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

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

1. SPECIAL INTEREST GROUP (SIG)

   A. Purpose:
      i. Serve the Section as an educational, research, and practice (including
         advocacy) resource for Section members;
      ii. Provide educational programming to Section membership;
      iii. Develop and recommend practice standards and terminology
      iv. Identify changes in legislation, regulation, and reimbursement issues at
          state and national levels;
      v. Identify and provide resource people and materials to accurately share
          practice, research, and educational information and address areas of
          concern related to the SIG domain with guidance of the Section; and
      vi. Foster credible research (e.g. fund SIG grants, serve as CSM abstract
          reviewers) within the SIG domain in conjunction with the Section
          Research Committee to promote both scientific foundation and
          interdisciplinary study within the SIG domain.

   B. Qualifications for Membership
      i. Any Section member who is good standing can be a member

   C. Admission to Membership
      i. Any Section member who desires to become a SIG member shall submit a
         request to the Section Office

   D. Meetings
      i. Provide a proposal for 2 hours of educational programming each year at
         CSM.
         1. Communicate with Education Committee Chair on their
            submission
         2. The selection of the educational program proposal submitted by
            the SIG each year will be based on the merit of the proposal as
            determined by the Section’s Education Committee. (Refer to
            Education Policies, I. Combined Sections Meeting, A.
            Programming, 1. for additional information).
      ii. Conduct an annual SIG business meeting at CSM each year.
      iii. Hold at least two (2) conference calls per year to conduct SIG business.
          The Section Office will arrange all SIG conference calls, even if the SIG
          desires to have more than the required two (2) calls during the calendar
          year.
      iv. Additional meetings can be scheduled for business or education as long as
          there is no conflict with Section or APTA functions. The Section will not
          subsidize these additional meetings.
      v. If, due to unforeseen circumstances, both the SIG President and Vice-
         President cannot attend CSM, an “official” business meeting of the SIG

F:\executive\motions and policies\policies\BOD approved\SIG EIG Policy FINAL
(BOD approved 4-16-08, 4-14-09, 7-07-09, 9-14-09, 2-18-10, 2-10-11, 2-3-14. 11-15-17,
2-8-18)
E. Strategic Planning
   i. Conduct a strategic planning meeting every 5 years. The SIG’s strategic
       plan should follow the Section’s. The meeting can be prior to CSM or at
       another time that is amenable to the SIG. The Section will assist the SIG
       in identifying a facilitator. SIGs may apply to the Section for a grant, not
       to exceed $3,000, once every 5 years for conducting their strategic
       planning meeting.

F. Officers
   i. SIG officers, elected by the SIG membership include:
      1. President; and
      2. Vice-President/Education Chair

G. Term Limits
   i. All elected officers serve 3-year terms.
   ii. Only Section members are eligible to hold office.
   iii. President is elected in the first year.
   iv. Vice-President/Education Chair is elected in the second year.
   v. No member can be elected to more than 2 full consecutive terms in the
       same office.
   vi. No elected member shall serve more than three (3) complete consecutive
       terms on the SIG Board of Directors.

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

I. Elected Committees
   i. The SIG shall elect the members of the Nominating Committee following
      the elections procedures described in Section 1.J. of these SIG and EIG
      Policies and Rules of Order. The SIG Nominating Committee will consist
      of a Chair and two other members. The most senior member of the
      Nominating Committee will serve as the Chair. Nominating Committee
      Members cannot be elected to more than 2 consecutive 3-year terms on the
      Committee.
J. Standing Committees
   i. Although not required, the SIG Governing Board can establish the following Standing Committees:
      1. Practice/Reimbursement;
      2. Communications
      3. Membership; and
      4. Research.
   ii. The names of potential Chairs for the SIG Standing Committees 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.
   iii. A sub-committee or task force can be formed at the discretion and approval of the SIG Governing Board. When a sub-committee or task force is established:
      1. The SIG Governing Board will establish time limits for the sub-committee or task force, and
      2. In the annual report to the Section’s Board of Directors, the SIG President will: A) list the names of the members of the sub-committee or task force, and B) provide a detailed report of the activities/findings of the sub-committee or task force.

K. Elections
   i. The election of the SIG officers (President and 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.

