

BOARD, COMMITTEE, SIG POLICIES

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BOARD, COMMITTEE, SIG POLICIES

I. ADMINISTRATIVE

A. Administrative Policies Objectives:

- i. Provide clear direction to the Section's leadership to facilitate effective and efficient governance of the policy and decision making aspects of the Section.
- ii. Allow the Section's leadership to carry out the mandates and policies determined by the Section membership.
- iii. Enable the Section's leadership to enhance the Board of Directors ability to achieve the Section's vision, which is as follows:

Orthopaedic Section's Vision Statement – Updated October 2004

The Orthopaedic Section is the leader in advancing orthopedic physical therapy practice through the professional development and increased involvement of its members. The Section leads through dynamic and innovative education, practice, and research initiatives while maintaining fiscal accountability and professionalism.

B. Activities needing Board Approval:

- i. Activity has fiscal implications which are not budgeted
- ii. The activity/decision affects policy
- iii. The activity/decision affects the Section's bylaws
- iv. Controversial issues affecting the public or physical therapy
- v. Involves quoting something on behalf of the Section
- vi. Anything to be disseminated over the media spokesperson network
- vii. A change in the responsibility of the committee

C. Committee Appointment Policy:

- i. Committee appointments will be reviewed each year on the Board of Directors March conference call.
- ii. Notification should be made four months prior to their assuming their position.
- iii. Candidate pool –
 - Policy cover page for all committees along with a sign up sheet will be posted on the web site.
 - Announcement will be placed in *Orthopaedic Physical Therapy Practice*, quarterly, seeking individuals to volunteer on a committee.
 - The Board of Directors will approve individuals added to the candidate pool.
 - Individuals will be kept in the candidate pool for two years.
 - Candidate pool will not be posted on the web site.
- iv. The Board of Directors will appoint committee members and assign term limits.
- v. The Board of Directors will set the number of members allowed on each committee.
- vi. Committee members will choose the chair from among the members.
- vii. The Section office will contact new committee members and chairs informing them of their appointment.

BOARD, COMMITTEE, SIG POLICIES

1 D. Candidates Running for Elected Office:
2

3 Candidates running for elected office will receive the following information:

- 4 i. Board of Directors Meeting Minutes
5 ii. The DeFlorian Report
6

7 E. Conflict of Interest:
8

9 A conflict of interest can arise when conditions or circumstances preclude or interfere with an
10 individual's capacity to make the objective, detached decisions required in Board of Director
11 meetings. Conditions or circumstances which may create a conflict of interest include but are
12 not limited to those cases in which the Board of Director member, Committee member, or SIG
13 member: 1) has a personal, professional, or financial interest in, or relationship with, the entity
14 in question; 2) has or is perceived as having, for any reason, a preconceived bias for or against
15 the entity in question. Board of Director members, Committee members, and SIG members
16 shall excuse themselves from such participation in any case where a conflict of interest arises,
17 where a potential conflict of interest may arise, or where there may be a perceived appearance
18 of conflict.
19

20 F. Confidentiality Statement:
21

22 All discussion in declared Executive Session must remain within the Board. If the Board wants,
23 they can determine other discussions, whether they are in the confines of a called meeting or
24 not, privileged/confidential discussions, with the participants agreeing to such. This gives
25 everyone the same understanding that what is said should not be shared outside the room.
26

27 Once in Executive Session, if you want to take a vote that you feel requires public disclosure,
28 you leave Executive Session and take the vote. Other votes can remain within Executive
29 Session, such as appointments, since the outcome will become public.
30

31 G. Compensation Policy:
32

33 Individuals who receive compensation from the Section will sign a contract or letter of
34 agreement which states the requirements of receiving compensation.
35

36 H. Section Documents:
37

- 38 i. The Section office will maintain all official documents of the Section including, but not
39 limited to, articles of incorporation, bylaws, meeting minutes, annual reports,
40 correspondence, tax returns, audits, contracts and letters of agreement.
41 ii. Official Section documents that have not yet been adopted by the Board of Directors or
42 Section membership will be marked DRAFT.
43

