INTRODUCTION

This manual contains the policies and procedures that have been approved by the Board of Directors of POSNA. While individual members and committees can review and make recommendations regarding policies, the final approval of policies lies with the Board of Directors. The majority of the policies outlined in this manual were reviewed and passed by the Board of Directors at their Annual Meeting in San Antonio, Texas in 1985.

Subsequent changes have been added as they have been approved by the Board of Directors and designated by the dates as they appear in the Board of Directors Minutes. The President, society secretary and Executive Director will be responsible for keeping the policy and procedures current and will review with committee chairs yearly.
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AAOS, ABOS, and BOS RELATIONSHIPS

American Academy of Orthopaedic Surgeons (AAOS)

POSNA wishes to maintain full cooperation with the American Academy of Orthopaedic Surgeons. POSNA is not to compete with the AAOS in running conventional courses.

American Board of Orthopaedic Surgery

It has been agreed by a majority of the Board of Directors that POSNA assist the American Board of Orthopaedic Surgery by providing questions relating to pediatric orthopaedics for the Board and Recertification Examinations. POSNA will periodically submit names of POSNA members to be considered for membership in the ABOS Subcommittee on Pediatric Orthopaedics.

The Board of Specialty Societies (BOS)

It has been approved by the POSNA Board of Directors to participate with the AAOS in BOS activities. It is understood that the BOS will be functioning for the purpose of advising and coordinating orthopaedic interests.

February 2009 BOS reorganized and added four more POSNA positions to the BOS structure: Communication Council Chair, Education Council Chair, Health Care Delivery Council Chair and Research Council Chair, along with a member from the Presidential Line (President-elect) and Society Director Representatives. Attendance at BOS meetings are required by Council Chairs throughout the year. The attendees at the BOS meeting during the AAOS Annual Meeting will be expected to be a member of the Presidential Line, a POSNA educational representative, POSNA Health Care Delivery representative, POSNA Research representative, POSNA Communications representative, and the POSNA Executive Director. This meeting will take place at the Academy and the expenses associated with this meeting will not be covered by the Academy. Travel to the NOLC and the Fall BOS meeting will be covered by the AAOS. The President Elect, Society Director and Council Chairs for Health Care Delivery and Communications will be expected to attend the spring NOLC meeting and the The President Elect, Society Director and Council Chairs for Education and Research will be expected to attend the Fall BOS meeting.

The POSNA President Elect will monitor all BOS correspondance and the POSNA Vice President will monitor all AAOS correspondance to identify potential open positions within the AAOS and BOS. The POSNA Presidential Line will chose interested POSNA members to apply to fill these potential positions.

ADDRESS LABELS

The POSNA address label list is to be used to mail educational materials to the membership. Requests for the list should be accompanied with the proposed educational program. The management staff reviews and approves requests with advice solicited from the POSNA Secretary. A one time use of the address list costs $150.

ANNUAL MEETING
The Annual Meeting is to be held each year in the first week of May. It is to last three days. The Scientific Session is to begin no earlier than 7:45 AM and terminate each day at 1:00 PM. (May, 2005) except on the sports activity day when it should end at 12:45 PM. This will allow breakfast to begin at 6:30 AM with the business meeting beginning at 6:45 AM.

Only registered participants may be admitted to the Annual Meeting scientific sessions. (February 7, 2003)

Optional afternoon sessions may be held on the afternoon of the first and second days of the annual meeting. (May 2002) Afternoon sessions can begin no sooner than 45 minutes after the close of the scientific session. (May 15, 2005)

The Annual Meeting is to be self-supporting from registration fees and educational grants from industry. (May 2002).

Hotel Arrangements for the Annual Meetings are to be negotiated by the Society Headquarters Staff.

All announcements, correspondence, or inquiries regarding the Annual Meeting shall be made directly to the Society Office, rather than to the Local Host.

Registration Fees

The registration fees will be set by the Board of Directors based upon the recommendation of the Treasurer. Active, Associate, Candidate and Corresponding members will pay the same fee. Guests will pay an increased fee. Alliance members will pay the same fee as Non-Members (May 2013). Spouses, Senior Members, Allied Health and Resident/Fellows will pay a reduced fee. (May 2002)

*Individuals who register late for the Annual Meeting will pay an additional registration fee. (May 1985) (January 1987) (May 2002) All members, guests and spouses will be required to pay the total registration fee, regardless of how many scientific sessions or functions they will attend.

Registration Fee History

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$795 | $875 | $925 |
$325 | $325 | $325 |

Cancellation and Refund
Written notice of cancellation must be sent for a refund. A full refund is given if a registrant cancels his or her registration prior to the early registration deadline. A 20% administrative fee will be deducted if cancellation occurs from early registration deadline to the first day of the meeting. No refunds will be given for cancellations after the first day of the week prior to the beginning of the Annual Meeting.

Attendance Requirement
According to Article IV of the bylaws, Active, Associate and Adjunct members must attend one annual meeting every four years. Corresponding members must attend two annual meetings within their six-year term of membership. Attendance at IPOS, Specialty Day at AAOS, the Pre-Course or Subspecialty Day does not count towards the meeting requirement. Failure to meet this requirement for all above membership categories will constitute resignation from the society. Notifications will be sent from the Society office in advance of the annual meeting to all members whose attendance is required to avoid dismissal from the Society. In rare instances, the Board may issue a waiver to members who have a conflict due to Board or Committee Chair positions within the AAOS. Senior members have no meeting requirement. (July 2013)

Meeting Dates, Sites, and Local Hosts
It will be the responsibility of the Long Range Planning Committee to present proposals for future sites to the Board of Directors. It has been recommended that meeting dates be set at least five years in advance. (May 2009)
Proposals for future meeting sites are to be submitted to the Long Range Planning committee by the general membership. Local Host(s) for each proposed meeting may be designated by the Long Range Planning Committee or by the Board of Directors.

Guest (non-spouse or significant other) Policy: Qualifications and Definition
Each member including corresponding members may invite their spouse or significant other and one other guest to attend the annual meeting. Guests will not give presentations. They will be welcome at all the social functions, but will not attend the business meetings. (May 1987) Guest attendance at the Annual Meeting does not waive registration fees nor does it imply financial support for either travel or accommodation. (October 1992)

Special guests may be invited by the President or Board of Directors. These special guests may have their registration fees waived.

The SRS President and spouse are to be invited to the Annual Meeting as a guest each year by the current POSNA President. Registration fees shall be waived for both the Annual Meeting and the Pre-Course. Travel, hotel and optional events are the responsibility of the SRS President. The SRS President will be invited to the President’s Dinner at the discretion of the current President.

Meeting registration fees for an Alliance Society Representative may be waived if a POSNA Presidential Line individual was an invited speaker during the previous year. The list which may vary year to year shall be reviewed during a weekly Presidential Line conference call in January or February. The Alliance Society representative will be notified by POSNA staff that they will be an invited guest of POSNA for the upcoming annual meeting and their registration for that meeting will be waived. The costs of travel and lodging will remain the Alliance Society representative’s responsibility.

Food
Breakfast will be provided prior to each of the three morning Scientific Sessions. To decrease expenses light food and drinks will be served at the opening reception.

Business Meetings
There will be at least two, probably three, Business Meetings at each Annual Meeting which will be held during breakfast before the Scientific Sessions. A separate breakfast will be provided to the guests during the Business Meetings.

Business Meeting Agenda

1. Call to order by the President
2. Approval of Minutes of previous meetings
3. Report of Officers
   - President
   - Treasurer
   - Secretary
   - Historian
4. Election of Nominating Committee
5. Report of Council Chairs and Committee Chairs reporting to the council.
6. Report of Local Host
8. Special Reports
   a. Report of the BOS Representative
   b. Report of the AAP Representative
9. New Business
10. Report of Long Range Planning Committee, Re: Future meeting dates and sites
11. Report of Local Host for next Annual Meeting
12. Report of Nominating Committee
13. Election of Officers
14. Outgoing President’s comments
16. Comments from New President
17. Adjournment

Scientific Program

Annual meeting presenters are no longer required to be POSNA or Alliance Member to submit or present at our annual meeting. The only restriction for non-members is that to submit or present you must be a physician who is a practicing orthopedist (completed all post doctoral training) and who is Board Certified or Board Eligible in their country of practice (if such a board exists) (October 2011).

Active, Associate, Corresponding, Candidate, Adjunct or, Senior members, may present papers at the Annual Meeting. Papers will be accepted for the Annual Meeting on the basis of their scientific and educational merit. This acceptance does not imply endorsement by the Society of the treatment modality or research methodology. A general disclaimer statement reflecting the above motion will be published in the annual program. (October 1992)

Presenters of accepted papers shall be notified immediately upon when their abstracts are selected by the Program Chair. (Aug 1999)

Each qualified presenter may present two papers at the podium. (November 1995) (May 2012).

Those who have completed the membership application process and who will be accepted into membership at the annual meeting may present from the podium at that meeting. (March, 2006)

Guest Speakers

Guest speakers can be proposed by the Program Committee or the President, subject to approval by the Board of Directors. Guest speakers may have their expenses paid by the Society.

Presidential Guest Speaker - The President of the Society may invite a guest speaker. The Society will provide a $1,500 honorarium to the guest speaker, waive registration, and cover the cost of lodging and transportation for the speaker. The speaker will pay for travel for their spouse and optional events.
Howard Steel Lecturer - The President of the Society will be responsible for selecting the Howard Steel Lecturer for the Annual Meeting. The lecture should be of a general nature and on a topic of interest to all attendees. Guests and accompanying persons will be invited to attend. (February, 1994) The Steel Lecturer will be reimbursed for airfare and hotel expenditures, and will be given an honorarium with a limit of $5,000.

Exhibits

According to the ACCME Standards for Commercial Support of Continuing Medical Education exhibit fees are to be a separate charge and agreement between the society and the company. Fees were established as follows: $3,000 for the first table top exhibit which includes registration for 4 representatives. An additional table will be $1,000 and does not include registration for additional representatives. If a company wishes to register additional representatives, they will be charged the currently established non-member fee. (December 2007) Scientific or informational exhibits are to be reviewed by the Industry Relations Committee to assure approval and compliance.

Industry Events at Annual Meeting

Our industry partners are discouraged from holding corporate-sponsored (non-CME) events during the Pre-Meeting Course, Welcome Reception, Members’ Business Meetings and Annual Meeting Scientific Sessions to avoid conflicts with our educational and research mission. Thursday evening, while labeled a free evening, is usually the night on which academic institutions and training programs hold receptions and/or fellowship reunions. This evening is the only time sanctioned for corporate-sponsored events, limited to our Double Diamond industry partners only. The Double Diamond sponsor may invite no more than 50 non industry attendees to this event. Double Diamond sponsors may submit a proposal to POSNA describing the nature of the event 45 days prior, and is subject to the approval of the POSNA Board of Directors. (2013)

Corporate signage, displays and exhibits should not exceed 5 feet (1.5 m) in height (from the floor, including tabletop displays) in order to avoid obstruction of other exhibitors and industry partners neighboring the exhibit area. The Industry Relations Committee and/or POSNA staff reserves the right to modify or remove non-compliant displays. (2013)

Book Sellers will be allowed to exhibit at the Annual Meeting for a registration fee of $1500 for first table top exhibit and an additional $850 for an additional table.

Humanitarian Organizations (non-governmental, faith-based, academic institutions, medical or surgical societies, private organizations, individuals)

Table space. Limited to two Humanitarian Organizations each year. One table will be available to each organization at a cost of $675 per table (2009 rate). Representatives will have the opportunity to meet POSNA members, to distribute information, etc (February 2009).

Bulletin Board. Individuals or organizations may post messages on the bulletin board.

The Board should continue to monitor the issue of commercial exhibits but very sensitive to the wishes of the membership, especially with regards to intrusion of commercial activities on meeting attendees.

Guidelines for Moderators

The discussion should primarily originate from the audience rather than from the moderators. However, the moderators will need to fill in any voids in the discussion, limit discussion and summarize the results of points and opinions delivered from the floor. The moderator should study the abstracts and entire paper if available, review any recent appropriate literature and think about questions or comments that should be raised from the audience during the discussion. Both beforehand and while on the podium, it would be helpful if the moderator would call on the experienced members in the audience who could add to the discussion if needed.

Tips for Moderators:

❖ Questions from the audience always take priority over questions from the moderator.
❖ Don't be the first to answer a question from the audience.
❖ Don't allow 1 or 2 of the speakers to dominate the discussion.
Remember the moderator is a facilitator.

Guidelines for Presiders
The presider will introduce the papers and speakers leaving the moderator free to concentrate on the discussion. Each paper will receive approximately three minutes of discussion time. The presider will be responsible for introducing the presenters as well as maintaining and enforcing the time schedule. The presiders should concentrate on an active role, keeping both speakers and moderator on schedule. The presider should become familiar with the podium and computer set up prior to the start of the session. At times the presider may ask the speaker to quickly summarize or even discontinue his or her presentation because of time constraints.

Tips for Presiders:
- Keep presentors and discussion on time
- Be familiar with the podium controls

Selection of Papers
The call for papers will be posted on the web site in September. The deadline for submitting abstracts will be the second or third week of October. (October 2008) The final program shall be presented to the Board of Directors no later than the meeting held during the AAOS Annual Meeting. A schedule of papers to be presented is to appear in the April E-Letter and will be posted on the website.

Continuing Education Credits
Continuing Education Credits are to be awarded for attendance at the Annual Meeting. The credits will be provided with the assistance of the AAOS. As a result, the program must reflect that the AAOS is a joint sponsor of CME credit for POSNA Annual Meeting. (February 1986)

Awards presented at the Annual Meeting
1. Program Committee Awards
Awards for the outstanding clinical scientific, outstanding basic scientific papers and outstanding scientific poster and e-poster will be awarded at the Annual Meeting (February 1993)(March 2010). The Program Committee shall determine the criteria for selection of the award-winning papers (November 1988). Papers will not be judged on the abstract alone, but also on the oral presentation at the meeting. This policy may be altered by the program committee slightly from year to year (March 1992).