L. Annual 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.
   ii. The SIG is provided an annual budget of $3,750.00 each calendar year.
   iii. CSM or Section Annual Meeting expenses incurred by the SIG for speaker honorariums/reimbursements is paid for by the Section up to $600.00. Expenses exceeding the allotted $600/SIG amount will be funded from the applicable SIG’s $3,750 budget if funds are available, or from the SIG’s encumbered funds. Speaker reimbursement for either CSM or the Annual Orthopaedic 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. A report showing expenses paid will be sent to SIG Presidents quarterly.

v. SIG budgets shall be submitted to the Section office by June 15 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 $3,750 budgeted each year. Any portion of this $3,750 that is not used in a given year does not roll over into the next year. After a SIG has spent the $3,750 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 $3,750 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.

viii. If the SIG desires to undertake a special project/educational course and the project/course requires funding beyond the budgeted $3,750, the SIG must submit a business plan to the Section Board of Directors for approval which includes the following:

   3. For off-site courses
      a. History of offering past courses
      b. Purpose for holding the course
      c. Reason the proposed course is not being held as a pre-con at CSM

   4. Budget projections
   5. Timelines as to when the money will be needed.
   6. Who will be involved and their costs.
   7. Any support that might be needed from the Section office.
   8. Support statement on how this project fits into the strategic plan of the SIG and the Section.
      a. Once the above is submitted to the Section Board of Directors, action on the proposal will be taken in a timely fashion.

   7. Motion to be submitted to the Board of Directors via the Board Liaison using the motion template.
   8. Motion to be submitted at least 3 months prior to the recommended course date.
M. Utilization of SIG Encumbered Funds
   i. ‘Encumbered Funds’ are funds that the Finance Committee of the
      Orthopaedic Section will maintain in a secure, no risk investment fund and
      will be available for legitimate purposes for SIGs consistent with SIG
      policies, Orthopaedic Section bylaws, and the current strategic plan of the
      Orthopaedic Section.
   ii. The current status of each SIG budget will be sent to the SIG President on
       a quarterly basis (each January 1, April 1, July 1, and October 1). This
       budget will be an Excel document and will include all budgeted expenses,
       current and year-to-date income and expenses, and current amount of
       encumbered funds.
   iii. Encumbered funds not used in a calendar year by a SIG will be rolled over
       to the following year and will continue to be rolled over annually until
       expended by that SIG.
   iv. The SIG may budget use of their encumbered funds through the normal
       budgetary process, which includes the customary review and approval of
       the Finance Committee and Section Board of Directors.
   v. The SIGs may also request to access encumbered funds by a written
      request from the SIG President to the Section Office. The request will
      indicate the type, amount and purpose of expense and will be submitted to
      the Orthopaedic Section Executive Director who may approve the request
      without further review and disburse the funds as requested. However, the
      Executive Director may request a review by the Orthopaedic Section
      Board of Directors prior to disbursement of any non-budgeted,
      encumbered funds to verify that the request for the encumbered funds is
      consistent with the SIGs policies, the Orthopaedic Section bylaws, and the
      current strategic plan of the Section.
   vi. SIGs are eligible to apply for research grants through the Research
       Committee’s Small Grant Program. Money for these grants are to come
       from the SIG’s encumbered funds.
   vii. The Orthopaedic Section may access the SIGs encumbered funds for non-
       SIG purposes if fiscal necessity arises. When such use is necessary, the
       Orthopaedic Section Board of Directors will notify the President of the
       SIG whose funds are to be used, at least 14 days before the Section Board
       of Directors finalizes such a decision by a vote. The Section will explain
       the type and the amount of the proposed expense. The SIG will be
       allowed to express an opinion regarding the proposed use of the funds as
       specified. However, the final decision regarding the use of SIG funds will
       rest with the Orthopaedic Section Board of Directors. Funds will be
       returned to the SIG as soon as financially possible.
   viii. If a SIG were to become an EIG, the existing SIG encumbered funds
        would still be available for use by the EIG for a period of five years. At
        the end of five years, if the EIG had not converted back to a SIG, the
remaining encumbered funds would be returned to the Section’s budget to fund research and advocacy issues. If a SIG were to cease to exist all funds would be dissolved and re appropriated at the discretion of the Board of Directors.