44 I. Clinical Research Grant Application Policy:
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46 Orthopaedic Section Officers and Committee Chairs will not be allowed to apply for
47 Orthopaedic Section sponsored clinical research grants.
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BOARD, COMMITTEE, SIG POLICIES

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2 J. Recognition Plaques:
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4 Plaques recognizing a member's service to the Section as an elected officer, committee chair,
5 or SIG officer will be given at the end of their final term served in the same position. Plaques
6 will be given at the Awards Ceremony at CSM.
7

8
9 K. Referral for Profit (formerly POPTS):
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- 11 i. *The Journal of Orthopaedic and Sports Physical Therapy* and *Orthopaedic Physical*
12 *Therapy Practice* will not knowingly publish advertisements in the classified ads for
13 solicitation of therapists for such organizations, nor will they knowingly publish any other
14 advertisements for physician owned physical therapy facilities.
15 ii. Due to the potential for unethical and possible illegal aspects of physician owned physical
16 therapy services, the Orthopaedic Section **will not** provide mailing labels to physician
17 owned physical therapy groups for promotion or recruitment of physical therapists.
18

19 L. Position on Designation:
20

21 The Section will follow the APTA's policy as follows –
22

23 *It is the position of the American Physical Therapy Association that:*
24

25 The American Physical Therapy Association (APTA) supports the use of "PT" as the
26 regulatory designation of a physical therapist. Other letter designations such as "RPT," "LPT"
27 or academic and professional degrees, should not be substituted for the regulatory designation
28 of "PT." "PTA" is the preferred regulatory designation of a physical therapist assistant.
29 The APTA supports the recognition of the regulatory designation of a physical therapist or a
30 physical therapist assistant as taking precedence over other credentials or letter designations. In
31 order to promote consistent communication of the presentation of credentials and letter
32 designations, the Association shall recognize the following preferred order:
33

- 34 i. PT/PTA
35 ii. Highest Earned Physical Therapy-Related Degree
36 iii. Other earned Academic Degree(s)
37 iv. Specialist Certification Credentials in alphabetical order (specific to the American Board of
38 Physical Therapy Specialties)
39 v. Other Credentials External to APTA
40 vi. Other Certification or Professional Honors (eg, FAPTA)

41 The APTA supports the designations "SPT" and "SPTA" for physical therapist students and
42 physical therapist assistant students, respectively, up to the time of graduation. Following
43 graduation and prior to licensure, graduates should be designated in accordance with state
44 law. If state law does not stipulate a specific designation, graduates should be designated in
45 a way that clearly identifies that they are not licensed physical therapists or licensed or
46 regulated physical therapist assistants.
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BOARD, COMMITTEE, SIG POLICIES

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2 M. Member Electronic Mail Addresses Policy:
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4 The Section will follow the APTA's policy as follows –
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6 *It is the policy of the APTA Board of Directors that:*
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8 Electronic mail (email) addresses of American Physical Therapy Association (APTA) members
9 collected by APTA shall be used exclusively by APTA national for the dissemination of
10 information about association business and activities. APTA components shall use e-mail
11 addresses of their members exclusively for dissemination of information related to business and
12 activities within their component.

13 Neither national nor components of APTA shall provide members' email addresses to any
14 individuals or external organizations except as authorized by the APTA Board of Directors and
15 exclusively for the exchange of information related to association business and activities.
16

17 Neither the national headquarters nor components of APTA shall provide members' email
18 addresses to component organizations to which the members of the list do not belong.
19

20 N. Section Stationery/Envelopes:
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22 Section stationery/envelopes will NOT be given to any officer, committee chair/member, or
23 SIG officer for their use. All correspondence on Section letterhead will be sent from the
24 Section office.
25

26 O. Logo Policy:
27

28 i. The Orthopaedic Section's insignia (logo) is a registered trademark and the property of the
29 Orthopaedic Section of the American Physical Therapy Association. The insignia can be
30 used only as designated and approved by the Section.
31

32 Orthopaedic Section members may imprint or affix the Section's insignia on or to
33 stationery, publications, documents, and other materials produced by the members,
34 provided that:
35