2. Distinguished Achievement Award
The Society may choose to honor a member of the Society for distinguished contributions in pediatric orthopaedics. The nominee shall be recommended by the Awards Committee (September 1990), and approved by the Board of Directors.

3. Angela S. M. Kuo Memorial Award
The Angela S. M. Kuo Memorial Award will be presented at the annual meeting of the Pediatric Orthopaedic Society of North America to a young investigator to help promote a long term research career for that individual. The Kuo Award is made possible through an OREF Endowment Fund created by Ken Kuo, MD.

4. The Arthur H. Huene Memorial Award
The Arthur H. Huene Memorial Award for Excellence and Promise in Pediatric Orthopaedics will be presented at the annual meeting of the Pediatric Orthopaedic Society of North America under the sponsorship of the St. Giles Foundation. The Huene Award will be adjudicated by the Research Committee (December 2006)

5. St. Giles Young Investigator Award
The St. Giles Young Investigator Award is an award sponsored by the St. Giles Foundation, to be given to a candidate or active member who has been a POSNA member for five years or less. The Award is to be used for educational and research endeavours. Monies may be used to travel to centers of excellence to learn new techniques and skills. This award recipient is selected by the Research Committee.

6. POSNA Special Effort and Excellence Award (May 2011)
This non-monetary award is given to a younger individual, to acknowledge the recipient’s special efforts and accomplishments on behalf of the mission of POSNA. This award does not need to be an annual award, but rather is awarded when someone has demonstrated exceptional efforts for POSNA, perhaps every 1 to 3 years. The recipient will likely be a POSNA member but the award could also be given to worthy non-POSNA physicians or even non-medical individuals who have significantly improved the musculoskeletal care of children. The recipient will be chosen in the fall by the POSNA Awards Committee and will receive a certificate, describing the efforts that resulted in the award, at the next annual POSNA meeting.

7. POSNA Humanitarian Award (May 2011)
This non-monetary award is given to an individual of any age whose efforts to improve the lives of children have been judged to be exceptional. This award does not need to be an annual award, but rather is awarded when someone has demonstrated exceptional humanitarian efforts, perhaps every 1 to 3 years. The recipient will likely be a POSNA member but the award could also be given to worthy non-POSNA physicians or even non-medical individuals. The recipient will be chosen in the fall by the POSNA Awards Committee and will receive a certificate, describing the efforts that resulted in the award, at the next annual POSNA meeting.

Social Events
On Wednesday night, a welcome reception shall be held for all registrants. On Friday night, there will be a closing reception for all members, guests and spouses. (February 1986). The cost of these events is included in the registration fee.

Printed Final Program
The Program for the Annual Meeting is to include (May 2014):

1. Schedule of papers and social events.
2. Objectives of the meeting.
3. Program of Opening Ceremony
4. Abstracts of all papers to be presented
5. Dates of future meetings.
6. Beginning in 2006 the Pre Course program and programs for all afternoon educational activities will be included in the annual meeting program book. (May 15, 2005)

Printed Membership Directory
The printed membership directory is to include (May 2014):
2. Dates of past meetings
3. Current Board of Directors and Committee Structure
4. Past Officers
5. An updated copy of the By-laws.
6. “In Memoriam” for members who have died since the last Annual Meeting.
7. List of Distinguished Achievement Award Recipients. (September 1990)
8. List of Huene Award Recipients
9. Current St. Giles Young Investigator Award Recipient
10. Current Angela S.M. Kuo Award Recipients
11. List of Special Effort and Excellence Award Recipients
12. List of Humanitarian Award Recipients
13. List of Alliance Societies

The following statements will be included in the printed program brochure:

1. DISCLAIMER
   The material presented at the (add date) Annual Meeting has been made available by POSNA for educational purposes only. The material is not intended to represent the only, nor necessarily the best, method or procedure appropriate for the medical situations discussed, but rather is intended to present an approach, view, statement or opinion of the faculty which may be helpful to others who face similar situations.
POSNA disclaims any and all liability for injury or other damages resulting to any individual attending the annual meeting and for all claims which may arise out of the use of the techniques demonstrated therein by such individuals, whether these claims shall be asserted by physician or any other person.

2. FDA

All drugs and medical devices used in the United States are administered in accordance with Food and Drug Administration (FDA) regulations. These regulations vary depending on the risks associated with the drug or medical device, the similarity of the drug or medical device to products already on the market, and the quality and scope of clinical data available.

Some drugs or medical devices demonstrated at the (add date) Annual Meeting have not been cleared by the FDA or have been cleared by the FDA for specific purposes only. The FDA has stated it is the responsibility of the physician to determine the FDA clearance status of each drug or medical device he or she wishes to use in clinical practice.

POSNA policy provides that “off label” uses of a drug or medical device may be described in POSNA’s CME activities so long as the “off label” use of the drug or medical device is also specifically disclosed (i.e., it must be disclosed that the FDA has not cleared the drug or device for the described purpose). Any drug or medical device is considered “off label” if the described use is not set forth on the product’s approved label.

3. DISCLOSURE

The names of authors presenting the papers of the Scientific Program are printed in boldface. The paper presenter was responsible for querying the co-authors regarding the disclosure of their work. Presenter and author disclosures are listed in the final program book. POSNA does not intend this identification to decrease the value of the presentation or to imply bias. It is intended solely for information.

To follow ACCME guidelines POSNA has identified the options to disclose as follows:

1. Royalties from a company or supplier;
2. Speakers bureau/paid presentation for a company or supplier;
3. (a) paid employee or (b) paid consultant or (c) unpaid consultant for company or supplier;
4. Stock or stock options in a company or supplier;
5. Research support from a company or supplier as PI;
6. Other financial support from company or supplier;
7. Royalties, financial or material support from publishers;
8. Medical/orthopaedic publications editorial/governing board;
9. Board Member/committee appointments for a society;
n. No Conflicts

*(Disclosure not available at the time of printing)*

(May 2013)

An indication of the participant’s disclosure appears after his or her name as well as the commercial company or institution that provided the support.

POSNA Members, Non-Members and Faculty who are members of the AAOS are required to utilize the AAOS disclosure database. Non Members who are not AAOS members are required to complete the disclosure form provided to them by POSNA.

ACCME policy requires presenters to include mandatory financial disclosure AFTER the first/title slide of their PowerPoint presentation.

Cameras or video cameras may not be used in any portion of the scientific meeting.

Registration and attendance at, or participation in, POSNA activities constitutes an agreement by the registrant to allow POSNA to use and distribute (both now and in the future) the registrant’s or attendee’s image in POSNA member communications and promotional materials.

A copy of the printed Program will be available for purchase to each member and guest attending the Annual Meeting. Attendees may also download the Program on the POSNA app for free.

The annual meeting program is to be produced by the Society Office.
ANTI TRUST POLICY
Discussions at POSNA meetings often cover a broad range of topics pertinent to the interests or concerns of orthopaedic surgeons. As a general rule, except as noted below, discussions at POSNA meetings can address topics without raising antitrust concerns if the discussions are kept scrupulously free of even the suggestion of private regulation of the profession. However, a number of topics that might be (and have been) discussed at POSNA meetings may raise significant complex antitrust concerns. These include:

- Membership admissions, rejections, restrictions, and terminations;
- Method of provision and sale of POSNA products and services to non-members;
- Restrictions in the selection and requirements for exhibitors at the POSNA Annual Meeting or in CME activities;
- Collecting and distributing certain orthopaedic practice information, particularly involving practice charges and costs;
- Obtaining and distributing orthopaedic industry price and cost information;
- Professional certification programs;
- Group buying and selling; and
- Inclusions or exclusion of other medical societies in organizational activities or offerings.

When these and related topics are discussed, the convener or members of the POSNA group should seek counsel from its General Counsel.

POSNA urges its Board, committees and other groups not to participate in discussions that may give the appearance of or constitute an agreement that would violate the antitrust laws. Notwithstanding this reliance, it is the responsibility of each POSNA Board or committee member to avoid raising improper subjects for discussion. This policy has been prepared to ensure that POSNA members and other participants in POSNA meetings are aware of this obligation.

The “Do Not’s” and “Do’s” presented below highlight only the most basic antitrust principles. POSNA members and others participating in POSNA meetings should consult with the General Counsel in all cases involving specific questions, interpretations or advice regarding antitrust matters.

**Do Nots**

1. Do not, in fact or appearance, discuss or exchange information regarding:
   a. Individual company prices, price changes, price differentials, mark-ups, discounts, allowances, credit terms, etc. or any other data that may bear on price, such as costs, production, capacity, inventories, sales, etc.
   b. Raising, lowering or “stabilizing” orthopaedic prices or fees;
   c. What constitutes a fair profit or margin level;
   d. The availability of products or services; or
   e. The allocation of markets, territories or patients.

2. Do not suggest or imply that POSNA members should or should not deal with certain other persons or companies.

3. Do not foster unfair practices regarding advertising, standardization, certification or accreditation.

4. Do not discuss or exchange information regarding the above matters during social gatherings, incidental to POSNA-sponsored meetings.
5. Do not make oral or written statements on important issues on behalf of POSNA without appropriate authority to do so.

Do

1. Do adhere to prepared agenda for all POSNA meetings. It is generally permissible for agendas to include discussions of such varied topics as professional economic trends, advances and problems in relevant technology or research, various aspects of the science and art of management, and relationships with local, state or federal governments.

2. Do object whenever meeting summaries do not accurately reflect the matters that occurred.

3. Do consult with General Counsel on all antitrust questions relating to discussions at POSNA meetings.

4. Do object to and do not participate in any discussions or meeting activities that you believe violate the antitrust laws; dissociate yourself from any such discussions or activities and leave any meeting in which they continue.

Special Guidelines for Collecting and Distributing Information

The collection and distribution of information regarding business practices is a traditional function of associations and is well-recognized under the law as appropriate, legal and consistent with the antitrust laws. However, if conducted improperly, such information gathering and distributing activities might be viewed as facilitating an express or implied agreement among association members to adhere to the same business practices. For this reason, special general guidelines have developed over time regarding association’s reporting on information collected from and disseminated to members. Any exceptions to these general guidelines should be made only after discussion with General Counsel. These general guidelines include:

1. Member participation in a statistical reporting program is voluntary. A statistical reporting program should be conducted without coercion or penalty. Non-members should be allowed to participate in a statistical reporting program if eligible; however, if a fee is involved, non-members may be charged a reasonably higher fee than members.

2. Information should be collected via a written instrument that clearly sets forth what is being requested.

3. The data that is collected should be about past transactions or activities; particularly if the survey deals with prices and price terms (including charges, costs, wages, benefits, discounts, etc.), it should be historic, i.e., more than three months old.

4. The data should be collected by either POSNA or an independent third party not connected with any one member.

5. Data on individual orthopaedic surgeons should be kept confidential.

6. There should be a sufficient number of participants to prevent specific responses or data from being attributable to any one respondent. As a general rule, there should be at least five respondents reporting data upon which any statistic or item is based, and no individual’s data should represent more than 25% on a weighted average of that statistic or item.

7. Composite/aggregate data should be available to all participants - both members and non-members. The data may be categorized, e.g., geographically, and ranges and averages may be used. No
member should be given access to the raw data. Disclosure of individual data could serve to promote uniformity and reduce competition.

8. As a general rule, there should be no discussion or agreement as to how members and non-members should adjust, plan or carry out their practices based on the results of the survey. Each member should analyze the data and make business decisions independently.

BOARD OF DIRECTORS MEETINGS
The Board of Directors shall meet at least four times during the calendar year. Board meetings will be held in conjunction with:

- AAOS Annual Meeting.
- The day prior to the POSNA Pre Course or the day prior to the first scientific session (whichever is held first.) A second session with the newly elected Board will be held on the third day of the Annual Meeting.
- Late summer with date to be determined.
- Early winter with date to be determined but usually during IPOS.
- Phone conferences amongst the Board of Directors may be held two to three weeks prior to the actual board meeting. These phone conferences will be called and facilitated at the discretion of the President.

The President, with assistance of the Executive Director, is responsible for organizing the agenda, setting the time and meeting place for the meetings, and notifying the participants of the time and location of the meeting. All meetings are to be recorded on tape. These tapes are to be retained until the minutes have been approved by the Board of Directors. (January 1987)

The President will distribute a copy of the Minutes to all of the members of the Board of Directors and participants in the Board Meeting for their approval.

An executive session will be incorporated into the four major Board meetings of the year. (May 1993) (August, 2005)

There will be no reimbursement for travel for participants in the Board meetings associated with the POSNA Annual Meeting and the meeting of AAOS. Participants in Board meetings include board members and any others asked to report to the Board. (May 1993)

BOARD OF DIRECTORS CODE OF ETHICS
Service on the Board of Directors of a national organization is an important honor and responsibility. Much is expected of officers and the governing Board of the POSNA. The members rely on their elected Board of Directors to act in the best interest of the organization, to be knowledgeable about and proactive on the issues facing pediatric orthopaedic practices, to study the questions before it and to base decisions on reliable information, to be good stewards of the POSNA’s resources, and to be honest and trustworthy in all actions. (approved by the Board of Directors December 29, 2008)

The Code of Ethics:
To assure the trust and ethical expectations of the members of the POSNA, I affirm the following:

**Duty of Care**
In all matters affecting the POSNA, I will act in good faith and exercise my best efforts in the performance of my duties.

I will faithfully prepare for discussions and decisions that affect the Society. I will strive to be knowledgeable on issues of importance to the Society and its members.

