

**SPECIAL INTEREST GROUP AND EDUCATIONAL INTEREST GROUP
POLICIES AND RULES OF ORDER**

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1 1. SPECIAL INTEREST GROUP (SIG)
2

3 A. Purpose:

- 4 i. Provide educational programming to Section membership;
5 ii. Serve the Section as an educational & practice resource for Section
6 members;
7 iii. Develop and recommend practice standards & terminology
8 iv. Identify changes in legislation, regulation, & reimbursement issues at state
9 and national levels;
10 v. Identify and provide resource people & materials to accurately share
11 practice information and address areas of concern related to the SIG
12 domain with guidance of the Section; and
13 vi. Foster credible research within the SIG domain in conjunction with the
14 Section Research Committee to promote both scientific foundation and
15 interdisciplinary study within the SIG domain.
16

17 B. Qualifications for Membership

- 18 i. Any Section member who is good standing can be a member
19

20 C. Admission to Membership

- 21 i. Any Section member who desires to become a SIG member shall submit a
22 request to the Section Office
23

24 D. Meetings

- 25 i. Provide a proposal for 3 to 4 hours of educational programming each year
26 at CSM or a Section annual meeting, as requested by the Education
27 Committee Chair. The selection of the educational program proposal
28 submitted by the SIG each year will be based on the merit of the proposal
29 as determined by the Section's Education Committee.
30 ii. Conduct an annual SIG business meeting at CSM each year.
31 iii. Hold at least two (2) conference calls per year to conduct SIG business.
32 The Section Office will arrange all SIG conference calls, even if the SIG
33 desires to have more than required two (2) calls during the calendar year.
34 iv. Can schedule additional meetings for business or education as long as
35 there is no conflict with Section or APTA functions. The Section will not
36 subsidize these additional meetings.
37 v. If due to unforeseen circumstances both the SIG President and Vice-
38 President cannot attend CSM, an "official" business meeting of the SIG
39 will not be held. The SIG Board of Directors liaison will conduct an
40 "unofficial" business meeting for the SIG membership but no motions can
41 be put forth and no voting on any SIG related issues can occur.
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1 E. Officers

- 2 i. SIG officers, elected by SIG membership include:
- 3 1. President; and
- 4 2. Vice-President/Education Chair
- 5 ii. No other elected/appointed members of the SIG Governing Board.
- 6

7 F. Term Limits

- 8 i. All elected officers serve 3-year terms.
- 9 ii. Only Section members are eligible to hold office.
- 10 iii. President is elected in first year.
- 11 iv. Vice-President/Education Chair is elected in second year.
- 12 v. No member can be elected to more than 2 full consecutive terms in the
- 13 same office.
- 14 vi. No elected member shall serve more than three (3) complete consecutive
- 15 terms on the SIG BOD.
- 16

17 G. Governing Board

- 18 i. The SIG Governing Board consists of a President, Vice-
- 19 President/Education Chair, and the Section Board of Directors Liaison.
- 20 All three members of the governing board shall each have one (1) vote.
- 21 All three members of the SIG Governing Board will attend every meeting
- 22 of the SIG Governing Board, including all conference call and face-to-face
- 23 meetings.
- 24

25 H. Elected Committees

- 26 i. The SIG shall elect the members of Nominating committee following the
- 27 elections procedures described in Section 1.J. of these SIG and EIG
- 28 Policies and Rules of Order. The SIG Nominating Committee will consist
- 29 of a Chair and two other members. The most senior member of the
- 30 Nomination Committee will serve as the Chair. Nominating Committee
- 31 Members cannot be elected to more than 2 consecutive 3-year terms on the
- 32 Committee.
- 33

34 I. Standing Committees

- 35 i. Although not required, the SIG Governing Board can establish the
- 36 following Standing committees:
- 37 1. Practice/Reimbursement;
- 38 2. Membership; and
- 39 3. Research.
- 40 ii. The names of potential Chairs for the SIG Standing Committees will be
- 41 put forth by the Nomination Committee Chair and the membership at the
- 42 CSM SIG Business Meeting, for appointment by the SIG Governing
- 43 Board.

