



ARTICLE VII | PROGRAMS AND SERVICES

SERIES 7000

This section provides policies on the programs for the memberships that are financed by the dues and fees. Such delineation will keep the benefits foremost in everyone's mind.

This series will also set forth the Board's policy on other activities which generate revenue such as seminars and the annual meeting.

ARTICLE VII

PROGRAMS AND SERVICES

SERIES 7000

	PAGE
0. Goals and Objectives for Programs/Services	7000
1. Dues-Financed Programs/Services.....	7100
2. Revenue-Generating Programs/Services	
A. Seminars	7210
(1) Criteria and Procedures for Approval of Illinois ASBO Sponsored Seminars	7212
a. Criteria and Procedures for Approval of Illinois ASBO Sponsored Seminars .	7212.1
(2) Presenter Selection Guidelines	7213
a. Presenter Selection Guidelines	7213.1
(3) Discounted and/or Waived Registration Fees	7214
(4) Publicizing of Seminars	7215
(5) Seminar Evaluation	7216
(6) Alcoholic Beverages	7217
(7) Joint Seminars/Profit Sharing	7218
(8) Seminar Fees/Member Discounts.....	7219
(9) Dissemination of Seminar Materials.....	7220
B. Annual Conference	
(1) Annual Speakers.....	7231
(2) Breakout Session Presenter Selection Guidelines	7232
a. Breakout Session Presenter Selection Guidelines.....	7232.1
(2) Site Selection.....	7233
(3) Attendees.....	7234
(4) Discounted and/or Waived Registration Fees	7235
(5) Setting Annual Conference Dates	7236
a. Schedule	7236.1
C. Miscellaneous	
(1) Back-Up Speakers.....	7241
a. Back-Up Speakers	7241.1
(2) Service to Nonmembers	7242
D. Publications	
(1) Publication Pricing.....	7251
a. Publication Pricing	7251.1
3. Nonrevenue Generating Programs/Services	
A. Scholarships.....	7310
(1) Scholarship Fund Administration.....	7310.1
(2) Past President's/Retiring Director Scholarship	7311
a. Past President's/Retiring Director Scholarship	7311.1
(3) Illinois ASBO President's Award.....	7312
(4) Illinois ASBO Executive Director's Special Service Award.....	7313
(5) Illinois ASBO Leadership Institute Memorial Scholarship Award	7314
a. Illinois ASBO Leadership Institute Memorial Scholarship Award	7314.1
B. Publications	
(1) Policy Manual.....	7321

GOALS AND OBJECTIVES FOR PROGRAMS/SERVICES

Policy adopted: 02/08/1993
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

It is in the best interests of the Association to provide programs and services which, in keeping in harmony with the Association Mission Statement, define and promote the highest standards of school business administration by fostering professional development. In order to ensure continued viability of existing programs and services, and to promote the Association's belief that it must seek new and strengthen current alliances, be technical consultants, establish professional standards, and provide continuing education, career services and training, it is necessary to perform periodic assessment and review of programs and services.

Analysis of existing program/services should include, but not be limited to:

- ...Assessment of program/service with respect to
 - whether it falls into the 7100 Series - Dues/Fees Financed
 - whether it falls into the 7200 Series - Revenue Generating
 - whether it is both.
 - whether it falls into the 7300 Series – Nonrevenue Generating Programs/Services.**

- ...Needs assessment based upon membership requests, # of members utilizing the program/service, current relevance, revenue generating or subsidized through dues/fees.

Identifying new programs/services should include, but not be limited to:

- ...Needs assessment based upon membership survey.
- ...Ideas generated from annual strategic planning.
- ...Ideas generated from other successful state programs.
- ...Ideas generated from the Executive Director/staff/members.

Requests to conduct such an assessment and identify alternatives to continue, expand, scale down, drop or add a program or service may originate with the Executive Director, Assistant Executive Director, Association President, appropriate Board Professional Development Committee as appointed by the President and/or a current Director. The Executive Director and staff will assist in identifying the related variables, associated costs and historical perspectives on programs or services undergoing such periodic assessment and review.

Recommendations and alternatives identified in the assessment process will be reviewed and presented to the Board of Directors by the Executive Director for action at a regular Association Board Meeting.

ARTICLE VII – PROGRAMS AND SERVICES

7100

DUES-FINANCED PROGRAMS/SERVICES

Policy adopted: 11/16/1995
Policy reviewed: 01/26/2012

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

The Executive Director of the Association shall, at least annually, inventory and publish on the Web site or in appropriate Association literature, a description of those Programs and Services that are made available to Association members as a benefit of their annual dues.