I will make decisions based on what is in the best interest of all members of the POSNA, rather than any one group, individual, or special interest.
I will be honest in doing the work of the Society and in speaking on behalf of the Society and its leadership in order to foster trust among members and the public.

I will respect my fellow Board members and the members of the POSNA, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available data.

I will publicly support the majority decisions made by the Board of Directors.

I will refrain from any discussion of fees, wages, etc. that might be construed as an infraction of anti-trust law or price fixing.

I will support and encourage participation in all Society programs, including endorsed programs.

**Confidentiality**

I will not disclose, beyond its intended scope, any information which is marked, designated, or treated as confidential by the Board of Directors, officers, or staff which I receive as a member of the Board of the POSNA.

**Conflict of Interest**

I will openly declare any actual or perceived conflict of interest that may result from my taking part in the discussion or decision making on an issue before the organization while having business, professional, or personal interests that could bias my decisions. I further acknowledge the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict and if so, what the remedy will be.

**Removal from Board of Directors**

I acknowledge that per the governing bylaws of the POSNA, any Director may be removed at any time and without assigning any cause therefore, by the affirmative vote of three-fourths (3/4) of the remaining Directors. Vacancies in any office arising from any cause may be filled by the Board of Directors at any regular or special meeting.

**BULLETIN (see e-newsletter)**

**BY-LAWS**

A master copy of the By-Laws will be kept at the society headquarters.

**Changes or Amendments**

The Bylaws Committee shall discuss all Bylaws changes proposed by members of the Society and submit their recommendations to the Board of Directors at the POSNA Board of Directors meeting during the AAOS annual meeting or one of the interim meetings. The Board of Directors will act upon these recommendations and present them to the General Membership for their review in Spring e-letter prior to the Annual Meeting. Any changes or amendments approved by the membership will then be entered into the master copy of the By-Laws by the society headquarters staff. A current copy of the By-Laws will then be distributed to the Board of Directors. A current copy of the By-Laws will also be published each year in the Annual Meeting Program book.

**CONFLICT OF INTEREST POLICIES**

**DISCLOSURE AND COVENANT TO DISCLOSE**
PHILOSOPHY

In order to promote transparency and confidence in the educational programs and decisions of the PEDIATRIC ORTHOPAEDIC SOCIETY OF NORTH AMERICA (hereinafter collectively referred to as “POSNA”), the POSNA Board of Directors have adopted this disclosure policy. (approved by the Board of Directors December 29, 2008)

Because POSNA depends upon voluntary service by members to achieve its goals, its disclosure policy must be realistic and workable. The actions of members in shaping POSNA policy must be as free of outside influence as possible and be dictated by altruistic principles. It is recognized that in practicing pediatric orthopedic surgery or participating in other professional activities related to the pediatric orthopedics, members may have other personal and professional interests or commitments, some of which may have the potential to create conflicts with the interests of POSNA. POSNA does not view the existence of these interests or commitments as necessarily implying bias or decreasing the value of participation in organization activities.

DUTY TO DISCLOSE

Each member has the obligation to disclose all potentially conflicting interests which he or she identifies during service in a POSNA leadership position or as a member of a POSNA committee or task force. Members must disclose those activities or relationships that are pertinent to the subject matter of the POSNA activity in which they are involved.

PURPOSE OF DISCLOSURE

The member shall verbally disclose all potentially conflicting interests at a meeting of the POSNA Board, committee or task force on which he or she serves in order to avoid a misunderstanding or misrepresentation of his or her motives or interests relative to participation in a matter before that committee or task force.

WHAT SHOULD BE DISCLOSED?

Disclosure of possibly conflicting material interests or commitments includes, but is not limited to, an individual's (or a member of his or her immediate family's):

- Membership as an officer or director, editor, paid employee, and paid or non-paid consultant in any professional organization relating to pediatric orthopedics, including any Internet or e-commerce organization;
- Personal holdings in any commercial entity, including any Internet or e-commerce organization, which provides products or services related to the subject matter under discussion by his or her POSNA committee or task force;
- Receipt of any item, payment or service of any value from commercial or other sources, including any Internet or e-commerce organizations, related to a subject or product under consideration by the body of the POSNA on which the member serves; or
- Receipt of any item, payment or service of any value from commercial or other sources, including any Internet or e-commerce organizations, related to a subject or product presented at a POSNA activity by the member, or his/her representative.

These interests or commitments are listed for illustrative purposes only. Every member is reminded that full disclosure must be made of any potential conflict of interest when a matter involving that interest is discussed. This will allow other POSNA members to make an impartial and objective evaluation of the discussion.
DISCLOSURE BY PARTICIPANTS IN EDUCATIONAL PROGRAMS

All participants in Society-sponsored educational activities shall disclose whether they, their co-authors or the departments with which they are affiliated received any payment or service of any value from a commercial or other party related directly or indirectly, to the subject of their participation or presentation. This mandatory disclosure will apply to participants in all aspects of the Annual Meeting, including scientific papers, symposia, instructional courses, scientific and poster exhibits, as well as other Society continuing medical education courses.

Disclosure shall be in the form and content prescribed by the Board of Directors and shall occur when applying for, or when requested to participate in, a particular educational activity or presentation. Failure to comply with this disclosure requirement will result in the Society identifying a replacement for the planned participant.

MECHANISM FOR DISCLOSURE

The members of the POSNA Board of Directors, POSNA committees and task forces, along with the staff liaison to each committee or task force and the senior management employees of the Society, shall complete the AAOS conflict of interest statement. For AAOS members, this disclosure can be accomplished online through the AAOS conflict of interest portion of the AAOS website. For non-AAOS members the same questions will be answered on printed forms supplied by the POSNA headquarters staff. Updates to the conflict of interest statement will be sought by the AAOS every 6 months. Prior to each Board of Directors or committee meeting members will sign the attached Covenant to Disclose, indicating each member has completed and updated their conflict of interest disclosure on the AAOS website. Once signed, the staff liaison to the committee or task force shall submit the original Covenant to Disclose Statement to the Society Director. It shall be retained at POSNA Headquarters for at least one year for each committee.

RESOLUTION OF CONFLICTS OF INTEREST

Before each POSNA Board of Directors, committee and task force meeting begins, the chairperson will announce the availability of the disclosures and will ask that members thoughtfully consider their own AAOS conflict of interest disclosures and if they feel they have a conflict, voluntarily recuse themselves from the applicable portions of the meeting. Any member of the meeting may request to review the AAOS conflict of interest disclosures and if any member of the meeting believes another member’s disclosure reveals a significant conflict, a motion to require the conflicted member to be recused shall be sought and decided by a simple majority vote of the committee.

A failure to comply with this disclosure policy shall be considered cause for replacement or removal from office or appointment.

COUNCILS AND COMMITTEES

COUNCIL AND COMMITTEE CHAIRPERSONS GENERAL INSTRUCTIONS

Council and Committee Structure
There are 8 Councils, each overseeing individual committees. Each Council and each committee has a chair. The Board will review the committee structure yearly and may make necessary changes to the number of committee members to ensure that POSNA can meet challenges presented as priorities change. The Board will endeavor to maintain skill based appointments.

Selection Process
Prior to the AAOS Annual Meeting, the President Elect and the Vice President will contact Council and Committee Chairs requesting input on current charges and current committee member participation for each Council and Committee. Applications for open committee positions are submitted through the Committee Appointment Program (CAP) online starting in February with a deadline in mid-March. Prior to the POSNA Annual Meeting the Presidential Line will review the list of volunteers as well as new committee charges and proposed chairs. The AAOS annual meeting is favorable time for the President Elect and Vice President to work extensively on the following year’s committee assignments. The Presidential Line and Council Chairs will review and discuss proposed chairs and charges for the upcoming year. Prior to the start of the POSNA Annual Meeting, committees and charges
should be finalized. A committee reference will be distributed to all committee members shortly after the Annual Meeting.

Committee Charges

Committee charges will be reviewed on a regular basis and updated as needed by the President with approval of the Board of Directors. Committee appointments and charges will be published annually and distributed to all committee members. Committee appointments will be published annually in the September BULLETIN and on the society web page.

A person may serve on no more than two committees. (reconfirmed 12/05)

Council Chairs serve a three year term and are expected to attend every board of directors meeting and give their respective committees’ reports. Committee Chairs are expected to attend the business meeting during the Annual Meeting to give their reports. Reports should be submitted in writing prior to the Board meeting to be included in the Board Agenda. (November 1989)

The written report should be in the following format:

Executive Summary

Communications Council

The Communications Council is composed of the chairs of the following committees: Advocacy; Bone & Joint Initiative; Technology Oversight; Public Education and Media Relations; Publications and Resident Review. The Communications Council Chair is appointed for a three year term and is an ex-officio member of the Board of Directors. (May 2008)

- Advocacy Committee
  The Advocacy Committee addresses media issues, public policies, news articles, and governmental rules and regulations which affect pediatric orthopedic surgeons and patients.

  Issues which POSNA would like to support in conjunction with the AAOS may be approved in one of two ways:
  1. Matters considered urgent by the Chair of the Advocacy Committee and/or the President of POSNA can be supported if both of these individuals agree on a position. If there is disagreement on the proper direction then the President-Elect and the Chair of the Communications Council should be contacted and if three of the four individuals agree on the position then POSNA may lend its support to the AAOS.
  2. For non-urgent matters or urgent matters where a consensus was not achieved through the mechanism described in 1. above, a meeting of the Advocacy Committee should be called. If a 2/3 majority can be reached among the Advocacy Committee then POSNA may lend its support to the AAOS. If a 2/3 majority is not reached by the Advocacy Committee, then the issue should be brought to a vote of the entire POSNA membership where a simple majority must be obtained before the support of POSNA can be given to the AAOS.

- United States Bone and Joint Initiative Committee
  This committee works with the United States Bone and Joint Initiative (USBJI) to increase awareness of the “burden of disease” of musculoskeletal problems.

- Technology Oversight (formally Internet Committee)
  The Internet Committee was formed in 1998 and reports to the Council on Communications. This committee maintains, updates, and makes improvements to the POSNA website through collaboration with
other POSNA committees. In addition, it monitors use of the site and its features. It works closely with the AAOS to promote cooperative technology sharing and development. May 2013 renamed Technology Oversight Committee.

Website Updating Guidelines

The Primary purpose of the Website is to serve as the premier entry and access portal for the dissemination of knowledge regarding pediatric orthopaedic diseases to the public and an information source for members of POSNA.

The Website will have two major domains: A Patient access and information section and a Professional access and information section. Within the Professional section there will be subsections some of which will be restricted to POSNA members only.

The website is maintained and updated by the POSNA Technology Oversight Committee. Content Management is performed by the POSNA staff.

ORGANIZATIONAL CONTENT UPDATES

I. Professional Content
   A. Articles
      The content will undergo review monthly with the intent to add new articles on a monthly basis. Articles should be archived after 3 months to a separate section of the Website.

   B. Announcements & News
      Content and overall navigation will undergo review every month. All Front page announcements must be within 3 months of events and will expire immediately upon completion of the event. The review and posting will be done by the POSNA staff.

   C. Meetings
      i. Annual Meetings
         Dates and locations posted immediately as information is known for at least two years of upcoming meetings. Current annual meeting information should be placed online once available at least 3 months prior to scheduled event. This information will be removed 1 week after the meeting has been completed and a notice of that meeting to be placed into the archive will be made. The responsibility for updating will be through the POSNA staff.

      ii. Other Meetings (IPOS, AAOS-Specialty Day, etc.)
          Posting can be allowed for up to one year in advance of event. Will expire upon event completion. POSNA staff will be responsible for updating.

      iii. Meeting Archives
           As the videos and e-poster sessions are currently sponsored by an outside organization, we will determine the cost-effectiveness of archiving the meetings that are more than 3 years old. The annual meeting will no longer be videorecorded and saved (August 2011)

D. Fellowship Programs
   Listings can be updated every year by the Workforce Committee. The changes will be submitted during their annual report.

E. Membership Listings
   All listings will be reviewed on a yearly basis by POSNA staff for removal of persons who have discontinued their membership in POSNA and for addition of new members who have been selected to join.

F. Job Postings
   This is a feature of the website which posts open pediatric orthopaedic surgical jobs. There is a $200 posting fee for job posters for a 6 month posting and searching is free and open to
members and non-members (thus including residents who might be interested in this field). This is administered by POSNA staff and is maintained with assistance and input from the Practice Management/Workforce Committee.

G. **All Other Site Content**
Content (text and images) and navigation will undergo a complete review and revision every year by the POSNA Internet Committee. Committee members should keep abreast of the site as well as any changes to the site by logging on at least monthly. Minor content changes for accuracy and enhancement should be made on a continuous basis.

II. **Patient Content**

A. **Educational Links**
Links to site outside the POSNA Website will be reviewed every 6 months by the POSNA Public Education and Media Relations committee to determine accuracy of link and validity of information.

B. **POSNA Patient Education Information (OrthoInfo)**
The content (text and images) will undergo review every year by the POSNA Public Education and Media Relations committee via the Your Orthopaedic Connection link through the AAOS.

C. **OrthoKids.org**
POSNA's parent and patient education website [OrthoKids.org](http://OrthoKids.org) was launched December 2015. Now parents and patients have a new resource created specifically for them as the place to get all of their pediatric orthopaedic questions answered, learn how to stay safe and prevent injuries. Content developed by the OrthoKids Project Team.

- **Public Education and Media Relations Committee**
  (also see Medical Advice/Requests from Parents)
This committee develops educational material for the lay public and in this regard works closely with related committees of the AAOS.

- **Publications Committee**
  1. This committee serves as a liaison between POSNA and multiple orthopedic related journals (JBJS, JPO, JCOR, CORR, etc.). The Publications Committee coordinates and monitors the publication of manuscripts which have been developed through the various committees within POSNA.

