

POLICIES OF THE Neuromusculoskeletal Ultrasound SPECIAL INTEREST GROUP

Special Interest Group of
Academy of Clinical Electrophysiology and Wound Management, APTA, Inc.

I. NAME AND RELATIONSHIP TO THE ACADEMY OF CLINICAL ELECTROPHYSIOLOGY AND WOUND MANAGEMENT, APTA, INC.

The name of this organization is the Neuromusculoskeletal Ultrasound Special Interest Group, hereinafter referred to as the NMSKUS SIG. The NMSKUS SIG shall be a special interest group of the Academy of Clinical Electrophysiology and Wound Management, APTA, Inc., hereinafter referred to as the Academy, which is a Component of the American Physical Therapy Association, hereinafter referred to as the Association.

II: PURPOSE

The purpose of the NMSKUS SIG shall be:

- A. To provide a means and meet the needs of Academy members having a common interest in ultrasound imaging of the neuromusculoskeletal and integumentary system.
- B. To further the objectives of the NMSKUS SIG and the Academy as expressed in the NMSKUS SIG policies and Academy bylaws and policies.

III: OBJECTIVES

- A. Establish and promote the priorities and goals of the NMSKUS SIG and the Academy.
- B. Provide the platform for education and collaboration in the area of neuromusculoskeletal ultrasound imaging.
- C. Identify, respond and advocate for areas of concern in state and federal legislation, regulatory and/or reimbursement relating to the practice of neuromusculoskeletal ultrasound imaging.
- D. Provide mechanisms for the exchange of information among persons with interest in various topics relating to NMSKUS imaging.
- E. Promote the highest quality of practice in NMSKUS imaging through education, mentorship and research.
- F. Advocate for consumer access to NMSKUS imaging by physical therapists through public education, public relations and fair reimbursement policies.

IV: MEMBERSHIP

A. Categories and Qualifications of Members

The NMSKUS SIG membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Post-Professional Student, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical

Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Academy.

B. Rights and Privileges of Members

The rights and privileges of the NMSKUS SIG members shall be identical to those established in the Academy's bylaws.

C. Application: An eligible Academy member shall submit their name and contact information to the Academy for NMSKUS SIG membership.

D. Good Standing

A member is in good standing within the meaning of these bylaws if the member is in good standing in the Academy.

E. Disciplinary Action

a. Any member of the NMSKUS SIG who is suspended by the Academy shall have his or her membership privileges suspended in the NMSKUS SIG.

b. Any member who is expelled from membership in the Academy shall be expelled from NMSKUS SIG membership.

c. Academy dues or portions thereof may not be refunded to the expelled member.

F. Reinstatement

Any former member of the NMSKUS SIG who is in good standing in the Academy may be reinstated to membership in the NMSKUS SIG.

V: LIMITATIONS OF THE NMSKUS SIG

The NMSKUS SIG is subject to the following limitations:

A. The NMSKUS SIG shall not profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the NMSKUS SIG unless authorized to do so in writing by the Academy's Board of Directors.

B. The NMSKUS SIG shall operate under policies and rules of order that shall not be inconsistent with the Association and the Academy and in accordance with Policy XI: Parliamentary Authority.

C. The NMSKUS SIG shall not levy special assessments that carry punitive action or loss of good standing.

VI: COUNCIL OF OFFICERS AND COMMITTEES

A. The Council of Officers will govern the NMSKUS SIG.

a. The NMSKUS SIG Council of Officers (Council) shall be a four-member voting body that is comprised of officers: a Chair, Vice-Chair, Administrative Officer, and an At-Large Officer. The Nominating Committee member shall be the non-voting fifth member.

b. No member of the Council shall receive compensation for service, but may receive reimbursement for expenses incurred when performing the duties of the Council.

B. NMSKUS SIG members who are physical therapists, have consented to serve and are in good standing are eligible to hold office.

