

## SPECIAL INTEREST GROUP POLICIES

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**Policy:** Special Interest Group (SIG) of the AOPT

**Purpose:** To ensure the SIG leadership and members understand and carry out their functions within the Academy of Orthopaedic Physical Therapy (AOPT)

**Scope:** The policy applies to all SIGs of the AOPT

**Responsibilities:** SIG elected and appointed persons, AOPT Staff

1. Serve the Academy of Orthopaedic Physical Therapy (AOPT) as a resource for practice, education, research, and advocacy for AOPT members.
2. Provide educational programming to AOPT membership in conjunction with the Education Committee.
3. Develop and recommend practice standards and terminology.
4. Identify changes in legislation, regulation, and reimbursement issues at state and national levels with the Practice Committee.
5. Identify and provide human resources and materials to accurately share practice, education, research, and advocacy information to address areas of concern related to the SIG domain with the AOPT.
6. Foster research initiatives within the SIG domain in conjunction with the Research Committee to promote best practice.
7. Any AOPT member in good standing is eligible to be a member of any or all of the SIGs at no additional cost.

### **A. Governing Board of the SIG**

1. The SIG Governing Board is made up of the two elected SIG officers, President and Vice President/Education Chair, and the AOPT BOD liaison assigned by the AOPT President.
2. The President and Vice President term is 3-years and cannot serve more than 2 consecutive

terms.

3. The President is elected in the first year; the Vice President/Education Chair in the second year.
4. No member can be elected to more than 2 full consecutive terms in the same office.
5. Each member of the SIG Governing Board shall have one 1 vote.

## **B. SIG Governing Board qualifications**

### **President**

- AOPT Member of the SIG in good standing
- Demonstrated leadership and engagement with the SIG
- Ability to effectively represent the SIG, AOPT and the profession
- Responsible for facilitating and submitting web site content and newsletters to OPTP as requested by the AOPT office or AOPT BOD's.

### **Vice-President**

- AOPT Member of the SIG in good standing
- Demonstrated leadership and engagement with the SIG
- Ability to effectively represent the SIG, AOPT and the profession
- Ability to develop/identify educational programming that meets the needs of SIG members

## **C. Duties of the SIG Governing Board**

### **President**

1. Each member of the SIG Governing Board must attend every meeting of the SIG Governing Board.
2. Attends AOPT CSM Membership Meeting annually
3. Will ensure a SIG member officer staffs the AOPT booth annually at CSM for a minimum of 2 hours
4. Represents the SIG at the Fall Board of Directors meeting during strategic planning years as well as at other AOPT meetings when requested by the AOPT Board of Directors.
5. Provides a written report on SIG activities one (1) month prior to the July Board of Directors meeting and the CSM Board of Directors Meeting.
6. Provides a report to the AOPT Board prior to their CSM meeting during the third year of their presidency indicating how the SIG has fulfilled the six purposes documented in the SOPs.
7. Submits annual budget requests by June 15 for review at the AOPT Finance Committee meeting.
8. Submits a SIG informational and update article to OPTP at least one time per year or as requested by the Editor or Managing Editor.
9. Can only serve as a presenter for one (1) annual CSM or Annual Orthopaedic Meeting educational session during each three-year term unless presented to the Education Chair and approved by the Board in advance.
10. Develops the agenda for and conducts the annual CSM SIG business meeting.
11. Develops the agenda for and conducts at least 2 conference call meetings of the SIG Governing Board each year.

### **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.

#### **D. Appointed / Standing Committees**

- Education
- Practice
- Research
- Public relations

1. The names of potential Chairs for the SIG Standing Committees will be put forth by the Nominating Committee Chair and the membership at the annual SIG membership meeting or when a vacancy is presented and shall be appointed by the SIG Governing Board.
2. A sub-committee or task force can be formed at the discretion and approval of the SIG Governing Board.