  Papers coming from work done within the POSNA committee structure and those solicited by the POSNA Publications Committee will be processed through the Publications Committee and the Communications Council Chair. The Presidential Line and Board of Directors are available for consultation on an as needed basis. The Publications committee will be responsible for completing an editorial review. Authors will be required to provide satisfactory responses to reviews, suggestions and questions. The final document will be forwarded to the President Elect for review and approval. Once both sign offs have been accomplished the President Elect will notify JPO (or another journal if necessary), the authors, and Publications Committee that the article is ready for JPO submission through the JPO Editorial Manager. The President Elect will send a letter of endorsement to the editor of the journal to which the article will be submitted.

**Residents’ Newsletter Publication Committee**
This committee consists of the Chairman (appointed by the Presidential Line) and who is Editor-in-Chief and at least six members appointed to serve on the Advisory Board. The electronic publication is produced two times a year and consists of articles relevant to Pediatric Orthopaedics for the resident in training. Articles are educational and descriptive perspectives on life as a pediatric orthopaedist. Central to this publication consists of OITE style questions that residents could use as a study guide.
**Education Council**

The Education Council is composed of the chairs of the following committees: Specialty Day, Pre-Course, Program, Educational Courses, Traveling Fellowship, Core Curriculum, Orthopaedic Knowledge Online Journal (OKOJ), and IPOS. The Chair is appointed for a three-year term and is an ex-officio member of the Board of Directors. (May 2008)

- **Educational Courses Committee (formerly Education Committee)**
  The Education Courses Committee shall consist of at least five (5) members, one of whom will act as Chair for a 2 year term. When the Chair position becomes vacant, the President Elect and Vice-President will name one individual to the committee who will serve as chair beginning the year the Vice President assumes the Presidency. The Education Courses Committee Chair is to remain on the Education Committee as an ex-officio member for one (1) year following the term as Chair.

  The Education Courses Committee will recruit, develop and promote tutorials for POSNA membership. The Education Committee will select individual members (tutors) to hold tutorials on specific topics of Pediatric Orthopaedics. The individuals attending the tutorials are to provide their own transportation and lodging expenses. The individual giving the tutorial will fund the expenses in producing the tutorial. The society office will handle the registration and administrative expenses (May 1985). There will be a non-refundable (Feb. 1997) registration fee which will be sent to the tutor. (May 1987). There is an application form and approval process for tutorials that includes a standard POSNA disclaimer statement similar to annual meeting content. (Feb 2012). The tutorials are to be solicited and selected by the Education Courses committee.

  The Educational Courses Committee will also solicit and select Symposia and Instructional Course Lectures to be considered by the AAOS for inclusion in the AAOS annual meeting. Educational Committee members will serve as evaluators for Pediatric Orthopaedic Instructional Course Lectures at the AAOS Annual Meeting. The Education Committee Chairman will submit a written report to the Education Council Chair, President and Board of Directors prior to each board meeting. The Education Committee will abide by the AAOS policies on conflict of interest and the AAOS Standards of Commercial Support which are embedded below.

*AAOS COI.doc  AAOS Standards Commercial Support  COI  Development of objectives*

*May 2013- merged with Global Courses Committee and renamed Educational Courses Committee.

- **IPOS Committee:**
  **Advisory Board:** An advisory board is appointed with approval of AAOS and POSNA. This committee consists of five or six individuals who serve for several years in order to maintain continuity. Changes are made at the request of the members, POSNA, or AAOS.

  **Course Chair:** For purposes of consistency, the Chair should plan to serve for a minimum of four years with one year as an apprentice prior to becoming Chair and one year as Co-chair following those four years. Monthly conference calls with AAOS are needed with weekly calls from mid-October to the start of IPOS.

  **Dates:** IPOS begins on a Wednesday morning and concludes on Saturday afternoon late, with a brief morning session on Sunday for those who choose to stay overnight. When Thanksgiving is early, there may be time to allow one weekend between Thanksgiving and IPOS. However, it is desirable to allow two week ends between IPOS and Christmas Day.

  **Venue:** One location is preferred by AAOS. Currently, that is Orlando, Florida. The hotel locations may vary. Consideration for alternative sites is reviewed annually.
Sponsorships: Industry sponsorships are recruited in conjunction with POSNA. Please refer to the IPOS planning principles and the AAOS Policies on conflict of interest and the AAOS Standards for Commercial Support which are embedded below.

- Pre-Course Committee
  The Pre-Course Committee shall consist of at least three (3) members. The Vice President will name one individual to the committee who will serve as chair the year the Vice President assumes the Presidency. The Pre-Course Committee Chairman is to remain on the Pre-Course Committee as an ex-officio member for one year following the term as Chairman. The Chairman of the Annual Meeting Program Committee will be an ex-officio member of the Pre-Course Committee. Three Board meetings prior to the Pre-Course, the Pre-Course Committee Chairman will submit the recommended program to the President and Board of Directors for approval. The Pre-Course Committee Chairman will also submit the recommended program to the President and Board of Directors for review at the winter board meeting held in conjunction with the AAOS Annual Meeting Board meeting and bring back the final program for approval at the Board meeting held in conjunction with the POSNA Annual Meeting (12/05).

The Pre-Course will be printed as a supplemental issue of JPO. Faculty will be required to prepare presentations for publishing. The supplemental issue costs will be funded by Industry support. Shriners Hospital for Children has agreed to fund the supplemental issues each year (August 2011).

A discretionary fund of $4000 is available to the chairman. The Board of Directors must approve any expenses over the allocated amount, or they are the responsibility of the chairman. The chairman may allocate up to $1000 (of the $4000) as an honorarium to attract and compensate high demand speakers.

POSNA PRE COURSE GUIDELINES AND HELPFUL HINTS:
ACTIVITY TIME TABLE FOR THE PRE-COURSE

JUNE/JULY

Thank you letters should be sent to all participants of the most recent Pre-Course. All members of the Pre-Course committee should “meet” via conference call. Comments regarding the meeting will be compiled by the POSNA staff and should be reviewed. Prior to the conference call the One Day Programs from the past five (5) years shall be made available to all members. Plans for all future Pre-Courses will be discussed. Such interaction between respective members will help all to understand the best strategies for the Pre-Course format. The outgoing chair of the committee will keep minutes which will be part of the written report to the Board in August.

AUGUST

A written report of the above meeting will be submitted to the Board of Directors Meeting in August.

SEPTEMBER

A final preliminary program for the next year’s course should be sent to the POSNA Office. The speakers should be invited to participate with a timeline for the handout due date included. If the Pre-Course will be published as a special journal issue, then the speakers should be notified of the manuscript requirement which is due by May (just following the annual meeting). The speakers should be queried as to their audio visual needs. They should also be sent a standard disclosure form, indicating whether they have received anything of value from commercial sources directly involved with their POSNA presentation.

NOVEMBER

Supplemental JPO issue is published.

DECEMBER

Preliminary program sent to the printer. While some changes can be made and incorporated in the final program after this date, they will not be incorporated in the preliminary program. The program should be 95% accurate by November 1.

FEBRUARY

Outlines from all speakers are due at the POSNA Office.

FEBRUARY/MARCH

At the Board of Directors Meeting in February/March next year’s Chair of the Pre-Course Committee, or in his or her absence, the Education Council Chair should present a rough draft of

Please also refer to the AAOS Policies on conflict of interest and the AAOS Standards for Commercial Support which are embedded below.
• **Program Committee**  
(see also Annual Meeting)

The Program Committee shall consist of three (3) members. Each year the Vice President will appoint a new member to the committee who will serve as chair the year he/she becomes the President. The Chair of the Council of Education and the Vice President shall serve as ex-officio members of the Program Committee. Abstract readers are appointed as necessary.

Program Committee Chairman will submit the recommended program to the President and Board of Directors for review at the winter Board meeting one year prior to the Course and bring back the final program for approval at the Board meeting held in conjunction with the AAOS Annual Meeting (12/05)

The Program Committee Chairperson is to remain on the Program Committee as an ex-officio member for one (1) more year following the term as Chairperson. All papers, exhibits and audiovisual materials are to be submitted to the Program Committee prior to the annual meeting at a time designated by the Chairman of the Program Committee. At the December Board of Directors meeting the Program Committee Chairperson will submit the recommended program to the President and Board of Directors for approval.

Please also refer to the AAOS Policies on conflict of interest and the AAOS Standards for Commercial Support which are embedded below.

**ACTIVITY TABLE FOR THE PROGRAM COMMITTEE**

**JUNE/JULY**

Thank you letters should be sent to all participants of the most recent Annual Meeting Program. All members of the Program Committee should “meet” via conference call. Comments regarding the meeting will be compiled by the POSNA staff and should be reviewed. Prior to the conference call the Annual Meeting Program evaluation results from the past five (3) years shall be made available to all committee members. Plans for all future Annual Meeting Programs will be discussed. Such interaction between respective members will help all to understand the best strategies for the Annual Meeting format.

**AUGUST**

A written report of the above meeting will be submitted to the Board of Directors Meeting in August. Readers should be invited to review and grade the submitted abstracts: eight readers to read and evaluate 50% of the abstracts submitted and two subspecialty readers for each subspecialty category.
Sub-specialty Day Concurrent Co-chairs selected by the Program Chair-elect and the President.

SEPTEMBER
Call for abstracts will be announced to membership the first week of September. All readers must be confirmed and complete a standard disclosure form, indicating whether they have received anything of value from commercial sources. Readers who are AAOS members should confirm their disclosures are current in the AAOS database.

OCTOBER
Deadline to submit abstracts is mid-October. By late October, program committee and readers will receive an email with instructions on how to access the abstracts online and grade them. All grading will be submitted electronically. Grades will be due approximately 3 weeks following receiving the grading instructions.

NOVEMBER
By the first week of November, all abstract grades must be submitted. Complete grading sheet will be submitted to the Program Committee Chair for review prior to the Program Committee Meeting. The Program Committee will meet in Rosemont at the AAOS Headquarters the third Friday of November to discuss abstract selections and finalize program schedule. The meeting is scheduled from 7:30-1:00pm (end time may vary). Prior to the Program Committee Meeting, the Program Chair should have abstracts selected (or close to) for podium (including subspecialty day), e-poster and poster presentations.

DECEMBER
Preliminary program is presented in the December Board of Directors Meeting during IPOS. Accepted abstract presenters and submitters should be notified of their acceptance via email that includes the online letter of agreement. Signed letters of agreement must be submitted (via the online system) by the third Friday of December. Moderators/Presiders should be invited by the Program Chair and confirmed by end of December. Presenters and submitters of abstracts not accepted will be notified by end of December.

Preliminary Program finalized and sent to the printer for distribution in early January.

JANUARY
Preliminary Program distributed to members and posted on website. Speaker ready site to upload e-posters will be available from mid-February through late April.

MARCH
Proofs of the final program are reviewed and any changes made by mid-March.

APRIL
Program is shipped to meeting destination. The speaker ready site will be available to upload podium presentations, 24 hours a day, seven days a week until the 2 days before the meeting.

MAY

Evaluations for the Annual Meeting and Symposium Program are distributed to meeting attendees.

**Reporting Relationship**
Reports to Education Council

**History**
Formed 1983

A discretionary fund of $4000 is available to the chairman. The Board of Directors must approve any expenses over the allocated amount, or they are the responsibility of the chairman. The chairman may allocate up to $1000 (of the $4000) as an honorarium to attract and compensate high demand speakers.

**SubSpecialty Day**
There will be four or five subspecialty sessions at the annual meeting. The chair of the subspecialty program will be the annual meeting program chair in waiting. Working with the Presidential Line, Board of Directors and other members of the Program Committee, the Program Chair-elect will select the subspecialties for each year, and pick a leader for each, then monitor content, invited guests, etc. The sessions will rotate and be determined by the annual meeting program committee pending board approval.

- **Specialty Day Committee**
The Specialty Day Program Committee shall consist of at least three (3) members. The Vice-President will name one individual to the committee who will serve as chair the year the Vice President assumes the Presidency. The Specialty Day Committee Chairman is to remain on the Specialty Day Committee as an ex-officio member for one (1) year following the term as Chairman. The Chairman of the Annual Meeting Program Committee will be an ex-officio member of the Specialty Day Program Committee. The Specialty Day Program Committee Chairman will submit the recommended program to the President and Board of Directors for approval three Board meetings prior to Specialty Day.

A discretionary fund of $4000 is available to the chairman. The Board of Directors must approve any expenses over the allocated amount, or they are the responsibility of the chairman. The chairman may allocate up to $1000 (of the $4000) as an honorarium to attract and compensate high demand speakers.

**POSNA SPECIALTY DAY COURSE GUIDELINES AND HELPFUL HINTS:**
ACTIVITY TIMETABLE FOR THE SPECIALTY DAY PROGRAM

MAY/JUNE

Planning should be done well in advance. The Specialty Day Committee with the newly appointed member shall convene by conference call to discuss the Specialty Day meeting plans for the next two (2) years.

JUNE

At this time the responsibilities of each speaker for the next specialty day should be clearly outlined, including the necessity of preparing a written outline to be incorporated into the syllabus at the meeting. Speakers should be queried as to their audio visual needs. They should also be sent a standard disclosure form, indicating whether they have received anything of value from commercial sources directly involved with their POSNA presentation.

AUGUST

The final program for the next Specialty Day should be completed and in the Society Headquarters by the August 1st. This reflects the AAOS deadline, so that preliminary programs can be preprinted and distributed to the AAOS membership in October. While some changes can be made and incorporated in the final program after this date, they will not be incorporated in the preliminary program. The program should be 95% accurate by August 1st.

DECEMBER

At the December Board Meeting a draft of the Specialty Day Program proposed for the future (about 15 months) should be formulated, and complete with times of presentations and desired speakers. This suggested future program for Specialty Day should be presented to the Board of Directors by the Specialty Day Chair or, in his or her absence, the Educational Council Chair.