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS

Policy adopted: 09/16/1981
Policy reviewed: 01/26/2012

Policy amended: 01/29/2009
Policy renumbered: XX/XX/XXXX

Seminars shall primarily be developed to support the Association Mission Statement, and as a secondary goal, to generate revenue to sustain and improve ongoing Illinois ASBO programs.

To this end, the goals of the Illinois ASBO Seminar Program are as follows:

1. to promote the professional image and activities envisioned in the Mission Statement of Illinois ASBO;
2. to engage in a program of professional development for persons carrying on activities in the field of school business administration for the benefit of schools and school systems;
3. to provide for in-service development, other than the Annual Conference, by means of informative literature and seminars;
4. to provide reliable, current information on vital issues in education, thereby assisting the school business official to more effectively perform his or her duties;
5. to provide an opportunity for networking and experience in the field of school business administration;
6. to broaden the horizon of the school and administration which, because of size or location of its district, has less opportunity for professional in-service training;
7. to develop school business and service associate leaders;
8. to encourage the development of seminars jointly sponsored by Illinois ASBO and other appropriate associations.

ARTICLE VII – PROGRAMS AND SERVICES

7212

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | CRITERIA & PROCEDURES FOR APPROVAL OF ILLINOIS ASBO
SPONSORED SEMINARS

Policy adopted: 09/16/1981
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

The need for Illinois ASBO sponsored seminars is well documented in the Mission Statement of the Association. The Board of Directors finds further need to see that those seminars sponsored by the Association are developed in a consistent and timely manner.

The Illinois ASBO Assistant Executive Director, the Board of Directors Liaison and the appropriate Professional Development Committee Chair ~~person~~ must be included in the official process.

The Assistant Executive Director shall maintain criteria and procedures for the approval of these seminars.

ARTICLE VII – PROGRAMS AND SERVICES

7212.1

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | CRITERIA & PROCEDURES FOR APPROVAL OF ILLINOIS ASBO SPONSORED SEMINARS

Regulation adopted: 09/16/1981
Regulation reviewed: 01/26/2012

Regulation amended: 03/01/2012
Regulation renumbered: XX/XX/XXXX

In accordance with the policy of the Board of Directors of the Association, the following criteria and procedures are set down for the approval of Illinois ASBO sponsored seminars.

Written application or responses to a call for proposals from any Illinois ASBO member, Professional Development Committee, or an outside organization will be reviewed. It shall include a statement of the objectives and a proposed budget for the seminar.

The written application shall be made to the Assistant Executive Director. The application will be reviewed in regards to the following and the Assistant Executive Director will give final approval.

1. Illinois ASBO seminar philosophy (cf. 7210);
2. its budget and program format;
3. the timeliness of the seminar;
4. the criteria for selection of speakers and participants (cf. 7213);
5. whether the seminar is contributing to providing a series of diversified programs.

The application will be processed with the knowledge of the appropriate Professional Development Committee Chair.

In the event that there is not a response from the appropriate Professional Development Committee Chair, the Assistant Executive Director or the Executive Director may implement the seminar.

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | PRESENTER SELECTION GUIDELINES

Policy adopted: 09/16/1981

Policy review: 01/26/2012

Policy amended: 03/01/2012

Policy renumbered: XX/XX/XXXX

In accordance with the goals and philosophy set forth by the Association for Illinois ASBO sponsored seminars, careful consideration should be made towards the selection of speakers.

It is recommended that seminar presenters be limited to members; with certain exceptions left up to the discretion of the Executive Director and/or Assistant Executive Director; such as subject matter experts who do not primarily offer direct products or services to school districts or where a quality presenter on a particular topic is not available in the membership.

It is recommended that such service providers who desire to speak and present to Illinois ASBO members first become members of the Association.

Regulation adopted: 09/16/1981
Regulation reviewed: 01/26/2012

Regulation amended: 03/01/2012
Regulation renumbered: XX/XX/XXXX

In order to preserve the value of membership for Service Associate presenters, the following guidelines should be implemented by each Professional Development Committee in the development of seminars or annual conference breakout sessions:

1. Seek members first.
2. Recommend that nonmembers wishing to present for Illinois ASBO become members. Speaking opportunities are excellent ways to recruit new members.
3. Utilize nonmember subject matter experts in areas of expertise that do not rely on schools for their primary business income; some examples include not-for-profits, other education related associations, and the Illinois State Board of Education.

