



**Society for Pediatric Sedation**

safe sedation - every child every time

## **SPOKESPERSON AND STATIONERY/LOGO USE POLICY**

Except for the President, no person shall be authorized to speak on behalf of the SPS, nor represent themselves as having authority to speak on behalf of the SPS, without prior approval of the Board of Directors or the Executive Committee.

Those persons who have been approved by the Board of Directors or Executive Committee, acting on behalf of the Board, to speak for, provide written communication, or act on behalf of the SPS, in accordance with the Society's Articles of Incorporation, Bylaws, manuals and policies, shall so speak, write, or act only with respect to those matters on which they have been authorized to speak, write, or act.

SPS volunteer leaders (i.e. directors, officers, section and committee chairs) and members must be cognizant of the fact that their statements may be erroneously attributed to the SPS. Therefore, in communications in which such persons are identified by their position with the SPS, there is a duty to clarify that opinions expressed are their own and not necessarily those of the SPS. This would be necessary, for example, electronically and in speeches, articles, and letters-to-the editor, as well as in communications expressing an opinion about a person, product, company, or organization. Not all situations can be anticipated in a written policy, and every person must use their best judgment, understanding that the best interest of the SPS is paramount.

The SPS logo (in print or electronic version) is a registered trademark. The SPS logo shall be used or provided by officers and staff only, and shall not be used except with respect to matters of official SPS business. Individuals, organizations, and companies wishing to use the SPS stationary and/or the logo must submit a written request to the SPS headquarters office, stating how/for what purpose the SPS stationary and/or logo will be used. One-time use of the logo (for a lecture or poster) must be approved by the SPS President. Ongoing use of the logo (such as a course or clothing) must be approved by the SPS Executive Committee.