FEBRUARY OR MARCH

At the February/March Board of Directors Meeting, the Chair of the next year’s Specialty Day Committee should personally present the final draft of the proposed future Specialty Day Program for approval. The Board should give its approval or defer same until further review by conference call or at the first Board of Directors Meeting in May. Following Board approval, written confirmation requests will be obtained from each speaker.

The current chair should communicate with the Society Coordinator at the beginning of AAOS Meeting and should tour facilities ensuring that the facility is adequate. Audio-visual equipment should be inspected prior to the meeting.

Please also refer to the following directives embedded below:
• **Traveling Fellows Committee**

The Traveling Fellowship Committee will report to the Board of Directors of POSNA and the officers. The committee will organize traveling fellowship programs and ensure that host institutions understand their responsibilities in participating in a traveling fellowship program. The Traveling Fellowship Committee will monitor the program for the educational benefits of the fellows.

The Traveling Fellows will be selected from Active Members age 45 or less and Candidate members who have completed a pediatric orthopaedic fellowship. The total time away for the Traveling Fellows will be limited to two weeks (Nov 2007). Notification of open applications to members will occur the summer of odd numbered years with selection made in September. The POSNA fellows will travel to EPOS in even years.

(April 2008)

Traveling Fellows (EPOS and SLAOTI and APPOS) current schedule:

- 2015-EPOS fellows come to meeting in Atlanta, GA
- 2015-APPOS – POSNA fellows go to Asia (May)
- 2015-SLAOTI – POSNA fellows go to S.A. (October)
- 2016-EPOS – POSNA fellows go to Europe (April)
- 2016-APPOS fellows come to Indianapolis, IN
- 2016-SLAOTI fellows come to Indianapolis, IN
- 2017-EPOS fellows come to the USA then to EPOSNA, Barcelona
- 2017-SLAOIT – POSNA fellows go to S.A. (October)
- 2017-APPOS – POSNA fellows go to Asia

(Revised by T/F committee December 2007)
(Revised from June 30 conference call notes based on discussion at BOD meeting August 4, 2006)

1. Traveling Fellowships may be set up as either regular exchanges or intermittent visits from one organization or continent to another. The decision on whether regular or intermittent programs are set up should be made as a recommendation from the Traveling Fellowship Committee and approved by the Board of POSNA.

2. At the present time POSNA has developed a relationship with EPOS in which regular exchange of traveling fellows will occur on an alternate year basis. Traveling Fellows selected by EPOS will travel to North America during odd numbered years, and Traveling Fellows selected by POSNA will travel to Europe on even numbered years.

3. Traveling Fellows selected by SLAOTI will travel in North America on even numbered years, and Traveling Fellows selected by POSNA will travel to South America on odd numbered years.

4. A Traveling Fellowship program is being developed with APOA that mimics the SLAOTI/EPOS programs (Feb 2012).

5. Responsibility of host organization:
   a. The host organization will assist in planning the travel schedule and arranging appropriate local hosts.
   b. The host organization will also waive annual meeting registration fees for Traveling Fellows. The host organization will pay for housing of traveling fellows during the annual meeting unless other arrangements are made in advance.
   c. Local hosts will provide housing and meals for traveling fellows while at their site.

6. Responsibility of home organization:
   a. The home organization will pay all travel expenses including travel in the host country.
   b. The home organization will establish a selection process that ensures that selected fellows are younger members of their pediatric orthopedic community who have several years of practice
experience and have demonstrated that they have the potential to become leaders and contributors to the field of pediatric orthopedic surgery.

- **Orthopedic Knowledge Online Journal (OKO) Committee**
  The main tasks of the OKO committee are to help the AAOS OKO editor maintain pediatric orthopaedic content on the OKO web site.

- **Core Curriculum**

**Finance Council**
The Finance Council is composed of the chairs of the following committees: Development committee; Industry Relations committee; and Treasurer committee. The Treasurer chairs the Council.

- **Development Committee (formally Endowment Committee)**
  This committee develops mechanisms for fund raising and reviews the activities of other organizations such as the OREF, SRS, AOA, and the AAOS. The Development committee will help the Presidential Line oversee an “Annual Fund”. It is recommended this should begin in late October / early November to coincide with the Fall Newsletter and end of year giving. The committee monitors POSNA Direct donations and is responsible for helping to disseminate an understanding of the financial model of the Society to its members.

The Development Committee will also work with staff to insure appropriate recognition of members’ generosity at the annual meeting and on Newsletters. Annual gifts to POSNA Direct will be recognized in newsletters, with name tag ribbons and a one meter sign at the annual meeting at the following levels:

- Bronze - $100 to $999
- Silver - $1000 to $4,999
- Gold - $5,000 and above

Additionally, cumulative lifetime giving (including OREF gifts designated to POSNA) should be acknowledged on Newsletters and Posters at the annual meeting at the following levels:

- $10,000 - $24,999 – Contributing
- $25,000 – 49,999 – Sustaining
- $50,000 - $99,999 – President
- $100,000 - $499,999 – Founder
- $500,000 - $999,999 – Legend
- 1,000,000+ - Legend Elite

For those who have pledged deferred gifts (estate, life insurance, etc.) – Benefactor

Name tag ribbons will be also be provided to members who support OREF with an annual gift.

Named awards will be considered by the Board of Directors if an individual makes a one time contribution of $100,000 or $5,000 annually to the Society.

- **Industry Relations Committee (IRC)**
  All requests for industry support for POSNA are made by the Industry Relations Committee. This provides a consistent approach to industry and prevents multiple and potentially confusing solicitations. If any committee wishes to seek industry support the request should first be assessed by the Board of Directors.
and if approved the request will be brought to industry by the Industry Relations Committee. The committee also monitors rules and regulations issued from the ACCME regarding industry support.

Financial Levels of Industry Sponsors

| Levels of Industry Support |

IRC timeline suggestions:
1. Following the annual meeting touch base with the companies with a thank you letter which comes from the President and the IRC chair.
2. Mid October to early November - establish initial contact with the companies for sponsorship the following year. Get feedback on what they liked and what they think could have been better. They all take notes and they will review their notes with the IRC chair. Most often a firm commitment is not made at this time except for the big "repeating" companies.
3. Early January - big donor companies should be re-contacted and their interest level assessed. An attempt to meet with each company’s leadership should be made during the AAOS annual meeting. Smaller companies who have not made a commitment should also be contacted and a firm commitment sought prior to AAOS annual meeting. The IRC chair and Presidential Line should visit with each company during the AAOS Annual Meeting.
4. The budget cycle for the companies vary a bit but they don’t seem to start thinking about committing for the following year in a serious way until November so heavy contact is usually not effective prior to November.

The POSNA presidential line and IRC chair will visit one DD sponsor each year (every third year for each).

June 2011-K2M
Feb 2013-Medtronic
OrthoPediatrics-2014

• Treasurer Committee
This committee develops an annual budget for POSNA and advises the Board of Directors on prudent fiscal decisions. The committee also formulates investment recommendations using the Investment Policy as described in the section below.

Financial Policy and Procedures (adopted by the Board March 12, 2014)

Budget and Financial Reports
The Annual Budget will be compiled by the Treasurer with the assistance of the society headquarters staff.

Procedure to Distribute and Approve Form 990
The Pediatric Orthopaedic Society of North America (POSNA) retains the services of an independent CPA firm to prepare the organization’s form 990. Management reviews the completed form 990 and provides a full copy to the Treasurer Committee prior to filing. The committee is provided a reasonable period of time to review the form 990 and direct any questions to organization management or the independent CPA firm prior to filing. A meeting or conference call is later scheduled for the CPA firm and organization management to discuss the form 990 with the Treasurer Committee. (approved by the Board of Directors December 29, 2008)

The Society office is to provide the Treasurer with a monthly accounting of the financial status of the Society. (May 1985)
The Fiscal year will coincide with the calendar year. (May 1986)

**Bank Account**
A bank account is to be established in a bank in Chicago, Illinois. (May 1986)

Checks up to $2500 can be signed by a designated member of the society headquarters staff. Checks greater than $2500 require signature by the Treasurer (April 2015)

**Committee Meeting Funding**
Committees have the option to request Society funds in order to hold a committee meeting at a time other than that associated with the POSNA Annual Meeting or the AAOS Annual Meeting. Preferably any funding for committee meetings is requested during the budgetary process and approved during the budget approval. If a separate committee meeting is desired and no monies exist to support this meeting, a request is submitted in advance of the proposed meeting to the Board of Directors and budget approval is sought (February 1989).

**Dues for Members**
Dues are to be paid in United States currency drawn on a United States bank. The amount will be established by the Board of Directors upon the recommendation of the Treasurer and his/her committee.

The amount established in May 1985 was $150.00 per year. (May 1985). The amount established in May 1996 was $250 for Active and Associate members and $125 for Corresponding members. The dues for 2000 was $300 for Active and Associate members, $250 for Candidate members and $175 for Corresponding members. The dues for Active members was increased to $450 in 2013. Adjunct Members will pay the same membership dues as Candidate members $250.

In August 2008 POSNA established a new policy and procedure for unpaid dues. Penalties for unpaid dues are as follows: 1 year of unpaid dues are subject to a 15% late fee and 2 years of unpaid dues are subject to termination from the Society. Members will receive 2 reminder notices, sent via mail and email, prior to the payment’s due date, which is now the Annual Meeting. Delinquent members will be reminded upon check-in of any outstanding dues at annual meeting registration so they may avoid late fees and/or termination from the Society. Members who are dropped for non-payment can re-apply within the first year using the expedited application process along with payment of past dues balance and any applicable penalties.

No membership cards will be issued.

**Dues for New Members**
Immediately after the Annual Meeting, the newly accepted members will receive a statement for partial dues of 50% for the remainder of the calendar year. Subsequently, they will receive regular billing for the calendar year. (May 1985)

**Award Reimbursement Policies (Feb 16, 1997)**

Effective January 2015 the **Huene Award** recipient will not be reimbursed for meeting registration and housing. The Huene Award recipient will receive $30,000.

The **Distinguished Achievement Award** recipient will be reimbursed for airfare, registration fees, and hotel expenses.

The **Presidential Guest Speaker** will be reimbursed for airfare, registration fee, hotel expenses, and will receive a $1,500 honorarium.

The **Steel Lecturer** will be reimbursed for airfare and hotel expenditures, and will be given an honorarium with a limit of $5,000.

The **Special Effort and Excellence and Humanitarian** Awards will not be reimbursed for travel and will not receive honorarium.
**Current Restrictions on Certain Donations**

**Steel Donation:**
A donation of $100,000 was received through the generosity of Dr. Howard Steel. The interest on the capital is to be used at each Annual Meeting of the society to provide a guest speaker on a topic that is not related to Orthopaedics. The monies are to be held within the POSNA Long Term Fund.

**Huene Donation:**
The Society currently receives an annual donation of $40,000 that is to be used to provide two separate grants for research: the Arthur H. Huene Memorial Award in the amount of $30,000 to an established investigator and the St. Giles Young Investigator Award in the amount of $10,000.

**OREF Order of Merit Fund:**
Funds accrue to the Society as a result of the OREF’s annual Order of Merit program. At the end of each year, those funds that have accumulated are to be available to the Society to support research by its members.

**OREF POSNA Endowment Fund (restricted)**
POSNA has monies available annually from this fund according to a formula which multiplies 5% of the total OREF assets, averaged over the trailing 12 quarters, by the POSNA percentage of the total OREF assets.

**OREF Angela S.M. Kuo Fund (restricted)**
POSNA has monies available annually from this fund according to a formula which multiplies 5% of the total OREF assets, averaged over the trailing 12 quarters, by the POSNA percentage of the total OREF assets.

**POSNA Direct fund (unrestricted)**
POSNA has monies available from this fund to foster research, education, outreach and organizational management. These funds are unrestricted, will be invested per POSNA policy and will be utilized at the discretion of the Board.

**IPOS Revenue Sharing (the “rainy day fund”)**
When the International Pediatric Orthopedic Symposium generates revenue in excess of expenses, the American Academy of Orthopedic Surgeons shares 50-50% of the revenue with the Pediatric Orthopedic Society North America. Typically, the exact amount of this revenue share is determined within two months after the IPOS meeting. The AAOS CME courses committee will communicate the revenue share with the IPOS and POSNA leadership. 100% of the 2007 IPOS revenue ($68,000) was invested in an "IPOS rainy day fund" following the educational retreat of 2008. This fund will be used in the future to support the meeting if necessary, at the discretion of the IPOS chair and the POSNA Board of Directors. The funds will remain at principal and over the years will not have accumulated gains or losses attributed to them. Henceforth, beginning with the 2008 revenue share, 50% of the revenue share will go into the "IPOS rainy day fund", and the other 50% will be used for POSNA educational endeavors, at the discretion of the POSNA Board of Directors. In the future the POSNA Board of Directors may change the percentage of the profit that is credited to IPOS.

As there is now a sufficient amount in the “rainy day fund” future revenue from IPOS will be directed elsewhere at the discretion of the board. (December 2011).
At the end of each year the distribution from POSNA Direct, the OREF POSNA Endowment Funds and the Angela SM Kuo Fund are combined with the OREF Order of Merit monies and become “Funds Available for Research”. It is often necessary to add money from the POSNA Long Term Fund to the “Funds Available for Research” to have sufficient monies to support the annual research commitments.

Guidelines for Presidential Travel
The budget for presidential travel is $24,000 per year with $15,000 designated for the President and $6,000 for the President Elect and $3,000 for the Vice President (August, 2005). These funds are to be used to travel to meetings abroad as representatives of POSNA.