N. Required Activities of the SIG Officers

i. President:

1. Attends Section Business Meeting and Board of Directors meeting at CSM annually.
2. Will staff the Orthopaedic Section Booth at CSM for a minimum of 2 hours each year.
3. Represents the SIG at the Fall Board of Directors meeting every five (5) years as well as at other Section meetings when requested by the Section Board of Directors.
4. Provides a written report on SIG activities one (1) month prior to the Fall Board of Directors meeting and the CSM Board of Directors Meeting. If any of these meetings are conference calls a report will be submitted one (1) month prior to the date of the call. The CSM report will include a list of current committee chairs and members, including term limits.
5. Submits annual budget request by June 15 for review at the Section Finance Committee meeting in August.
6. Submits a SIG informational and update article to OPTP at least two (2) times per year.
7. Submits to the Section Executive Associate the agenda for the CSM SIG Business Meeting and SIG conference calls two (2) weeks prior to the meeting. The agenda will be forwarded to the SIG Board Liaison.
8. Provides a report to the Board of Directors for review at the CSM Board meeting during the third year of their Presidency indicating how the SIG has fulfilled the six (6) purposes documented in these policies.
9. Can only serve as a presenter for one (1) annual CSM or Section meeting educational session during each three-year term unless presented to the Education Chair and approved by the Board.

ii. Vice-President/Education Chair:

1. Ensures submission of a proposal for 2 hours of educational programming each year at CSM.
2. Communicates proposal for submission of programming to the Education Chair.
3. Serves as the moderator of the SIG educational session.
4. Can only serve as a presenter for one (1) annual CSM educational session during each three-year term unless presented to the Education Chair and approved by the Board of Directors.

O. Education Courses
   i. CSM Honorarium
      1. SIG officers speaking at a CSM for SIG related programming will not receive an honorarium. SIG officers can receive an honorarium for speaking at CSM Pre-conference courses.
      2. The Section’s Education Policy for Speaker Reimbursement (Item 1.C) also applies to SIG officers.
   ii. CSM Pre-Conference Courses
      1. Confirmation of a pre-conference course will be determined based on reaching a breakeven registration number.
      2. Sharing of profits from Pre-Conference courses that are co-sponsored by a SIG
         a. A 50/50 split of all net profits (revenue minus expenses) will occur for Pre-Conference courses co-sponsored by a SIG and the Section. SIG profits will be placed in their encumbered funds.
   iii. Sharing of profits from ISCs that are co-sponsored by a SIG
      1. A 50/50 split of all net profits (revenue minus expenses) for joint ISC courses between the Section and a SIG shall be kept in place for the lifetime of the course. If an idea for an ISC topic comes forward that was not initiated by a SIG, but is appropriately related to that SIG, it shall be brought to the SIG’s attention for the opportunity to cosponsor the ISC with the Section.
   iv. Management of SIG Encumbered Funds (Policy for Management of SIG Funds that are generated from Independent Study Courses and Continuing Education Courses)
      1. SIG proposes ISC topic to their Board Liaison.
      2. SIG representative and Board of Directors develop and agree on a proposed budget.
      3. Sales revenue is forecasted over a specified time range.
      4. SIG ISC proposal is presented to the Board of Directors for approval. SIG leadership would also present the proposal to their SIG Governing Board.
      5. SIG escrows 50% of the proposed expenses from their encumbered funds in a “restricted funds” account within the financial accounting system of the Section.
      6. The Orthopaedic Section also escrows 50% of proposed expenses.
      7. ISC is published.
8. The Orthopaedic Section, at large, would provide the “sweat equity” of staff labor, along with the marketing channel and Orthopaedic Section branding of the product.

9. Net profit (revenue minus expenses) is reconciled annually and, if a net profit is realized, it would be shared on a 50/50% basis between the SIG and the Section.

v. SIG Protocol for Co-sponsoring an ISC

1. SIGs wishing to co-sponsor an ISC will:
   a. Select the topic of interest.
   b. Obtain the ISC Editor and Section Board of Directors approval for the topic.
   c. Identify authors willing to write monographs. The authors must possess expertise in the identified content area and demonstrate writing experience.
   d. Solicit interest and support from their members.