Procedures for Recommending a Nonmember Presenter

To offer the best content to members, Professional Development Committees may reach out to nonmember subject matter experts for delivery of content using the following procedures:

1. Initial Professional Development Committee considerations:
 - a. When a seminar is being planned, look first to the membership directory of Illinois ASBO for qualified presenters.
 - b. If no qualified presenter is available or willing to present within the membership, identify a nonmember expert to recommend.
 - c. Contact the nonmember expert to determine willingness to present and recommend that they become an Illinois ASBO member.
2. Present the recommendation to the Assistant Executive Director for consideration.
 - a. The Assistant Executive Director will consider the following:
 - i. Does this expert's line of business offer goods or services to school districts?
 - ii. If yes, confirm that there is not another individual within the firm who is a member.
 - iii. If no, additional contact will be made by Illinois ASBO staff to secure the membership of at least one individual from the firm and to process the Code of Ethics and Presentation Guideline Agreement with the potential presenter. (No presenters will be approved who are not willing to submit to the Code of Ethics and the corresponding presentation guidelines.)
 - iv. If membership cannot be secured, the Assistant Executive Director will seek the approval of the Executive Director for a particular nonmember presenter to be approved.
 - v. If approved, the Professional Development Committee may proceed with planning for the seminar. If not approved, the Professional Development Committee may reconsider the topic of the seminar or seek other presenters within or outside of the membership and repeat the procedures outlined above.

(cf. 7211)

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | DISCOUNTED AND/OR WAIVED REGISTRATION FEES

Policy adopted: 09/16/1981
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

Discounted Registration Fees

Discounted fees will be established each year and will be based on a percentage of the total seminar fee.

- ISBE Employees: Because of the reciprocal relationship between the Association and ISBE, ISBE seminar registrants shall pay discounted fees as determined in advance by the Executive Director or Assistant Executive Director.
- Multiple Speakers for A Seminar: If more than two speakers are presenting, a discounted fee will apply to all speakers. (See Waived Registration Fees below for one or two speakers per seminar.)

Waived Registration Fees

Seminar registration fees shall be waived for the following individuals:

- Professional Development Committee Chair sponsoring the seminar
- Professional Development Committee Vice Chair sponsoring the seminar
- Coordinator of the sponsoring seminar
- Member/attendee serving as moderator or host when an Illinois ASBO staff member is unable to attend.
- Individual speakers for a seminar – limited to two speakers per seminar. (See discounted fee above if more than one speaker is presenting at a seminar.)

ARTICLE VII – PROGRAMS AND SERVICES

7215

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | PUBLICIZING OF SEMINARS

Policy adopted: 09/16/1981
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

Approved Illinois ASBO sponsored seminars may be publicized through Illinois ASBO via mailings, the Update magazine, broadcast fax, e-mail, the Illinois ASBO Web site and/or other electronic media for approximately 6-10 weeks prior to the date of the seminar.

(cf. 3232)

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | SEMINAR EVALUATION

Policy adopted: 09/16/1981
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

The Board of Directors believes that all seminars must be continually evaluated in terms of meeting the Mission of the Association. The Executive Director, the Assistant Executive Director, the appropriate Professional Development Committee Board Liaison and the Professional Development Committee leaders who sponsored the seminar shall receive a summary of the evaluation following each seminar.

A standard evaluation instrument shall be developed which will evaluate the accomplishment of the goals and quality of the presenters and the venue selected for the seminar. The financial accountability of the seminar will be summarized in regular reports to the Professional Development Committee of the Board of Directors and communicated to the appropriate Professional Development Committee Chair.

The participants of each seminar will be asked to evaluate the sessions which they have participated.

ARTICLE VII – PROGRAMS AND SERVICES

7217

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | ALCOHOLIC BEVERAGES

Policy adopted: 09/16/1981

Policy reviewed: 01/26/2012

Policy amended: 03/01/2012

Policy renumbered: XX/XX/XXXX

No alcoholic beverages will be served at Illinois ASBO seminars. This does not limit Illinois ASBO from serving alcoholic beverages before or following a seminar or at any other hospitality sponsored by Illinois ASBO.