Unused POSNA-related travel funds for an individual in the presidential line may be carried over for that individual in following years up to and including the past-past-president year as long as the individual remains on the Board of Directors. For example, if $5K of budgeted travel funds are not used during the year as president, this money will be available to the individual for 2 years following presidency (August 2007).

SAOTI Annual Meeting: The Presidential Line (PL) is regularly invited to attend and participate in the SAOTI meeting. November 2015 the PL discussed whether POSNA should continue to participate in this meeting as a single country meeting rather than a regional meeting such as SLAOTI. Travel expenses are covered by POSNA under Pres Line travel fund. PL agreed to commit to this every other year 2016, 2018 and that local travel expenses should be covered by the local organizer. Airfare-covered by POSNA. Rick Schwend was the POSNA representative in 2016.

Health Care Delivery Council
The Council on Health Care Delivery is composed of the chairs of the following committees: Children’s Orthopaedics in Underserved Regions committee (COUR); Practice Management committee; Trauma Prevention and Disaster Response committee and the POSNA/SRS Pediatric Device Committee. In addition the BOS Rep, AAP Rep, and the President Elect are committee members. The Chair is appointed for a three year term and is an ex-officio member of the Board of Directors (May 2008)

- COUR Committee
The COUR Committee educates the membership about opportunities to enhance the delivery of orthopaedic care for children worldwide through both education and service. Committee members organize, monitor, and catalog outreach missions for the membership, and facilitate the participation of POSNA members who express interest. With alliance societies, the committee organizes and sponsors authoritative educational courses in other countries, improving the orthopaedic care of children internationally by training and educating local orthopaedists. The Committee manages the International Scholars Program, which provides financial support for orthopaedic surgeons from underserved regions to attend the POSNA annual meeting, and also coordinates visits to selected centers in the United States for additional training and exchange of ideas. At the annual meeting each year, COUR has a poster which catalogues the location and activities of society members who volunteer in developing countries. The committee also organizes a symposium every one to two years at the annual meeting which updates the membership on the committee’s activities, introduces the COUR scholars and discusses the management of selected conditions seen with frequency in the developing world.

COUR SECTION OF THE POSNA WEBSITE
The COUR section of the POSNA website will contain
1) Information on the COUR Scholarship program (past scholars, application materials for scholars, trip reports),
2) Interactive map of the world with sites where POSNA members have volunteered or worked,
3) Information on COUR Outreach courses, past and present,
4) List of US centers willing to host an international observer,
5) List and websites of organizations and projects that assist in providing care for pediatric musculoskeletal conditions in underserved regions to help support, promote, and sustain these activities, and
6) “Bulletin board” where organizations can post information that may be of interest to POSNA members.
OUTREACH COURSES

Introduction  POSNA supports the desire for members to participate in educational courses in economically underserved nations, in cooperation with the local orthopedic community. In many cases the course will be developed as a COUR outreach course, which will be held in collaboration with our colleagues from EPOS. Guidelines have been developed for initiating, and participating in, a COUR outreach course. POSNA recognizes that not all courses involving POSNA members will be designated as COUR Outreach Courses, and in such cases there are also guidelines for whether it is appropriate to use the POSNA logo. To use the POSNA name or logo for an outreach course, the 1) faculty of the course should be comprised of at least three POSNA members, 2) a POSNA member should be a Co-chairperson/coordinator, and 3) the POSNA faculty should give at least fifty percent of the lectures.

POSNA Faculty and Fees. POSNA faculty members will travel to the host country at their own expense. Once they arrive, the host country will be responsible for housing, food and local transportation. Travel expenses between the separate areas in which sequential courses will be the responsibility of the faculty members as well. The host organization will be responsible for administrative expenses, for whether fees will be charged, and if any local exhibitors and/or sponsors will be solicited. Any profit generated will be retained by the local sponsoring organization. Local hosts will not use the POSNA name to seek support from companies based in the United States. Local hosts will disclose expenses and funds solicited in the initial application and in the final course report.

Course Structure
1. Outreach courses should have a relatively narrow focus in which a few subjects are covered in depth.
2. Courses typically last for 2-3 days, and are ideally given either just before or after a local, regional, or national orthopaedic meeting.
3. The faculty should be limited to 6-10 individuals, including representatives from EPOS and from the local sponsoring group.
4. Considerable time should be allotted for interactive discussions between the faculty and participants.
5. The courses should be designed to attract no more than 50-60 individuals from the local region.
6. In an attempt to utilize the visiting faculty to the greatest extent, consideration should be given to repeating the course at a nearby location in which the travel time between the two locations is a day or less. This will enable the faculty will be utilized for an entire week.

Guidelines for POSNA Faculty

Travel to Countries with a United States Travel Restriction: POSNA will not initiate or maintain programs in countries that are included on the Department of State's list of Travel Warnings. Individuals may choose to sponsor courses in these locations, but will do so with the explicit understanding that they are not sponsored by POSNA.

Liability: Volunteers are encouraged to procure travel insurance. In the rare event that someone refuses to sign, they are not processed as a volunteer. It is understood that outreach courses involve teaching and sharing of ideas, and that direct patient care will not be a component. All volunteers are responsible to provide the necessary documentation required by each host site or country (i.e. licensure, certification).

Criteria for Tax Deductions for POSNA Outreach Courses The COUR committee will collaborate with Health Volunteers Overseas (HVO) www.hvousa.org to facilitate tax deductions for faculty expenses incurred during official POSNA outreach courses. The POSNA COUR outreach courses do not have to be sponsored by HVO. The COUR Committee will send Kate Fincham (or a designee) at HVO a list of the upcoming COUR events. All faculty who wish to deduct expenses for participation will be required to join Health Volunteers Overseas ($150/year), and all participants will use the standard HVO procedures. Volunteers will be required to fill out an application to join HVO, and to use their standard protocol for submitting expenses on the HVO website. HVO release forms must be signed, and a summary of the trip must be submitted to HVO (may be published in the HVO newsletter). HVO reviews the expenses and issues a receipt that the participant can use on their 1041 form. Expenses that HVO considers inappropriate
are removed from the HVO receipt prior to it being sent back to the participant. Neither POSNA nor Health Volunteers Overseas provides or is responsible for malpractice coverage at any outreach site.

**Course Administration and Organization.**

1.) The decision to designate the course as a COUR Outreach Course (versus a course in which POSNA members participate with or without use of the POSNA logo which is not organized through COUR) will be up to the Chairman and the members of the COUR Committee. The Board of Directors will always be kept informed of when a joint sponsorship course has been organized.

2.) EPOS will be formally invited to participate in all COUR outreach courses during the planning stage. While participation in all outreach courses will be offered to members of both organizations, there has been a general understanding that all courses within the European Union will be initiated by EPOS and be designated as an EPOS/POSNA course. Courses outside the European Union will be listed as POSNA/EPOS if initiated by a POSNA member, and as EPOS/POSNA if initiated by an EPOS member. Representatives from POSNA and EPOS charged with overseeing outreach courses will remain in regular contact via email, and will meet at POSNA and/or EPOS meetings to discuss outreach courses.

3.) COUR Outreach courses should be initiated by a POSNA member (who will usually serve as the POSNA course coordinator) in association with a representative from a local pediatric orthopedic society or pediatric orthopedic educational group (who will usually serve as the host coordinator). Once the local pediatric orthopedic society or educational entity gives its approval to host an outreach continuing education course, they should designate an individual(s) to be the local host(s).

4. POSNA Coordinator Responsibilities:

- Coordinators are identified for the host organization and for POSNA if POSNA is primarily assisting with the organization of the meeting.
- The POSNA coordinator needs to obtain an agreement from the host country that they are willing to be the host for the meeting, including a statement indicating that they will provide lodging, food and local transportation for the POSNA faculty.
- The POSNA coordinator will work with the local host to determine the dates and location for the course, to determine the content, and to create a course outline.
- The POSNA coordinator will review the preliminary budget in the application and in the final report after the course has been completed.
- The POSNA coordinator and local host will identify how many faculty are required. Faculty from EPOS and the host country or region will also participate. The total number of POSNA faculty should be limited to 5-6. The POSNA coordinator will contact the Chairman of the COUR committee once the course information has been finalized, and the two will draft a letter outlining the details about the course (location, dates, topics to be covered). This letter will be forwarded to the membership via email, and will also be posted on the COUR section of the website for solicitation of faculty. The COUR chairperson will then make contact with the EPOS liaison to share details about the course, and ask EPOS to recruit several faculty members. The host country will tell the POSNA coordinator how many POSNA faculty they can support. The POSNA coordinator will select the POSNA faculty.
- The local coordinator and host organization is responsible for all the administrative work, such as choosing the meeting place, registration, securing the necessary AV equipment, translation if required, and printing out the programs and handouts. The host country decides as to whether or not POSNA faculty handouts need to be translated. Faculty should strongly consider purchasing travel insurance, and to review background information on each country (including issues relating to personal safety) prior to finalizing their plans.
- The POSNA course coordinator will communicate with the POSNA president before the outreach course meeting whether the president would like to have an official/personal statement read or audiovisual presentation delivered to the meeting attendees. The POSNA course coordinator will be responsible for personally delivering that message at the beginning of the course.

**Course Evaluation and Report.**
The sponsoring group along with the local hosts will obtain feedback and course evaluations to the specific EPOS/POSNA committee responsible for supervising the outreach continuing education courses. The standard evaluation form produced by EPOS/POSNA should be used (Appendix A). In addition, a brief written report of the meeting should be generated which can be available for publication in the respective EPOS/POSNA newsletter or bulletin. This report can also serve as a resource for other individuals planning outreach continuing education courses.

**FUNDRAISING TO SUPPORT COUR ACTIVITIES**

COUR welcomes financial contributions from the general public (excluding POSNA members or industry representatives) in support of our mission to improve access to pediatric orthopaedic care in underserved regions through it’s education and outreach projects. The funds raised will be used to 1) assist in providing educational scholarships for our visiting scholars. These scholars are pediatric orthopaedic surgeons from underserved regions who are delivering care to children in their countries. 2) assist in the production/dissemination of free teaching materials to our colleagues in low and middle income countries, and/or related projects. Individuals may donate by sending a check to the POSNA office which indicates that the funds will be for COUR.

**COUR SCHOLARS**
The COUR Committee selects international surgeons who receive scholarships to attend the Annual Meeting and visit several centers while in North America. See [COUR SCHOLARSHIP APPLICATION](#).

**POLICY ON RELATIONSHIP BETWEEN POSNA AND CHARITABLE OR HUMANITARIAN ORGANIZATIONS**

Interest in volunteerism is increasing amongst POSNA members, as evidenced by the number of volunteers for recent outreach educational courses. Individuals and organizations involved with humanitarian work are approaching POSNA with greater frequency, with the goal of accessing the POSNA membership either through mass emails or by having their representatives attend the annual POSNA meeting. As a result, the following guidelines define the relationship between POSNA and these entities (non-governmental, faith based, academic institutions, medical or surgical societies, private organizations, or other).

1.) All requests from individuals or organizations will be forwarded to the Chairman of the COUR Committee, who will determine the most appropriate course of action based on the following policies.

2.) The POSNA membership list-serve will not be provided to individuals or organizations outside POSNA, or to POSNA members representing outside humanitarian organizations or institutions.

3.) Opportunities for individuals or organizations (non-governmental, faith based, academic institutions, medical or surgical societies, private organizations, individuals) to engage the POSNA membership are as follows:

   a. **Annual POSNA meeting.**
      
      i. **Table space.** Limited to two organizations each year. One table will be available to each organization at a cost of $595 per table (2009 rate). Representatives will have the opportunity to meet POSNA members, to distribute information, etc.
      
      ii. **Bulletin Board.** Individuals or organizations may post their messages on the bulletin board.

   b. **COUR section of the POSNA website**
      
      i. **Links** established to connect interested individuals with the humanitarian organizations’ websites
      
      ii. “Bulletin board” where organizations can post information that may be of interest to POSNA members.

**Practice Management Committee**
The Practice Management Committee functions to educate, update, and advise the membership about current trends in management of the pediatric orthopaedic practice. It addresses challenges facing pediatric orthopaedic surgeons in every practice setting. The Committee assists the practitioner in providing the best possible pediatric orthopaedic care in today’s rapidly changing business environment. The Committee also monitors the status of the pediatric orthopaedic workforce, providing the Board with the necessary data to make long-term decisions guiding the future of the specialty. The Practice Management Committee will
review surveys to the membership on such topics as office practices, coding issues, etc. (non medical topics) To ensure that members are not inundated with surveys, the Practice Management Committee is charged to review such surveys and determine if they are relevant. If approved for distribution using the POSNA listserve, (list of all POSNA members who have an e-mail address on file) the Practice Management Committee shall determine the distribution date.

- **POSNA/SRS Pediatric Device Committee** (formally Growing Spine Committee)
  This committee coordinates with the SRS to develop effective diagnosis and treatment recommendations for early onset scoliosis.

- **Trauma Prevention and Disaster Response Committee**
  This Committee provides the membership with information regarding the latest advances in the care of the pediatric trauma patient. The Committee develops and presents a yearly symposium at the POSNA Annual Meeting, and produces periodic articles of interest to the membership. It also acts as a liaison to the Orthopaedic Trauma Association, to encourage presentation of pediatric orthopaedic research to a wider audience of practitioners involved in trauma care. May 2013 merged with Disaster Response Committee.

**History Council**
The History Council is composed of the History and Archives committee. The Historian chairs the Council and serves as an ex-officio member of the Board of Directors and attends the meetings of the Board of Directors. (May 1986). The Historian shall arrange to have a visual recording made at the Annual Meeting of an interview with the Distinguished Achievement Award honoree each year.