- 36 • Any such use of the insignia is approved by the Orthopaedic Section office, and
- 37
- 38 • The insignia is imprinted or affixed adjacent both to the Section member's name and
39 to a statement of the member's relationship to the Section (e.g., "A member of the
40 Orthopaedic Section"), and
- 41
- 42 • A copy or sample of any such material produced by the Section member for public
43 relations or public information is sent to the Orthopaedic Section office for
44 informational purposes.
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BOARD, COMMITTEE, SIG POLICIES

1 The Section's members may also imprint or affix the Section's full name on or to stationery,
2 publications, documents, and other materials produced by the members provided that:

- 3 • Any such use of the Section's name is approved by the Section office, and
- 4
- 5 • The Section's name is imprinted or affixed adjacent to the member's name as part of
- 6 a statement of the member's relationship to the Section (see example above), and
- 7
- 8 • A copy or sample of any such material produced by the member for public relations
- 9 or public information is sent to the Orthopaedic Section office for informational
- 10 purposes.
- 11

12 Section members may display the Association insignia in advertisements of their
13 professional services and in material promoting the physical therapy profession, provided
14 that:

- 15 • The insignia is imprinted or affixed adjacent to a statement of the member's
- 16 relationship to the Section (e.g., "A Member of the Orthopaedic Section of the
- 17 American Physical Therapy Association"), and
- 18
- 19 • Any such use of the insignia is limited to office stationery, note pads, business
- 20 cards, promotional fliers and brochures, print ads, and telephone book listings.
- 21

22 Any advertisement or promotional material bearing the Orthopaedic Section logo, name, or
23 address by individual Section members should be in accordance with the provisions set
24 forth in the Orthopaedic Section's Policy Manual.

25
26 Individual Section members having inquiries about the use of the Section's insignia, name,
27 and address not covered in this policy should direct their inquiries to the Executive Director
28 of the Orthopaedic Section.

- 29
30 ii. SIG mastheads (logos) must adhere to the Section and APTA logo policies for printed
31 material.

32
33 *It is the policy of the APTA Board of Directors that:*

34
35 The Association's "mark"/logo is the property of the American Physical Therapy
36 Association (APTA). The "mark"/logo may be used only as designated and approved by
37 the Association.

38
39 APTA's components shall incorporate the Association's "mark"/logo into all printed and
40 electronic communications, including those directed to the general public. All components
41 shall clearly reflect in printed and electronic communications that they are a component of
42 the Association, using the guidelines set forth in the APTA Graphic Standards Manual.

43
44 Individual members may display the Association "mark"/logo in advertisements of their
45 professional services and in material promoting the physical therapy profession, provided
46 that:

BOARD, COMMITTEE, SIG POLICIES

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1. Use of the "mark"/logo complies with the guidelines set forth in the APTA Graphic Standards Manual; and
2. The "mark"/logo is imprinted or affixed adjacent to a statement of the member's relationship to the Association (eg, "A Member of the American Physical Therapy Association"); and
3. Any such use of the "mark"/logo is limited to office stationery, note pads, business cards, promotional fliers and brochures, print ads, and telephone book listings.

Any advertisement or promotional material bearing the APTA "mark"/logo, produced by or for APTA components or individual members, must be in accordance with the provisions set forth in APTA's Code of Ethics and Guide for Professional Conduct.

Components, individual members, and any other parties having questions about the use of the Association name and "mark"/logo not covered in this policy should direct their inquiries to the Chief Executive Officer of the American Physical Therapy Association.

P. Telephone Calling Card Policy:

A telephone calling card will be provided to the Board of Directors and Committee Chairs to use for conducting Section business.

Q. Vice Chair Policy:

- i. Appointment - Chairs of the Research, Practice, Education, and Public Relations Committees will submit the name of a committee member to be considered for appointment the Board of Directors at CSM to be considered for appointment to Vice-Chair of that committee.
- ii. Purpose - May be appointed to Chair of the committee at the end of the current Chair's term.
- iii. Role - Assume the role of Chair in unexpected absences.
- iv. The Chair will train the Vice-Chair in the duties and responsibilities of the Committee Chair position

R. W-9 Forms:

W-9 forms are required by all speakers and authors for 1099 tax purposes.