ARTICLE VII – PROGRAMS AND SERVICES

7218

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | JOINT SEMINARS/PROFIT SHARING

Policy adopted: 11/03/1982
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

Net profit of any seminars sponsored jointly between Illinois ASBO and other organizations, such as IASA, IASB, IPA, NIU, ISU, IAEOP, etc., shall be distributed as agreed and as negotiated by the Executive Director and/or the Assistant Executive Director. A distinction should be made between seminars that are conducted by two parties and seminars that merely state that this seminar is in "cooperation with" another agency. In the latter case, there may not be a distribution of the net profit.

NOTE: If a seminar is sponsored by a university (or another agency), they should not necessarily be required to split the income with another party, except by prior agreement.

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | SEMINAR FEES/MEMBER DISCOUNTS

Policy adopted: 03/06/1983
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

The Board of Directors believes that fees need to be charged in order to generate sufficient revenue to cover the direct and indirect expenses of most seminars.

The fees should be established by the Assistant Executive Director, approved by the Executive Director, and incorporated into any membership dues structures that include seminar fees.

Revenues that exceed expenditures may be utilized by the Association to finance other Association activities.

~~The fee should be established by the Assistant Executive Director and approved by the Executive Director. The Executive Director has the final responsibility for approving fees.~~

~~An optional membership dues structure that includes seminar fees may be recommended by the Executive Director for approval by the Board of Directors as the annual budget of the Association is developed.~~

REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS | DISSEMINATION OF SEMINAR MATERIALS

Policy adopted: 06/20/1989
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

It is consistent with the Mission of Illinois ASBO to provide to its members material and information that will enhance the effective and efficient operation of educational agencies and institutions in Illinois. To partially satisfy this Mission, it is the policy of the Board of Directors that all seminar materials are made available to attendees and non-attendees. Attendees shall receive said materials as part of their registration fee. Non-attendees shall receive seminar materials they request for a fee and handling/postage charge to be established on a seminar-by-seminar basis by the Assistant Executive Director.

The fees and charges for the materials are meant to be reasonable, but not to be so low that it discourages attendance at seminars offered by the Association.

ARTICLE VII – PROGRAMS AND SERVICES

7231

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | ANNUAL SPEAKERS

Policy adopted: 11/03/1982

Policy reviewed: 01/29/2012

Policy amended: 03/01/2012

Policy renumbered: XX/XX/XXXX

General session speakers shall be paid as agreed by the speaker/or his agent and the Assistant Executive Director. Rooms, meals, and transportation may also be reimbursed by agreement between the speaker/agent and the Assistant Executive Director.

Speakers such as sectional, super-sectional, panel members, clinic and other speakers shall ordinarily not be reimbursed if they are members of Illinois ASBO. Likewise, transportation, meals, and room costs shall ordinarily not be reimbursed. Exceptions shall require the approval of the Assistant Executive Director.

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | BREAKOUT SESSION PRESENTER SELECTION
GUIDELINES

Policy adopted: 03/01/2012
Policy review: XX/XX/XXXX

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

In accordance with the goals and philosophy set forth by the Association, careful consideration should be made towards the selection of breakout session presenters.

It is recommended that breakout session presenters be limited to members; with certain exceptions left up to the discretion of the Executive Director and/or Assistant Executive Director; such as subject matter experts who do not primarily offer direct products or services to school districts or where a quality presenter on a particular topic is not available in the membership. It is recommended that such service providers who desire to speak and present to Illinois ASBO members first become members of the Association.

It is recommended that such service providers who desire to speak and present to Illinois ASBO members first become members of the Association.

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | BREAKOUT SESSION PRESENTER SELECTION
GUIDELINES

Regulation adopted: 03/01/2012
Regulation reviewed: XX/XX/XXXX

Regulation amended: XX/XX/XXXX
Regulation renumbered: XX/XX/XXXX

In order to preserve the value of membership for Service Associate presenters, the following guidelines should be implemented by each Professional Development Committee in the development of annual conference breakout sessions:

1. Seek members first.
2. Recommend that nonmembers wishing to present for Illinois ASBO become members. Speaking opportunities are excellent ways to recruit new members.
3. Utilize nonmember subject matter experts in areas of expertise that do not rely on schools for their primary business income; some examples include not-for-profits, other education related associations, and the Illinois State Board of Education.