- **History and Archives Committee**
  This committee oversees the historical documentation of the Society. They shall also collect and maintain objects and paper that are of historic interest to the Society. May 2013-Merged with Archives Committee

![POSNA Archives at TSRH polices](TSRH polices)

**Logos**
The official logo is to consist of a central portion with two trees entwined together which represents the joining of the two parent societies. The Greek term “Othos Pethia” (to be spelled in Greek in the final form) translated into English literally means “straighten the child” and is displayed on the top of the logo. This is the origin of the English word “orthopaedics.” The Latin words on the scroll under the logo are literally translated “we take better care of the children by cooperating”. The artwork for the logo was supplied by
Ethel F. Ogden, Dr. John Ogden’s mother. The Latin words were proposed by Helen Rang, Dr Mercer Rang’s wife.

A new logo was developed for electronic communication and POSNA Endorsements (Feb 2012)

![POSNA Logo]

The Pediatric Orthopaedic Society
of North America

**President’s Council**
The Awards Committee, Fellowship Training/Qualifications for Practice Ad Hoc committee, Fellowship Grievance Committee, Quality, Safety, Value Committee and the Long Range Planning Committee report directly to the President.

- **Awards Committee**
The Awards Committee shall consist of nine (9) members of the Society. These shall be the current President, Immediate Past President, Historian and five (5) at-large members of the Board of Directors. The President-Elect will serve on the Awards Committee to gain experience before serving as chair during his/her Presidential year. The current President shall be the chair.

**Distinguished Achievement Award**
1. The Society may choose to honor a member of the Society for distinguished contributions in pediatric orthopaedics. The Honoree need not be a founding member of POS or POSG or POSNA or even an orthopaedic surgeon (May 1988). The Pioneer Award will be re-named to the "POSNA Award for Distinguished Achievement" (May 1993). Three nominations come from the members of the History and Archives Committee, as well as the Historian. Theoretically, any board member or general member of POSNA could propose someone for this award. The President will write to each member of the Awards Committee at least two months prior to the fall board meeting and solicit nominations. Then, within a month prior to the board meeting, the committee shall meet by conference call to select the recipient. The nominee shall be recommended by the Awards Committee (September 1990), and approved by the Board of Directors. The Distinguished Achievement Award recipient will be reimbursed for airfare, registration fees, and hotel expenses. (February 1997) The plaque honoring the award recipient will be presented by the president of POSNA. (Sept. 1995)

**POSNA Special Effort and Excellence Award** (May 2011) (revised 2013)
This non-monetary award is given to acknowledge an individual’s special efforts and accomplishments on behalf of the mission of POSNA. This award does not need to be an annual award, but rather is awarded when someone has demonstrated exceptional efforts for POSNA, perhaps every 1 to 3 years. The recipient will likely be a POSNA member but the award could also be given to worthy non-POSNA physicians or even non-medical individuals who have significantly improved the musculoskeletal care of children. The recipient will be chosen in the fall by the POSNA Awards Committee and will receive a certificate, describing the efforts that resulted in the award, at the next annual POSNA meeting.

**POSNA Humanitarian Award** (May 2011)
This non-monetary award is given to an individual of any age whose efforts to improve the lives of children have been judged to be exceptional. This award does not need to be an annual award, but rather is awarded when someone has demonstrated exceptional humanitarian efforts, perhaps every 1 to 3 years. The recipient will likely be a POSNA member but the award could also be given to worthy non-POSNA physicians or even non-medical individuals. The recipient will be chosen in the fall by the POSNA Awards Committee and will receive a certificate, describing the efforts that resulted in the award, at the next annual POSNA meeting.
• **Fellowship Training/Qualifications for Practice Committee**
  This committee oversees and coordinates the Pediatric Orthopaedic Fellowship Match which is provided through the SF Match Program. In addition the committee monitors the potential for certification for pediatric orthopaedics and the trend towards subspecialization within pediatric orthopaedics.

  For potential violations of the SF Match agreement the Fellowship chair investigates each situation that is brought to his or her attention. The chair investigates and acquires, with the necessary help of others, all the pertinent information. This information is discussed with the Fellowship Committee members and the presidential line. If the infraction is judged by this group to be sufficiently serious, it is referred to Ad Hoc Fellowship Governance committee. The grievance committee will consist of individual members representing a large; a small and a Canadian fellowship programs. The committee investigates any complaints against SFMP and the match.

Military applicants: are in a special category due to their military commitments. We will permit military applicants to interview early (as close to the regular interview time period as possible). The applicant must still apply to each individual fellowship program through the SFMP website and must go through the Match process. Early offers outside of the Match, by programs in the Match, would be a violation of the Match rules and sanctions may be incurred.

If an individual participated in the SF Match and matched with a pediatric orthopaedic program and then decided not to fulfill that obligation they will not be allowed to participate in future SF Matches and are ineligible to fill any open spots in other SF Match participating pediatric programs. The individual may not apply for candidate membership for two years as well. A program that takes an ineligible candidate would be exposed to sanctions.

• **Fellowship Match Grievance Committee**
  The grievance committee will consist of individual members representing a large; a small and a Canadian fellowship programs. The committee investigates any complaints against SFMP and the match.

• **Quality, Safety, Value Initiative Steering Committee**
  The QSVI committee was formed to lead the POSNA membership in defining value based clinical care. The QSVI committee is to partner with hospital based and AAOS efforts to guarantee safe, high quality outcomes for our patients. The committee will communicate their initiatives and results cooperatively with payor, credentialing, and compliance organizations to improve pediatric orthopaedic care in North America.

• **Long Range Planning Committee**
  The Long Range Planning Committee shall consist of five (5) members of the Society. These shall be the three (3) immediate past presidents and one (1) member of the Society elected by the Society for one (1) three (3) year term at its annual meeting. The fifth member of the Committee shall have served as an At Large member of the Board of Directors the previous year (Article VII, Section 2) and will serve one (1) additional year on the Long Range Planning Committee. The Nominating Committee will provide one (1) nominee to be considered at the time of election. The most senior past President will be Chairman. The Committee shall be responsible for both long and short range planning for the Society, for enhancing and implementing the purposes of the Society, as well as for recommending innovation and changes in the policy of the Society.
  The Committee shall recommend to the Board of Directors future meeting sites. Site visits and related expenses will have prior approval of the Board of Directors.
  The Committee shall report directly to the Board of Directors and shall be consultative and advisory to the Board of Directors at its request.
**Research Council**
The Research Council is composed of the chairs of the following committees: Evidence Based Practice and Research Committee. The Chair is appointed for a three year term and is an ex-officio member of the Board of Directors. (May 2008)

- **Evidence Based Practice Committee (formally Evidence Based Medicine Committee)**
  The Evidence Based Medicine Committee exists to educate the members of POSNA about the application of evidence in clinical care and to promote the creation of evidence based guidelines regarding pediatric orthopaedic conditions. The committee will work with other POSNA committees and with other organizations (e.g. AAOS) to fulfill its mission.

  The Evidence Based Practice Committee will review proposed clinical/research surveys and determine if they are relevant. If approved for distribution using the POSNA listserv (list of all POSNA members who have an e-mail address on file) the Evidence Based Medicine Committee shall determine the distribution date.

  *May 2013-Merged with the Clinical Trials Committee and renamed Evidence Based Practice Committee.

- **Research Committee**
The Research Committee is responsible for reviewing grant applications and selecting those to be funded (May 1996). Applicants may apply for multiple POSNA awards but must complete applications for each proposed grant.

  Research Committee responsibilities:

  1. Provide fair, unbiased scientific review of submitted proposals.
  2. Rank for funding only those with scientific merit.
  3. Fund meritorious proposals up to the limit for that year.
  4. Maintain accountability for the research awards given.
  5. If a Research Committee member submits a grant they will be excused from reviewing that year. They will then serve an additional year on the Committee (August 2008). A committee member will not review grants in a category that they are submitting a grant and will not be present during the review of that category (2013).

  All Grants and Awards will use the same application and follow the same procedures.

  [POSNA Research Application_NEW.doc](POSNAResearchApplication_NEW.doc)

  [POSNA procedures_New.doc](POSNAprocedures_New.doc)

**POSNA Research Grant**
A broad range of research areas will be considered for the POSNA Research Award, including patient based studies, basic science research, and multicenter or society wide projects. Pilot projects, research with preexisting funding that may need supplemental support, as well as complete research proposals will be considered for funding. Research grant budgets should be detailed for one year and range from $1,000 to $30,000. Grants will be awarded based on an assessment of the scientific quality, importance of the research to the mission of POSNA, and ability of the work to help in the establishment of new areas of research, or new researchers from within the POSNA membership. Applications will be adjudicated by the POSNA Research Committee.
The Arthur H. Huene Memorial Award

The Arthur H. Huene Memorial Award for Excellence and Promise in Pediatric Orthopaedics will be presented by the Pediatric Orthopaedic Society of North America under the sponsorship of the St. Giles Foundation. Through the generosity of the St. Giles Foundation and the Huene family, the award will be $30,000. **Past accomplishments of the applicant and a research project of high quality with a major potential impact in the field of pediatric orthopaedics are important criteria for choosing the recipient of the award.** The deadline for applications is typically in the Fall of each year. The Huene Award will be adjudicated by the Research Committee (December 2006)

Applicants should submit: a current curriculum vitae, a one page description of past research accomplishments, a completed grant application, and a timeline for completion of the project. The award can be given to a basic scientist who need not be an M.D. or a member of POSNA. It can be an international award.

Effective January 2015, the Huene Award recipient will no longer be reimbursed by POSNA for meeting registration and housing.

St. Giles Young Investigator Award

The St. Giles Young Investigator Award is an award of $10,000 sponsored by the St. Giles Foundation, to be given to a candidate or active member who has been a POSNA member for five years or less. The Award is to be used for educational and research endeavours. Monies may include travel to centers of excellence to learn new techniques and skills.

St. Giles Young Investigator Award Application Process

1. Applicants should submit a letter of application indicating the planned use of the funds if the application is successful and accompany the letter of application with their curriculum vitae.
2. If the award is to be used for travel, applicant must clearly demonstrate the importance of the proposed travel in advancing their career.
3. The award will be made by the Research Committee of POSNA
4. The award is to be made on an annual basis and is non-renewable.
5. The applicant can be a candidate member or an active member who has been a POSNA member for five years or less. POSNA members who have been a member for over five years are not eligible for the St. Giles Young Investigator Award.
6. The application deadline for the annual St. Giles Young Investigator Award is typically in the fall of each year but will be determined by the Research Committee

Angela S. M. Kuo Young Investigator Memorial Award

An award of $30,000 is to be given to an outstanding young researcher who is an active or candidate-active member of POSNA to provide funds to promote that individual’s long-term research career. Applicants should be 45 years of age or younger; and have been in independent practice not longer than twelve years.

The award recipient will be selected based on the applicant's past research accomplishments, future research potential, and on the ability of a submitted research proposal to help the applicant's research career. A letter of support from a POSNA member (other than the applicant) is required with the application. Applications are typically due in the fall of each year and will be adjudicated by the POSNA Research Committee.

DePuy Spine Research Grant

This grant is being offered thanks to the generosity of DePuy Spine. The grant will be for $30,000 for one year. Proposals should be related to spinal deformity and also relevant to the mission of POSNA. Budget may not include money used to procure human anatomic specimens or other human tissue. In addition the Principal Investigator must be a POSNA member or demonstrate close affiliation with a POSNA member on the proposed project.
Biomet Spine Research Award
This grant is being offered thanks to the generosity of Biomet Spine. The grant will be for $30,000 for one year. A broad range of research areas will be considered for the Biomet Research Award, including patient based studies, basic science research, and multicenter or society wide projects. Pilot projects, research with preexisting funding that may need supplemental support, as well as complete research proposals will be considered for funding. Applications will be adjudicated by the POSNA Research Committee.

Clinical Trials Grant
The Clinical Trials Planning Grant is to provide seed funding to develop a high-quality proposal for a clinical trial in any area relevant to POSNA. The award is expected to produce a competitive multi-investigator/center grant proposal for submission to larger agencies/funders of research.

Previous experience has shown that all centers in the trial should be fully committed. The award can also be used for planning a well-done single-center trial.

The amount of the award will be up to $30,000 for one year.

The Globus Medical Quality, Safety Value (QSV) Spinal Deformity Grant.
This grant is being offered thanks to the generosity of Globus Medical. An award of $30,000 will be funded. Proposals should be related to safety, value, or quality in spinal deformity treatments" and also relevant to the mission of POSNA. Budget may not include money used to procure human anatomic specimens or other human tissue. A member of POSNA must serve as the principal or co-principal investigator. Ph.D.’s or D.V.M.'s may serve as the principal or co-principal investigator, as long as they are working in an orthopaedic department with a member of POSNA as the co-principal investigator.

Discounted after 2014.

Directed Research
Funding up to $100,000 over three years for research that have the potential for impact on the clinical care for children with musculoskeletal disorders. The goal of the research should be to significantly improve Quality and/or Safety of pediatric orthopedic care. (May 2013). This grant was changed to offer two grants at up to $50,000 each (2015).

Start Up Grants
New grant to stimulate research from young and established investigators. The purpose is to provide a seed funding for a proposal that can develop into a larger, more in-depth project in the future. Up to three Start Up Grants for up to $10,000 each will be offered each year (2013).

Secretary Council
The Secretary’s Council is composed of the chairs of the Membership, Nominating, Ethics and Bylaws committees.

- By-laws Committee
  This By-laws Committee maintains the By-laws and the Policies and Procedures documents and makes changes as necessary.

- Membership Committee
  The Membership Committee coordinates the inclusion of new members according to the By-laws and the Policies and Procedures. The committee also oversees the requirements for current members to continue in the Society.