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J. Elections

- i. The election of the SIG officers (President & Vice-President/Education Chair) and Nominating Committee Members will be conducted in accordance with Section Bylaws Article XI. Section 3.A. Elections shall be conducted via mail ballot in November and coordinated by the Nominating Committee.
- ii. The names of Standing Committee members will be put forth by the Nominating Committee Chair and the membership at the CSM SIG Business Meeting, for appointment by the SIG Governing Board.

K. Budget

- i. The SIG President and Vice President/Education Chair will be reimbursed for airfare, two (2) days per diem (meals & hotel), and conference registration for attendance at CSM or the Section annual meeting.
- ii. The SIG is provided an annual budget of \$2,500.00 each calendar year.
- iii. All CSM or Section Annual Meeting expenses incurred by the SIG, including speaker honorariums, catering, audio-visual equipment, and meeting room space, is paid for by the Section. Speaker reimbursement for either CSM or Annual Section Meeting will follow the Section guidelines for Speaker Reimbursement listed in the Section's Education Policy Item 1.C.
- iv. Each SIG will appear in the Section budget as a program and be managed in the same manner as other budgetary programs of the Section. The Section office will reimburse budgeted expenses with proper documentation. Copies of the expenses paid will be sent to SIG Presidents quarterly.
- v. SIG budgets shall be submitted to the Finance Committee by June 15 of each year. Compliance to SIG policies shall be the responsibility of the SIG. Compliance to Section policies will be monitored by the Finance Committee with the projects and figures adjusted to assure compliance.
- vi. Each SIG will have a maximum of \$2,500 budgeted each year. Any portion of this \$2,500 that is not used in a given year does not roll over into the next year. After a SIG has spent the \$2,500 allocated for a given year, all other expenses incurred will be taken out of the SIG's encumbered funds. If no encumbered funds exist, special approval of the Section Board of Directors is needed prior to receiving additional funds beyond the \$2,500 that is allocated per year.
- vii. All SIG finances shall be managed and controlled through the Section office with the Executive Director and Section President as fiscal administrators.

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- 1 viii. If the SIG desires to undertake a special project and the project requires
2 funding beyond the budgeted \$2,500, the SIG must submit to the Section
3 Board of Directors for approval a formal written proposal which includes
4 the following:
5 1. Budget projections
6 2. Timelines as to when the money will be needed.
7 3. Who will be involved and their costs.
8 4. Any support that might be needed from the Section office.
9 5. Support statement on how this project fits into the strategic plan of
10 the SIG and the Section.
11 a. Once the above is submitted to the Section Board of
12 Directors, action on the proposal will be taken in a timely
13 fashion.
14

15 L. Utilization of SIG Encumbered Funds

- 16 i. 'Encumbered Funds' are funds that the Finance Committee of the
17 Orthopaedic Section will maintain in a secure, no risk investment fund and
18 will be available for legitimate purposes for SIGs consistent with SIG
19 policies, Orthopaedic Section bylaws, and the current strategic plan of the
20 Orthopaedic Section.
21 ii. The current status of each SIG budget will be sent to the SIG President on
22 a quarterly basis (each January 1, April 1, July 1, and October 1). This
23 budget will be an Excel document and will include all budgeted expenses,
24 current and year-to-date income and expenses, and current amount of
25 encumbered funds.
26 iii. Encumbered funds not used in a calendar year by a SIG will be rolled over
27 to the following year to the SIG's budget and will continue to be rolled
28 over annually until expended by that SIG.
29 iv. The SIG may budget use of their encumbered funds through the normal
30 budgetary process, which includes the customary review and approval of
31 the Finance Committee and the BOD of the Orthopaedic Section.
32 v. The SIGs also may also request to access encumbered funds by a written
33 request from the SIG President to the Section Office. The request will
34 indicate the type, amount and purpose of expense and will be submitted to
35 the Orthopaedic Section Executive Director who may approve the request
36 without further review and disburse the funds as requested. However, the
37 Executive Director may request a review by the Orthopaedic Section BOD
38 prior to disbursement of any non-budgeted, encumbered funds to verify
39 that the request for the encumbered funds is consistent with the SIGs
40 policies, the Orthopaedic Section bylaws, and the current strategic plan of
41 the Orthopaedic Section.
42 vi. The Orthopaedic Section may access the SIGs encumbered funds for non-
43 SIG purposes if fiscal necessity arises. When such use is necessary, the

