

New Jersey Watercolor Society
Policy on Zoom Subscription and Use
Effective September 24, 2024

Zoom Subscription and Plan Description

Zoom Workplace Pro	100 participants
Legacy plan	Discounted at \$119.92/year (instead of the full price of \$159.90/year)
Account number	117519019
Tax exempt	NJWS EIN 222-601-879/000
Annual renewal	July 1 st
Licenses	2 or more as needed

Authority and Use

1. The President of the NJWS will be the designated owner of the account.
2. Additional licenses will be purchased for admin users as needed for zoom facilitators.
3. Zoom is approved for use for the following meeting types:
 - a. NJWS Board meetings
 - b. Administrative and Financial business meetings
 - c. Online receptions for NJWS Exhibitions

Meeting Guidelines

1. The President or 1st Vice President will create Zoom meetings. The meeting invite is copied and sent by the President or the membership chair to the appropriate members.
2. The meeting ID is to remain confidential and not to be shared with anyone that is not invited to the meeting.
3. The meeting may be recorded by admin users for documentation purposes. Once the recording has been reviewed, the meeting recording will be deleted.
4. Zoom functions, such as recording, and screen share are limited to admin users.
5. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
6. Participants will be held in the Zoom waiting room until the facilitator allows them entry.
7. By accepting the Zoom meeting ID and joining the meeting, participants agree to the terms set out in this document.

This policy has been established by the New Jersey Watercolor Society Board of Directors in compliance with and as a supplement to the NJWS Bylaws. The Board of Directors may revise the policy as it deems appropriate. Exceptions to these requirements due to hardship or other extreme circumstances may be made at the discretion of the NJWS Executive Board.