Membership Policies
Application forms are available to be downloaded from the website. Telephone numbers—both office and home phones—fax numbers and e-mail addresses (November 1997) are to be listed on the front page of the
application form. (February 1986) A passport size photograph must accompany the completed membership application. The current professional position, office location, and names of the applicant’s associates are to be also listed on the front page of the application form (February 1986). Practice profile on the application form should be an assessment of the overall profile and not divided into clinical and research aspects. (February 1986)

Deadline date for applications:
December 1st of each year for Active, Associate, Corresponding, Candidate and Adjunct.

Membership Certificate
A certificate of membership will be given to each member upon his or her acceptance into POSNA.

Senior Members
The Society is to maintain the birthdates of the members. When a member reaches the age of 65, and is retired from active practice (May 2012) he/she may request that his/her membership status be elevated to Senior Membership. (May 1985). Members with permanent disability may apply for Senior status (May 2012).

Names of those who became senior members in the year prior to the annual meeting shall be announced from the podium at the Opening Ceremony and their picture shall be displayed at the meeting with a short biography. An oral history should be obtained by the Historian or History Committee. (Feb 24 2005)

Deceased Members
Any member who learns of the death of another member should notify either the Historian or the Secretary of the death. An obituary of the deceased member is to appear in the BULLETIN. The program for the Annual Meeting will contain a special page as a memorial to those who have died since the last Annual Meeting. A poster or power point of pictures and obituaries are displayed each year at the Annual Meeting (May 2015)

Membership Procedures
The procedures for processing membership applications, including the standard letters, are to be kept in a in the Society office.

Application and Election Procedures:
Each eligible applicant must complete an application form (obtainable from the POSNA website), and be sponsored by three Active or Senior members. It is necessary for at least one of the three sponsors to be knowledgeable about the candidate’s current practice activities. The completed application must be in the possession of the secretary six months prior to the next annual meeting. Exceptions to the above include, a Corresponding or Candidate Corresponding application, which shall be supported by two letters of sponsorship, one from active or senior members of the Society, and one from the candidate's country of practice. Candidates for Adjunct membership must complete an application and submit two letters of recommendation; one from the sponsoring POSNA member and one from another Active or Senior POSNA member.

The procedures of the Membership Committee shall be as follows:
(a) Upon receipt of a completed application for membership from the secretary, the Membership Committee shall consider the applicant and shall perform whatever investigation of credential verification that it deems necessary to determine his/her qualifications. A site visit of the applicant’s practice by a neutral and appropriate member appointed by the Membership Committee may be requested by the committee.
(b) One (1) month prior to the annual meeting the Chair of the Membership Committee shall forward to the secretary a list of satisfactory applicants. The secretary will distribute the list to the membership by mail prior to the annual meeting.
(c) The list of applicants shall be presented to the members at the first business meeting of the next annual meeting. The members shall vote to accept, defer, or reject each application. Election to membership in any category shall be by three-quarter (3/4) majority of the members present and voting. The secretary shall inform the applicants of the decision:

1) If the applicant is accepted, he/she shall be invited to attend the next annual meeting.
2) If an applicant is deferred for two (2) years after initial proposal, he/she shall be removed from the list of active applicants.

3) If an applicant for membership has been rejected, he/she may not be proposed again until a lapse of three (3) years has occurred.

In the event of an adverse recommendation or action by the Membership Committee, Board, or membership, no applicant or sponsor shall be entitled to question the decision.

Confidentiality of Application:
The entire contents of any application for membership in the Society shall be privileged and confidential, and shall not be subject to publication for public dissemination whether voluntary, involuntary, or by operation of law. Said application shall be forwarded only to the Membership Committee for consideration pursuant to the bylaws.

Any investigation/inquiries made by, or responses received by the Membership Committee or the Board of Directors, along with all procedures of and testimony received by the Membership Committee and the Board of Directors, shall likewise be privileged and confidential, and shall not be subject to publication or public dissemination whether voluntary, involuntary, or by operation of law.

Every application for membership in the Society shall be deemed to contain an agreement by and between the applicant and the Society, and separately signed by the applicant. The agreement is to contain substantially the following language:

"It is specifically agreed by the undersigned that in consideration of the Pediatric Orthopaedic Society of North America's treatment of the entire contents of this application, as well as all inquiries or investigations made pursuant thereto, as privileged and confidential material, and not subject to publication or operation of law, that the undersigned specifically authorizes the Pediatric Orthopaedic Society of North America to make whatever inquiries or investigations it deems necessary to verify the credentials, professional standing, and moral and/or ethical character of the undersigned. The undersigned further agrees that he/she will not cause or attempt to cause any public disclosure of the contents of any application for membership in the Pediatric Orthopaedic Society of North America or any proceedings of the Membership Committee or the Board of Directors pursuant thereto, whether said public disclosure be by operation of law or otherwise."

POSNA Membership Guidelines (May, 2002)
The Society desires to be inclusive rather than exclusive in its goal of being an educational organization.
Membership criteria must be clear and transparent.

There shall be ten classes of membership in the Pediatric Orthopaedic Society of North America; namely, Active membership, Senior membership, Corresponding membership, Associate membership, Honorary membership, Inactive membership, Candidate active, associate or corresponding membership and Adjunct membership. All duly elected members may be issued a certificate signifying his/her election as a member. (May 2007) Please refer to the By-laws for a definition of each class of member.

Attendance at the annual meeting
A record of the members attending each Annual Meeting is to be maintained by the Society Office.

Active members who fail to attend one of four consecutive annual meetings, but who otherwise are in good standing, may apply for reinstatement of membership within one year of termination of membership. Documentation of maintenance of qualifications for active membership, attendance at the next annual meeting and payment of arrears membership dues are required for reinstatement. If application is approved member will be billed for the current year of dues.

Associate and Adjunct members who fail to attend one of four consecutive annual meetings and Corresponding members who fail to attend one of five consecutive annual meetings, but who otherwise are in good standing, may apply for reinstatement of membership within one year of termination of membership.
membership. Documentation of maintenance of qualifications for membership and attendance at the next annual meeting are required for reinstatement. If application is approved member will be billed full of year of dues.

Candidate members are required to attend at least two annual meetings within their six (6) year term of membership.

Yearly exemptions to the above attendance requirement include those persons who are required to serve in a military post that prevents them from attending the annual meeting that year. A letter from a superior is required.

**Membership Roster**

The Society Headquarters staff will keep the Membership rolls under the supervision and guidance of the Secretary of the Society. A Membership Roster will be included each year, along with the Scientific Program at the Annual Meeting. This Roster will be so constructed as to be easily separable from the Scientific Program. It will be the responsibility of each member to notify the Society office of any changes in address or biographical data. The deadline for inclusion of these changes in the current Roster will be 60 days prior to the Annual Meeting. (May 1985)

The Membership Roster will contain the alphabetical listing of all members by name, their preferred first name, the spouse’s first name and their primary office address, phone number, and fax number and e-mail address. Members will also be listed geographically by states, provinces or countries and sublisted by cities within each state, province or country. The Membership Roster is to include the past and future meeting sites, Past Presidents and officers, present officers and committees, a copy of the present By-laws and a change of address form.

**Nominating Committee**

The Committee shall consist of five active members, four of whom shall be elected at the second business meeting of each annual meeting by majority of the voting members present at the session. The four (4) elected members shall be those receiving the most votes from a slate of at least eight (8) candidates nominated from the floor during the second business meeting at the same annual meeting. The term of each member of the Nominating Committee shall be one year. If an elected member of the Nominating Committee is unable to complete the one year term, the nominated candidate with the fifth (5th) highest number of votes shall fill the vacancy. No elected members of the Nominating Committee may be a current member of the Board of Directors. The fifth member, who shall be the Chairman, shall be selected by the President with the approval of the Board of Directors. The Chairman may be a current member of the Board of Directors. No member may serve two (2) consecutive years on the Nominating Committee. Members of the Nominating committee are not eligible to be nominated for office during their time on the committee.

The Nominating Committee reviews the nominations for Vice President, board of directors at-large members, and member for the Membership Committee; as well as Secretary, Treasurer, Historian, Treasurer Committee member, and Long Range Planning Committee member during the necessary years.

**Ethics-Conflict of Interest Committee**

**DOCUMENT RETENTION POLICY**

This Administrative Policy and Procedure establishes minimum periods of retention for most written records and electronic data created by the POSNA. Electronic data includes word processing documents, spreadsheets, databases,
slide presentations, saved emails, etc. Business judgment may dictate a longer retention period. (approved by the Board of Directors December 29, 2008)

Minimum Record Retention Periods  The following applies to both written documents and relevant electronic data.

The Document Retention Periods are embedded below:

Minimum Record Retention Periods.doc

E-NEWSLETTER
The E-Newsletter of POSNA has been established as the official means of communication of the Society (March 2015). The purpose of the E-Newsletter is to provide the general membership information that pertains to the Society as a whole. This includes a message from the President, Committee updates when applicable, a list of future meeting sites and dates, and any other information deemed of interest. Alliance society and other society announcements may be included for information purposes only. If a POSNA member has been featured in another publication or has won an award that pertains to the entire membership as a whole, upon request, he or she may be mentioned in a “member in the news” excerpt in the e-newsletter, not to exceed 150 words.

There shall be 4-5 issues a year. Any other important and time sensitive information is to be sent to membership via Constant Contact in short news announcements, at any given time throughout the year.

Suggested schedule and highlights:
1. January
   a. POSNA Annual Meeting and Pre-Course information and preliminary program.
   b. Specialty Day and Playground Bulid announcements.
   c. Summary of IPOS and Dec BOD.
2. April (Last letter)
   a. POSNA Annual Meeting Agenda
   b. Announcement of Awards
   c. Nominating Committee selections
3. May (New President first letter)
   a. Annual Meeting wrap-up.
   b. Thank people.
   c. Congratulate winners of grants and awards.
4. August
   a. Call for abstracts announcement.
5. November (mid))
   a. Year-end donations
   b. Summary of Sept BOD
   c. IPOS pre meeting announcement

ENDORSEMENT POLICY
EDUCATIONAL COURSES:
Occasionally POSNA is asked to endorse a course or organization. An endorsement policy was established in May 2010 and was revised in August 2012.
COMMERICAL PRODUCTS:
It is the policy of POSNA to not endorse any particular commercial product, be it electronic medical record, commercial smartphone/tablet apps, or scheduling systems. To do so would place the society in a position of financial conflict between companies.

INTERNATIONAL ALLIANCE SOCIETIES
The Board declines to formally endorse a specific international society of pediatric orthopedics and traumatology. Rather international societies may apply to be affiliated with POSNA as described in the cover letter and alliance agreement below:

JBJS SPECIALTY UPDATE
Each year a team of three write a subspecialty update for JBJS. It is a three year rotation and each year the second author moves to senior with a third author added.

Ken Noonan, Ira Zaltz and Dennis Wenger led the team in 2010.
Harish Hosalkar rotated onto the team in 2011.
The 2012 team was Harish Hosalkar, Nirav Pandya and Dennis Wenger.
May 2013- Dr. Nirav Pandya is the lead author with Dr. James Sanders and Dr. Norman Otsuka serving as co-authors. The POSNA Publications committee will liaison with JBJS on future updates.
April 2015-Dr. Norman Otsuka is the lead author with Dr. Jeff Martus and Dr. Derek Kelly serving as co-authors.
April 2016-Dr. Derek Kelly is lead author with Dr. Jeff Martus and Dr. Jen Weiss serving as co-authors.

MEDICAL ADVICE/REQUESTS FROM PARENTS
From time to time parents contact POSNA requesting medical advice and/or information on the “best surgeon” to treat their child. The Public and Media Relations committee constructed the following response.
“POSNA suggests highly complex medical conditions, such as you have described, are best considered by first examining the patient. POSNA recommends seeking a consultation from a pediatric orthopedic surgeon. A geographic list of POSNA members is available on the website.”

"General information regarding pediatric orthopaedic conditions and treatments are offered to the public through "Your Orthopaedic Connection," at http://orthoinfo.aaos.org/

SOCIETY OFFICE
POSNA is to maintain an administrative office within the state of Illinois. (May 1986). The official designation of this office in correspondence and minutes is to be the Society office.

The Society has employed the AAOS Department of Specialty Relations to provide general administrative business management and support for the Society and to manage the Society Headquarters.

STATIONERY
The official stationery will contain the name, address and phone number of the Society Headquarters and the names of the Board of Directors. The stationery will be reprinted each year after the Annual Meeting to reflect the changes
in the Board of Directors. A reminder of the date of the next Annual Meeting will appear at the bottom of the stationery.

**TIE & PIN**
An official tie has been designed by the Society. It contains the official Logo. For female members of POSNA, we have designed an official pin with the POSNA letters under the orthopaedic tree.

**WHISTLEBLOWER POLICY**
This Whistleblower Policy of the Pediatric Orthopaedic Society of North America:

1. Encourages volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Pediatric Orthopaedic Society of North America; (2) specifies that the Pediatric Orthopaedic Society of North America will protect the person from retaliation; and (3) identifies where such information can be reported. (approved by the Board of Directors December 29, 2008)

2. The Pediatric Orthopaedic Society of North America encourages complaints, reports or inquiries about illegal practices or serious violations of the Pediatric Orthopaedic Society of North America’s policies, including illegal or improper conduct by the Pediatric Orthopaedic Society of North America itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Pediatric Orthopaedic Society of North America has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters alleging discrimination or harassment via the Pediatric Orthopaedic Society of North America human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

3. The Pediatric Orthopaedic Society of North America prohibits retaliation by or on behalf of the Pediatric Orthopaedic Society of North America against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Pediatric Orthopaedic Society of North America reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

4. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the President of the Board of Directors; if the President is implicated in the complaint, report or inquiry, it should be directed to the 1st Vice President. The Pediatric Orthopaedic Society of North America will conduct a prompt, discreet and objective review or investigation. Volunteers must recognize that the Pediatric Orthopaedic Society of North America may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.