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1 Orthopaedic Section BOD will notify the President of the SIG whose
2 funds are to be used, at least 14 days before the Section BOD finalizes
3 such a decision by vote. The Section will explain the type and the amount
4 of the proposed expense. The SIG will be allowed to express an opinion
5 regarding the proposed use of the funds as specified. However, final
6 decision regarding the use of SIG funds will rest with the Orthopaedic
7 Section BOD. Funds will be returned to the SIG as soon as financially
8 possible.

- 9 vii. If a SIG were to become an EIG, the existing SIG encumbered funds
10 would still be available for use by the EIG for a period of five years. At
11 the end of five years, if the EIG had not converted back to a SIG, the
12 remaining encumbered funds would be returned to the Section's budget to
13 fund research and advocacy issues.
- 14 viii. If a SIG were to cease to exist and decided not to become a EIG, the SIG
15 membership would be asked decide if the existing SIG encumbered funds
16 should be used by the Section to fund research and/or advocacy issues. If
17 the SIG membership could not come to a decision, the SIG encumbered
18 funds would be placed in the Section's general account.

19
20 M. Required Activities of the SIG Officers

21 i. *President:*

- 22 1. Attends Section Business Meeting & BOD meeting at CSM
23 annually.
- 24 2. Will staff the Orthopaedic Section Booth at CSM for a minimum
25 of 2 hours each year.
- 26 3. Represents SIG at the Fall BOD meeting every three (3) years as
27 well as at other Section meetings when requested by Section BOD.
- 28 4. Provides a written report on SIG activities one (1) month prior to
29 the Fall BOD meeting, the Section BOD Meeting at CSM, and the
30 Section BOD meeting at the APTA Annual Conference. If any of
31 these meetings are conference calls a report will be submitted one
32 (1) month prior to the date of the call. The CSM report will
33 include a list of current committee chairs and members, including
34 term limits.
- 35 5. Submits annual budget request by June 15 for review at the Section
36 Finance Committee meeting in August.
- 37 6. Submits a SIG informational & update article to OPTP two (2)
38 times per year.
- 39 7. Submits to the Section Executive Associate the agenda for the
40 CSM SIG Business Meeting and SIG conference calls two (2)
41 weeks prior to CSM. The agenda will forwarded to the SIG Board
42 Liaison.

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- 1 8. Provides a report to the BOD for review at the CSM Board
2 meeting during the third year of their Presidency indicating how
3 the SIG has fulfilled the six (6) purposes documented for SIGs.

4 ii. *Vice-President/Education Chair:*

- 5 1. Provides a proposal for 3 to 4 hours of educational programming
6 each year at CSM or a Section annual meeting.
7 2. Works with Section Education Committee Chair to plan annual
8 CSM or Section annual meeting programming.
9 3. Serves as the moderator of the SIG educational session.

10
11 N. Education Courses

12 i. CSM Honorarium

- 13 1. SIG officers speaking at a CSM or Annual Section Meeting for
14 SIG related programming will not receive an honorarium. SIG
15 officers can receive an honorarium for speaking at CSM or Section
16 Annual Meeting Pre-conference courses.
17 2. The Section's Education Policy for Speaker Reimbursement (Item
18 1.C) also applies to SIG officers.