2. The Section and SIG will share the costs in producing the course 50/50. Net profit (revenue minus expenses) is reconciled annually and, if a net profit is realized, it would be shared on a 50/50% basis between the SIG and the Section.

P. SIG Web Site

i. Information on SIG Web Sites

   2. The following information will be included on each SIG web site:
      a. Directory of officers
      b. Upcoming educational programming

3. SIG documents may be posted to the SIG web site only after they have been reviewed and approved by the SIG Governing Board and the Board Liaison to the SIG. Once posted, the SIG officers are responsible for ensuring that the posted documents are kept up to date. Once a document is determined to be outdated, the SIG officers will notify the Section Web Master to remove the document from the web site.

ii. Articles from SIG members cannot be posted on the web site unless they have been reviewed and approved by the SIG Governing Board, Managing Editor, Research Committee if appropriate, and Board Liaison.

iii. Posting of SIG Membership Lists

   1. Special Interest Groups may post a membership listing or directory on the Section sponsored SIG web site.

iv. SIG Postings of Courses/Conferences sponsored by entities not affiliated with the Section or APTA will be handled on a case by case basis.
Q. Use of Section’s E-Commerce Website
   i. Each SIG is entitled to place items, including forms, information packets, etc., on the Section’s E-Commerce website for sale to SIG and Section members and non-members. All SIG items to be submitted will be reviewed by the SIG Board Liaison as well as the entire Board of Directors prior to being sent to the Section office.
   ii. Once approved by the Board Liaison, the SIG will submit the completely finished item(s) to be placed on the website to the Section’s Executive Associate, who will work with the Section’s web designer to place the item for sale on the Section’s E-Commerce website.
   iii. All profits from the sale of SIG items to SIG and Section members and non-members will be placed in the SIGs encumbered fund account.

2. EDUCATIONAL INTEREST GROUP (EIG)

   A. Purpose
      i. Serve the Section as an educational, research, and practice (including advocacy) resource for Section members;
      ii. Provide educational programming to Section membership with the exception of PTA EIG; and
      iii. Develop and recommend practice standards and terminology.

   B. Meetings
      i. The EIG Chair will participate in:
         1. Provide a proposal for 2 hours of programming each year at CSM with the exception of the PTA EIG.
         2. Communicate with Education Committee Chair on their submission.
         3. The selection of the educational program proposal submitted by the EIG each year will be based on the merit of the proposal as determined by the Section’s Education Committee. (Refer to Education Policies, I. Combined Sections Meeting, A. Programming, 1. for additional information).

   C. Officers
      i. The Chair will be the only officer, who must be a Section member in good standing.
      ii. The Section Board of Directors will appoint the Chair, in consultation with the membership, through email or personal solicitation.

   D. Term Limits
      i. The EIG Chair would serve a 3-year term.
SPECIAL INTEREST GROUP AND EDUCATIONAL INTEREST GROUP
POLICIES AND RULES OF ORDER

ii. Only Section members will be eligible to hold office.
iii. The EIG Chair cannot serve more than two (2) complete consecutive terms.

E. Budget
i. The EIG Chair will be reimbursed for airfare, two (2) days per diem (meals/hotel) to attend the CSM Board of Directors Meeting.
ii. All CSM expenses incurred by the EIG, including speaker honorariums, catering, audio-visual equipment, and meeting room space, will be paid for by the Section up to $600.00. Speaker reimbursement for CSM will follow the Section guidelines for Speaker Reimbursement listed in the Section’s Education Policy Item 1.C.
iii. If the CSM EIG programming submitted by the EIG Chair is not selected by the Section Education Committee, the EIG Chair will not be reimbursed to attend CSM.

F. Education Courses
i. CSM Honorarium
   1. EIG Chairs speaking at CSM for EIG related programming will not receive an honorarium.
   2. The Section’s Education Policy for Speaker Reimbursement (Item 1.C) also applies to EIG Chairs.

G. Required Activities of the EIG Chair
i. Provides one (1) written report to the Section Board of Directors as well as OPTP describing upcoming EIG programming at CSM;
ii. Works with Section Education Committee Chair to plan annual CSM programming; and
iii. Serves as the moderator of the EIG educational session.

