy. The Board of Directors holds the authority to amend this policy.

9. ENQUIRIES

For questions regarding this policy or to request trademark usage permissions, please contact:

HGSA Secretariat

Email: secretariat@hgsa.org.au

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