19 ii. Sharing of profits from Pre-Conference courses that are co-sponsored by
20 the SIG

- 21 1. A 50/50 split of all net profits will occur for Pre-Conference
22 courses co-sponsored by a SIG and the Section. SIG profits will
23 placed in their encumbered funds.

24 iii. Sharing of profits from ISC that are co-sponsored by the SIG.

- 25 1. A 50/50 split of all net profits for joint ISC courses between the
26 Section and a SIG shall be kept in place for the lifetime of the
27 course. If an idea for an ISC topic comes forward that was not
28 initiated by the SIG, but is appropriately related to that SIG, it shall
29 be brought to the SIG's attention for the opportunity to cosponsor
30 the ISC with the Section.

31 iv. Management of SIG Funds (Policy for Management of SIG Funds that are
32 generated from Independent Study Courses and Continuing Education
33 Courses).

- 34 1. During the planning stages of an Independent Study Course (ISC)
35 or a Continuing Education Course (CEC), a budget outlining the
36 expenses and revenue will be created through communication
37 between the SIG President and either the Orthopaedic Section's
38 Independent Study Course Managing Editor or Orthopaedic
39 Section's Program Coordinator.
40 2. Within 90 days following the completion of a CEC and quarterly
41 after the release of an ISC, reports will be provided to the SIG
42 President regarding income and expenses from the CEC or ISC, as
43 well as the current profit (or loss) from the CEC or ISC.

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1 approved by the web master after review by the Web Site Task
2 Force. Contact information for obtaining additional information
3 may be shown, but links to other entities will be charged a fee
4 according to the Orthopaedic Section pricing structure.

5 P. Use of Section's E-Commerce Website

- 6 i. Each SIG is entitled to place items, including forms, information packets,
7 etc. on the Section's E-Commerce website, for sale to SIG and Section
8 members and non-members. All SIG items to be submitted will be
9 reviewed by the SIG Board Liaison prior to being sent to the Section
10 office.
- 11 ii. Once approved by the Board Liaison, the SIG will submit the completely
12 finished item(s) to be placed on the website to the Section's Executive
13 Associate, who will work with the Section's web designer to place the
14 item for sale on the Section's E-Commerce website.
- 15 iii. The Section will charge the SIG a one time fee of \$250.00 that would be
16 taken from the SIGs encumbered funds, to pay for staff and web designer
17 costs incurred for posting the item for sale to non-members on the website.
- 18 iv. All profits from the sale of SIG items to SIG and Section members and
19 non-members will be placed in the SIGs encumbered fund account.
- 20
21

22 2. EDUCATIONAL INTEREST GROUP (EIG)

23
24 A. Purpose

- 25 i. Provide educational programming to Section membership;
26 ii. Serve the Section as an educational & practice resource for Section
27 members; and
28 iii. Develop and recommend practice standards & terminology.
- 29

30 B. Meetings

- 31 i. The EIG Chair would participate in:
32 1. A breakfast roundtable discussion session at CSM or the Section
33 Annual Meeting each year.
34 2. Provide a proposal for 2 to 3 hours of programming each year at
35 CSM or Section annual meeting, as requested by the Education
36 Committee Chair.
- 37

38 C. Officers

- 39 i. The only EIG officer would be the **Chair**, who must be a Section member
40 in good standing.
41 ii. The Section Board of Directors will appoint the Chair, in consultation with
42 the membership, through email or personal solicitation.