II. MEETINGS

A. Attendance Policy:

- i. CSM Board of Directors, Committee Chairs, SIG presidents, Education Vice-Chair
- ii. AC President and Section Delegate
- iii. Fall Board of Directors, Committee Chairs, one SIG member to represent all SIGs (one representative of each SIG will be funded to attend the Fall Strategic Planning meeting every 3 years)

BOARD, COMMITTEE, SIG POLICIES

- 1 iv. Board Members/Committee Chairs/SIG Presidents who are funded but do not attend Board
2 of Director and Business Meetings will not be eligible for transportation and that day's
3 lodging and meal reimbursement.
4

5 B. Continuing Education for Non-PTs/PTAs:
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7 *Continuing Education for Individuals Other Than Physical Therapists and Physical Therapist*
8 *Assistants*

9 It is the position of the American Physical Therapy Association that:

10 Physical therapists and physical therapist assistants conducting continuing education courses
11 are obligated to indicate in the printed and lecture materials that such course material is not
12 intended for use by licensed or regulated participants outside of the scope of his/her license or
13 regulation.

14 Furthermore, they should make it clear when teaching elements of patient/client management
15 that subsequent use of those elements is referred to as physical therapy only when performed
16 by or under the direction and supervision of a physical therapist, in accordance with
17 Association policies, positions, guidelines, standards, and ethical principles and standards.

18 Physical therapists and physical therapist assistants should not conduct continuing education
19 courses that teach patient/client management to individuals who are not licensed or otherwise
20 regulated, except as they are involved in a specific plan of care, and in accordance with

21 Association policies, positions, guidelines, standards, and ethical principles and standards.

22 C. Date of Fall Board Meeting:
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24 The Orthopaedic Section Fall Board of Directors Meeting will be held the second weekend in
25 October each year.
26

27 D. Travel and Accommodations Policy:
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29 i. Those funded by the Orthopaedic Section to attend a meeting are responsible for making
30 their own travel and hotel reservations at least 30 days prior to the meeting.
31

32 ii. The Section's travel agent may be used in making your flight arrangements. Airfare will be
33 verified with the Section office and upon approval the amount charged to the Section credit
34 card.
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36 E. CSM Complimentary Registration
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38 Only Section Program Chairs (Education Chair) and Section Presidents receive complimentary
39 registration. The registration for the Section President is transferrable should the President
40 wish to have someone else in the Section use it. In addition, component staff receives
41 complimentary registration. This is not transferrable.

BOARD, COMMITTEE, SIG POLICIES

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2 F. Section Exhibit Booth Policy:
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4 Board of Directors, Committee Chairs, and SIG Presidents are asked to assist in staffing the
5 Section's exhibit booth at the Combined Sections Meeting and the APTA Annual Conference
6 each year when the Section provides their funding to these meetings.
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8 G. Photography:
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10 The Section Historian is responsible for photographing events at CSM.
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13 **III. ORIENTATION**
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15 A. Incoming Board Members, Committee Chairs, and SIG Board Members:
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17 An orientation process for incoming Orthopaedic Section Board Members, Committee Chairs,
18 and Special Interest Group Board members will take place at the Combined Sections Meeting
19 (CSM) each February. The following individuals will be invited to assist with this meeting:
20 outgoing Board members/committee chairs, Board liaisons, and the Orthopaedic Section's
21 Executive Director and Executive Associate. During this meeting, information regarding
22 reports and meetings, position duties/expectations, policies, bylaws, finances, and methods of
23 communication will be discussed. Funding for SIG Board members will be at the discretion of
24 each SIG. If these individuals are funded the money will either come out of the SIG budget or
25 their encumbered funds if available. For those individuals who are unable to attend the
26 orientation meeting in person, a phone conference between the Executive Director, Executive
27 Associate, and each newly elected/appointed individual will take place within 2 months
28 following CSM.
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