#### **E. Nominating Committee**

1. The SIG members shall elect the members of the Nominating Committee following the elections procedures described in Section F below.
2. 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.
3. Nominating Committee Members elected can only serve 2 consecutive 3-year terms.
4. The names of individuals willing to serve on Standing Committees will be put forth by the Nominating Committee Chair.

#### **F. Elections**

1. The election of the SIG officers (President and Vice-President) and Nominating Committee Members will be conducted in accordance with Section Bylaws Article XI. Section 3.B.
2. Elections shall be conducted via mail ballot in November and coordinated by the Nominating Committee and AOPT office.

#### **G. Education Courses**

##### **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. SIG officers speaking at CSM for SIG related programming are reimbursed according to the AOPT Policy and Speaker Reimbursement policy.

##### **CSM Pre-Conference Courses**

1. Confirmation of a pre-conference course will be determined based on reaching a breakeven registration number.
2. Profits from Pre-Conference courses co-sponsored by a SIG are shared with AOPT based on a 50/50 split of net profit (income minus expenses).

3. The SIG's 50% profit will go into their encumbered funds.

### **Remuneration for educational opportunities that are sponsored/co-sponsored by a SIG**

1. Remuneration for SIG co-sponsored ISCs will be determined by work effort and content by the ISC Editor, Managing Editor and SIG Governing Board.
2. 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 AOPT.

## **H. Budget and Encumbered Funds**

### **SIG Encumbered Funds**

1. Can be created through a variety of efforts
2. Funds not used in a fiscal year will be rolled over to the following year and will continue to be rolled over annually until expended by that SIG.
3. These funds are held in the AOPT reserve account at LPL Financial.
4. The balance of all SIG encumbered funds held in the reserve account are restricted.
5. Tracking of individual SIG encumbered funds is handled by the AOPT Bookkeeper.
6. SIGs request use of their funds by supplying justification to the AOPT Executive Director who can approve the expense or decide to request approval from the Board if the request does not align with AOPT's bylaws, policies or strategic framework.
7. The AOPT Board may access the SIG encumbered funds for non-SIG purposes if fiscal necessity arises. When such use is necessary, the AOPT Board of Directors will notify the President of the SIG whose funds are to be used, at least 14 days before the AOPT Board of Directors finalizes such a decision by a vote.
  - a. The AOPT 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 AOPT Board of Directors. Funds will be returned to the SIG's encumbered fund as soon as financially possible.
8. If a SIG ceases to exist all funds would revert back to the AOPT

### **Annual Budget**

1. The AOPT BOD allocates funds annually to each SIG which must be utilized during that budget cycle or the SIG relinquishes their unused funds for that year..

## **I. SIG Website and Mastheads**

1. The SIG President or Vice President will work with the AOPT office to maintain and update the SIG website.
2. SIG Mastheads
  - a. The AOPT "mark"/logo and the associated tagline is a registered trademark and the property of the AOPT, APTA, Inc. a component of the American Physical Therapy Association (APTA), aka AOPT. The "mark"/logo can be used only as designated and approved by the AOPT.
  - b. Special Interest Groups (SIGs) must adhere to the AOPT Brand Standard for electronic and printed material.

## **J. SIG Authority and Limitations**

### **A. SIG shall:**

1. Operate under the policies or rules of order that are consistent with AOPT policy or Association bylaws and that shall be approved by the AOPT 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 AOPT Board of Directors.

### **B. A SIG is subject to the following limitations:**

- a. The bylaws, policies, and SOPs of the Association and AOPT;
- b. No SIG can profess or imply that it speaks for or represents the AOPT or members other than those currently holding an officer position in the SIG unless authorized by the AOPT Board of Directors; and
- c. No SIG can profess, imply, or advertise that it is the sponsor of a continuing education course, symposium, or retreat, unless authorized by the AOPT Board of Directors.

### **C. Any changes or modifications proposed by the AOPT Board of Directors to the SIG Policies shall be distributed for review and comment by the SIG leadership one month prior to AOPT Board vote.**