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- 1 iii. The Education Committee Chair and the Section’s Associate Executive
2 Director will evaluate the EIG Chair annually, with the evaluation
3 presented to the Section Board of Directors at their March meeting. If the
4 performance of the EIG Chair was determined to be unsatisfactory, the
5 Board of Directors shall have the right to dismiss the current EIG Chair
6 and appoint a new EIG Chair.
7

8 D. Term Limits

- 9 i. The EIG Chair would a serve 3-year term.
10 ii. Only Section members would be eligible to hold office.
11 iii. The EIG Chair cannot serve more than two (2) complete consecutive
12 terms.
13

14 E. Budget

- 15 i. The EIG Chair will be reimbursed for airfare, two (2) days per diem
16 (meals & hotel), and one (1) day conference registration for attendance at
17 CSM or the Section annual meeting.
18 ii. All CSM or Annual Section Meeting expenses incurred by the EIG,
19 including speaker honorariums, catering, audio-visual equipment, and
20 meeting room space, will be paid for by the Section. Speaker
21 reimbursement for either CSM or Annual Section Meeting will follow the
22 Section guidelines for Speaker Reimbursement listed in the Section’s
23 Education Policy Item 1.C.
24 iii. If the CSM EIG programming submitted by the EIG Chair is not selected
25 by the Section Education Committee, the EIG Chair will not be
26 reimbursed to attend CSM and will also not be required to attend the EIG
27 roundtable at the Section’s CSM First-timers breakfast.
28

29 F. Education Courses

- 30 i. CSM Honorarium
31 1. EIG Chairs speaking at a CSM or Annual Section Meeting for EIG
32 related programming would not receive an honorarium.
33 2. The Section’s Education Policy for Speaker Reimbursement (Item
34 1.C) also applies to EIG Chairs.
35

36 G. Required Activities of the EIG Chair

- 37 i. Attends the breakfast roundtable discussion session at CSM or the Section
38 Annual Meeting annually;
39 ii. Provides one (1) written report to Section BOD as well as OPTP
40 describing upcoming EIG programming at CSM;
41 iii. Works with Section Education Committee Chair to plan annual CSM or
42 Section annual meeting programming; and
43 iv. Serves as the moderator of the EIG educational session.

**SPECIAL INTEREST GROUP AND EDUCATIONAL INTEREST GROUP
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4 3. GENERAL ADMINISTRATIVE ISSUES
5

6 A. Submission of Review to OPTP

- 7 i. The SIG President and EIG Chair will review all SIG and EIG related
8 submissions to *Orthopaedic Physical Therapy Practice (OPTP)*, at the
9 request of the OPTP Editor. Any SIG and EIG submission to OPTP must
10 be submitted at least five days before the deadline to allow adequate time
11 for the review process.

12 B. Funding of Practice Analysis

- 13 i. Section sponsored funding for a practice analysis is limited to SIGs only.
14 The first source of funding for a practice analysis would be from SIG
15 Encumbered Funds. If enough funds are not available, the SIG will
16 present a proposal requesting funding or the analysis to the Section Board
17 of Directors for approval.
18

19 C. Procedure for Forming EIG and SIG

- 20 i. If a group of Section members desires to develop a SIG, the prospective
21 SIG will first be recognized as an EIG.
22 ii. In order for the Section to officially recognize an EIG, a petition must be
23 presented to the Section Board of Directors with at least 100 signatures of
24 active and/or affiliate members of the Section interested in supporting the
25 EIG, along with the mission and goals of the proposed EIG. This should
26 be sent to the Section Office by October 1st.
27 iii. After the Section Office verifies the membership status of the 100
28 signatories on the petition and the Section Board of Directors reviews the
29 goals and mission of the proposed EIG, the Board of Directors will grant
30 official status to the EIG if the Board believes that the formation of the
31 EIG will be of benefit to the Section. The decision of the Board of
32 Directors will be made at the upcoming CSM Board of Directors meeting.
33 iv. The newly formed EIG will then follow the established EIG policies for at
34 least 2 years, beginning with the CSM the year following Board approval.
35 v. After operating as an EIG for at least 2 years, those Section members who
36 support the advancement of the EIG to SIG status, can petition the Section
37 Board of Directors. The petition to grant SIG status to the Board of
38 Directors must include:
39 1. An summary of EIG educational activities over at least the past 2
40 years;
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2. A detailed proposal indicating how the current EIG plans on meeting all of the six designated purposes of a SIG outlined in the SIG Policies and Rules of Order.
3. The proposal to become a SIG should be submitted to the Section Office by December 1st so that the Board of Directors can review and make a decision on the proposal at the upcoming CSM Board of Directors Meeting.