3. GENERAL ADMINISTRATION

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

B. Funding of Practice Analysis
i. Section sponsored funding for a practice analysis is limited to SIGs only. The first source of funding for a practice analysis would be from SIG
Encumbered Funds. If enough funds are not available, the SIG will present a proposal requesting funding or the analysis to the Section Board of Directors for approval.

C. Procedure for Forming EIG and SIG
   i. If a group of Section members desires to develop a SIG, the prospective SIG will first be recognized as an EIG.
   ii. In order for the Section to officially recognize an EIG, a petition must be presented to the Section Board of Directors with at least 100 signatures of active and/or affiliate members of the Section interested in supporting the EIG, along with the mission and goals of the proposed EIG. This should be sent to the Section Office by October 1st.
   iii. After the Section Office verifies the membership status of the 100 signatories on the petition and the Section Board of Directors reviews the goals and mission of the proposed EIG, the Board of Directors will grant official status to the EIG if the Board believes that the formation of the EIG will be of benefit to the Section. The decision of the Board of Directors will be made at the upcoming CSM Board of Directors meeting.
   iv. The newly formed EIG will then follow the established EIG policies for at least 2 years, beginning with the CSM the year following Board approval.
   v. After operating as an EIG for at least 2 years, those Section members who support the advancement of the EIG to SIG status, can petition the Section Board of Directors. The petition to grant SIG status to the Board of Directors must include:
      1. A summary of EIG educational activities over at least the past 2 years;
      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 a 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. Branding

i. The Orthopaedic Section's “mark”/logo and the associated tagline is a registered trademark and the property of the Orthopaedic Section, APTA, Inc. a section of the American Physical Therapy Association (APTA), aka Orthopaedic Section or Section. The “mark”/logo can be used only as designated and approved by the Section.

ii. Orthopaedic Section members may imprint or affix the Section's full name and/or “mark”/logo including but not limited to electronic media, stationery, publications, documents, advertisements of their professional services, materials promoting the physical therapy profession and other materials produced by the members, provided that:

1. Any such use of the “mark”/logo is approved by the Orthopaedic Section office, and

2. The “mark”/logo is imprinted or affixed adjacent both to the Section member's name and to a statement of the member's relationship to the Section (e.g., "A member of the Orthopaedic Section, APTA, Inc."); and

3. A copy or sample of any such material produced by the Section member for public relations or public information is sent to the Orthopaedic Section office for informational purposes.

4. 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.

The “mark”/logo color, typeface, and size must comply with the Brand Standards Guide prepared by Vendi Advertising v.012517
iii. Any advertisement or promotional material bearing the Orthopaedic Section “mark”/logo or name, by individual Section members should be in accordance with the provisions set forth in the Orthopaedic Section's Policy Manual.

iv. Individual Section members having inquiries about the use of the Section’s “mark”/logo and name not covered in this policy should direct their inquiries to the Executive Director.

F. SIG Mastheads

i. Special Interest Groups (SIGs) must adhere to the Section and APTA logo policies for printed material.

ii. It is the policy of the APTA Board of Directors that:

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

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

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

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 (e.g., "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.

iv. 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.

v. 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.

G. SIG and EIG Authority and Limitations
i. A SIG or EIG shall:
   1. Operate under the policies or rules of order that shall not be inconsistent with Section or Association bylaws and that shall be approved by the Section Board of Directors; and
   2. Not levy special assessments that carry punitive action or loss of good standing; and
   3. Be established and/or dissolved in accordance with the rules and conditions specified by the Section’s Board of Directors.
ii. A SIG or EIG is subject to the following limitations:
   1. The bylaws, policies, and rules of order of the Association and Section;
   2. No SIG or EIG can profess or imply that it speaks for or represents the Section or members other than those currently holding an officer position in the SIG or EIG unless authorized by the Section’s Board of Directors; and
   3. No SIG or EIG can profess, imply, or advertise that it is the sponsor of a continuing education course, symposium, or retreat, unless authorized by the Section’s Board of Directors.
iii. Any changes or modifications proposed by the Section Board of Directors to the SIG and EIG Policies and Rules of Order shall be distributed for review and comment by the SIGs and EIGs one month prior to Board vote.