C. The NMSKUS SIG members shall elect the Council.

a. The first/initial NMSKUS Council:

- i. The Academy Board of Directors appoints the first/initial NMSKUS SIG Chair.
 - ii. The Chair shall appoint the remaining first/initial Council members.
 - b. Terms of office:
 - i. Each Council member shall serve a two (2) year term.
 - ii. The Chair, Administrative Officer and Nominating Committee Chair shall be elected on even years.
 - iii. The Vice-Chair and At-large Officer shall be elected on odd years.
 - iv. There shall be no term limit for any Council position.
 - v. If the initial term of office begins in an even year the Vice-Chair, and At-large Officer shall serve an initial term of three years. If the initial term of office begins in an odd year the Chair and Administrative Officer shall serve an initial term of three years.
 - c. Vacancies:
 - i. In the event of a vacancy in the office of Chair, then the Vice-Chair shall succeed to the Chairmanship for the unexpired remainder of the term.
 - ii. In the event of a vacancy in the office of Vice-Chair, Administrative Officer, or At-large Officer the NMSKUS SIG Council shall appoint an NMSKUS member replacement to serve for the unexpired term.
- D. Duties and responsibilities of the NMSKUS SIG Council
 - a. Work toward achieving the goals of the NMSKUS SIG established by the NMSKUS SIG general membership.
 - b. Conduct NMSKUS SIG business between annual and special meetings.
 - c. Review and update NMSKUS SIG Policies annually.
 - d. Monitor issues and take appropriate actions regarding neuromusculoskeletal ultrasound imaging including but not limited to:
 - i. Federal and state legislation
 - ii. Regulatory
 - iii. Legal action
 - iv. Practice
 - v. Patient access
 - vi. Reimbursement
- E. Duties and responsibility of the Officers
 - a. Chair
 - i. Preside at all meetings of the NMSKUS SIG.
 - ii. Submit an annual report to the NMSKUS SIG and the Academy.
 - iii. Attend the NMSKUS SIG General Membership meeting and the NMSKUS Forum at Combined Sections Meeting.
 - iv. Correspond on issues regarding neuromusculoskeletal ultrasound with external groups.
 - v. Work with the Association staff regarding NMSKUS issues.
 - vi. De facto NMSKUS SIG Committee member except Nominating Committee.

- vii. Member of the Academy Board of Directors; abide by the duties of Academy Board of Directors.
 - b. Vice-Chair
 - i. Assume the duties of the Chair if the Chair is absent or unable to serve.
 - ii. Reply to inquiries from interested new members or to NMSKUS SIG members seeking assistance/advice.
 - c. Administrative Officer
 - i. Record the minutes of all NMSKUS SIG meetings.
 - ii. Submit the NMSKUS SIG business meeting minutes to members and to the Academy within 30 calendar days.
 - iii. Maintain the NMSKUS SIG member list
 - iv. Update NMSKUS member contact list.
 - v. Serve as the NMSKUS SIG historian.
 - d. At-Large Officer
 - i. Be responsible for assisting with updates to NMSKUS SIG section of the Academy's web site.
 - ii. Submit updates and request changes to the NMSKUS SIG page
 - e. Nominating Committee Chair
 - i. Non-voting Council member
 - ii. Shall appoint at least one other Nominating Committee member
 - f. Each Officer shall promptly transfer all appropriate records to his or her successor upon termination of service.
- F. Quorum

A quorum is three (3) Council members.
- G. Council Meetings
 - a. Regular meetings: The Council shall meet in person or by any means of communication by which all participating members may simultaneously hear each other during the meeting at least two (2) times per year.
 - b. Special meetings:
 - i. The Chair has the authority to call special meetings.
 - ii. Three (3) Council members have the authority to call special meetings.
- H. Nominating Committee
 - a. Manage NMSKUS SIG election of officers.
 - b. Consists of the Nominating Committee Chair plus one other appointed committee member.
- I. Other Committees

The Council may establish other committees, as it deems advisable in order to carry out the work of the NMSKUS SIG.

VII: MEETINGS

The NMSKUS SIG shall hold an Annual Business Meeting of the general membership in order to conduct business, with attendance limited to NMSKUS SIG membership and invited guests approved by the NMSKUS SIG officers.