D. Use of Section Booth at Non-Section Sponsored Functions or Meetings

- i. If an SIG requests to exhibit at a non-Section sponsored function or meeting and wants to use the Orthopaedic Section's exhibit booth as a display, the following steps must be adhered to:
 1. The request to exhibit at a conference must be presented at the time budgets are due to the Orthopaedic Section office for approval by the Board of Directors and inclusion in the following year's budget (by June 15th).
 2. The Section Office will process all paperwork regarding the conference exhibit booth.
 3. The Section Office will need to be informed of materials that need to be sent with the booth at least 3 weeks in advance to the booth being shipped to the exhibit location.
 4. It is the SIGs responsibility to inform the Section Office of who will be in charge of receipt of the booth once it arrives onsite, who will be present at the booth during the conference, and who will be responsible for shipping the booth back to the Orthopaedic Section office.
 5. Should any materials not be returned to the Orthopaedic Section office following the conference, it will be the SIGs responsibility to reimburse the Section for the cost of the missing items. The same will apply to any items returned that have been damaged due to negligence (e.g., gross errors when repacking the exhibit display for shipping).

E. SIG or EIG Logo Policy

- i. The SIG and EIG if they so desire to create a masthead or logo for their group must adhere to the Section and APTA logo policies for printed material.
 1. The Section Logo Policy is listed under the Section's Board. Committee, and SIG Policies Item I.P.
- ii. All SIG and EIG who decide to create a masthead or logo for their group will utilize the Section SIG – EIG logo/masthead template which is attached to this policy.

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- 1 1. The letter size used to designate the specific SIG and EIG as well
- 2 as the Orthopaedic Section insignia (logo) and the APTA mark
- 3 (logos) will be identical for all SIG and EIG logos.
- 4 2. The SIG and EIG will be responsible for developing their unique
- 5 symbol for their specific logo.
- 6 3. The Section Board of Directors must approve all SIG and EIG
- 7 logos prior to the SIG or EIG using the logo.
- 8 iii. The SIG or EIG may imprint or affix their approved logo on official SIG
- 9 or EIG stationary, publications, slide presentations, documents, and other
- 10 materials produced and approved by the Orthopaedic Section office.
- 11

12 F. SIG and EIG Authority and Limitations

- 13 i. A SIG or EIG shall:
 - 14 1. Operate under the policies or rules of order that shall not be
 - 15 inconsistent with Section or Association bylaws and that shall be
 - 16 approved by the Section Board of Directors;
 - 17 2. Not levy special assessments that carry punitive action or loss of
 - 18 good standing; and
 - 19 3. Be established and/or dissolved in accordance with the rules and
 - 20 conditions specified by the Section’s Board of Directors.
- 21 ii. A SIG or EIG is subject to the following limitations:
 - 22 1. The bylaws, policies, and rules of order of the Association and
 - 23 Section;
 - 24 2. No SIG or EIG can profess or imply that it speaks for or represents
 - 25 the Section or members other than those currently holding an
 - 26 officer position in the SIG or EIG unless authorized by the
 - 27 Section’s Board of Directors; and
 - 28 3. No SIG or EIG can profess, imply, or advertise that it is the
 - 29 sponsor of a continuing education course, symposium, or retreat,
 - 30 unless authorized by the Section’s Board of Directors.
- 31 iii. Any changes or modifications proposed by the Section Board of Directors
- 32 to the SIG and EIG Policies and Rules of Order shall be distributed for
- 33 review and comment by the SIGs and EIGs one month prior to Board vote.
- 34
- 35