- A. There shall be at least one (1) NMSKUS SIG Annual Business Meeting to be held in the spring each year. The meeting may be face-to-face, teleconference or a combination of both and shall include at least the following elements:
 - a. Installation of Officers.
 - b. The Council shall present:
 - i. A report of the year's activities and financial status to the NMSKUS SIG membership.
 - c. New business.
- B. Annual EMG Forum at APTA Combined Sections Meeting
- C. Special business meetings may be held during any calendar year.
 - a. Special meetings may be called by the Chair, three (3) voting members of the Council, or by petition of 20% of the NMSKUS SIG membership to the Council or Chair.
 - b. Sixty (60) days written notice shall be provided to the membership for such Special Business Meetings.
- D. A quorum of the membership is 60% of the total SIG membership. When the NMSKUS SIG membership reaches over 25 members, the quorum of the membership will be 15 members.
- E. All meeting minutes shall be submitted to the Academy within thirty (30) days of the date of the meeting.

VIII: NOMINATIONS AND ELECTIONS

- A. Nominations
 - a. Nominations for vacant positions shall take place during and after the Annual Business meeting and shall continue through April 15th of each year.
 - b. The Nominating Committee shall present the open officer positions electronically to the NMSKUS SIG membership and post these open officer positions on the Academy's website by January 15th of each year. The posting will include a request for members to propose themselves or another member to be a candidate for the offices for which an election is held.
 - c. The Nominating Committee Chair will prepare a final slate of one or more nominees for each office and position for which an election will be held. Only those members who are in good standing who have consented to serve shall be slated. The final slate will be distributed electronically to the NMSKUS SIG membership and posted on the Academy's website by April 30th of each year.
- B. Elections
 - a. The voting body shall be composed of NMSKUS SIG members in good standing.
 - b. Voting for officer positions shall be done electronically.
 - c. A plurality of the votes cast will determine the winner in all elections.
 - d. The Nominating Committee Chair shall post the names of the winners of the elections electronically to the NMSKUS SIG membership and posted on the Academy's website by June 1st of each year.

- e. The newly elected officers shall take office on July 1st of each year.

IX: VOTING

- A. When deemed necessary, the Council shall have the authority to conduct a vote either by mail or electronic means of the NMSKUS SIG membership.
- B. The ballot sent either by mail or electronic means shall be returned not fewer than ten (10) days or more than thirty (30) days after the notice was sent to the NMSKUS SIG membership.
- C. A minimum return of ten percent (10%) of the ballots shall be required for a valid vote.
- D. Electronic Voting
 - a. Voters must use the official ballot form.
 - b. The NMSKUS SIG will electronically submit ballots to members by May 1st of each year. The deadline for electronically returning the ballot shall be a date printed on the ballot, which shall be within 30 days of initial electronic notification.
 - c. The ballot will include the offices and positions to be filled, candidate statements, and any supporting information the Vice-Chair deems appropriate. Instructions for completing and returning the ballot shall be printed on the ballot.
 - d. The Vice-Chair or designate shall receive the electronic ballots, verify the voter's status, and assure that no duplicate ballots were cast.
 - e. Ballots must be returned by at least 10% of the NMSKUS SIG members, measured as of the date of returning the electronic ballot, in order to constitute a legal vote.
 - i. If ballots from 10% of the NMSKUS SIG members are not received by the announced deadline, the Vice-Chair will extend the deadline by two weeks and electronically contact all members requesting non-voters to cast their vote.
 - ii. If ballots from 10% of the NMSKUS SIG members are not time-stamped by the extended deadline, the vote will be considered invalid and the election process shall be repeated.

X: FINANCE

- A. The fiscal year of the NMSKUS SIG is January 1 through December 31.
- B. Dues
 - a. Dues are not mandatory for membership.
- C. No officer, committee or employee shall spend any money not provided for in the budget as adopted by the NMSKUS SIG, nor spend any NMSKUS SIG money in excess of budget allotment except by the approval of the Council.

XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the NMSKUS SIG in all cases to which they are applicable and in which

they are not inconsistent with these policies and any rules of order adopted by the NMSKUS SIG.

XIII: DISSOLUTION

- A. The NMSKUS SIG may dissolve and is subject to:
 - a. A recommendation to dissolve supported by no less than 50% of the members of the NMSKUS SIG's Council and
 - b. Adopted by 50% of the NMSKUS SIG's members.

XIV: HIGHER AUTHORITY

In addition to these policies, the NMSKUS SIG is governed by the Academy bylaws, which in turn is governed by the Association bylaws and Standing Rules and by the Association's House of Delegates and Board of Director Policies.