Procedures for Recommending a Nonmember Presenter

To offer the best content to members, Professional Development Committees may reach out to nonmember subject matter experts for delivery of content using the following procedures:

1. Initial Professional Development Committee considerations:
 - a. When a breakout session is being planned, look first to the membership directory of Illinois ASBO for qualified presenters.
 - b. If no qualified presenter is available or willing to present within the membership, identify a nonmember expert to recommend.
 - c. Contact the nonmember expert to determine willingness to present and recommend that they become an Illinois ASBO member.
2. Present the recommendation to the Assistant Executive Director for consideration.
 - a. The Assistant Executive Director will consider the following:
 - i. Does this expert's line of business offer goods or services to school districts?
 - ii. If yes, confirm that there is not another individual within the firm who is a member.
 - iii. If no, additional contact will be made by Illinois ASBO staff to secure the membership of at least one individual from the firm and to process the Code of Ethics and Presentation Guideline Agreement with the potential presenter. (No presenters will be approved who are not willing to submit to the Code of Ethics and the corresponding presentation guidelines.)
 - iv. If membership cannot be secured, the Assistant Executive Director will seek the approval of the Executive Director for a particular nonmember presenter to be approved.
 - v. If approved, the Professional Development Committee may proceed with planning for the breakout session. If not approved, the Professional Development Committee may reconsider the topic of the breakout session or seek other presenters within or outside of the membership and repeat the procedures outlined above.

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | SITE SELECTION

Policy adopted: 06/18/1985

Policy reviewed: 01/26/2012

Policy amended: 03/01/2012

Policy renumbered: 03/01/2012

Illinois ASBO staff will solicit proposals from various sites that fit the criteria consistent with current conference requirements of Illinois ASBO. A subcommittee of the Board, along with the Chair and Vice Chair of the Service Associate Advisory Committee (SAAC) will review all proposals. After reviewing the proposals, the subcommittee may make site visits to view the convention facilities and make a recommendation to the entire Board for their approval.

The geographic location of the site selected will take into consideration the needs and desires of the membership as well as the overall needs of the Association.

The Executive Director shall annually recommend to the Board of Directors a site for the Annual Conference so that contracts for at least five future years are always on file in the headquarters office of the Association.

ARTICLE VII – PROGRAMS AND SERVICES

7234

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | ATTENDEES

Policy adopted: 06/12/1990

Policy reviewed: 01/26/2012

Policy amended: 03/01/2012

Policy renumbered: 03/01/2012

School district members, as well as nonmembers, may attend the Annual Conference. Badges are nontransferable. Exceptions may be made at the discretion of the Executive Director or Assistant Executive Director.

ARTICLE VII – PROGRAMS AND SERVICES

7235

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | DISCOUNTED AND/OR WAIVED REGISTRATION FEES

Policy adopted: 11/19/1998

Policy amended: 03/01/2012

Policy reviewed: 01/26/2012

Policy renumbered: 03/01/2012

Because of the reciprocal relationship between the Association and ISBE, ISBE Annual Conference registrants shall pay discounted fees as determined in advance by the Executive Director.

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | SETTING ANNUAL CONFERENCE DATES

Policy adopted: 06/21/2001

Policy amended: 03/01/2012

Policy reviewed: 01/26/2012

Policy renumbered: 03/01/2012

The setting of the dates for future annual conferences of the Illinois Association of School Business Officials shall, whenever possible, be in April or May of each year.

It is the intent that contracts be signed no less than five years and no more than ten years in advance. It is preferred that five years of signed contracts be on file and that other contracts be on a tentative “right of first refusal basis.”

ARTICLE VII – PROGRAMS AND SERVICES

7236.1

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | SETTING ANNUAL CONFERENCE DATES | SCHEDULE

Regulation adopted: 06/21/2001
Regulation reviewed: 01/26/2012

Regulation amended: 03/01/2012
Regulation renumbered: 03/01/2012

The following dates are approved at the date of the adoption of this policy.

<u>Year</u>	<u>Illinois ASBO</u>	<u>Location</u>
2015	April 29-May 1	Schaumburg
2016	May 4-6	Schaumburg
2017	April 26-28	Peoria
2018	May 3-4	Schaumburg
2019	May 2-3	Schaumburg
2020	April 29-May 1	Peoria

ARTICLE VII – PROGRAMS AND SERVICES

7241

REVENUE-GENERATING PROGRAMS/SERVICES | MISCELLANEOUS | BACK-UP SPEAKERS

Policy adopted: 01/20/1987

Policy reviewed: 01/26/2012

Policy amended: 03/01/2012

Policy renumbered: XX/XX/XXXX

In order to ensure quality presentations for functions including the Annual Conference, the Board of Directors believe that contingency planning is essential. When deemed necessary, the Assistant Executive Director, or designee, will arrange for back-up speakers/presenters.

ARTICLE VII – PROGRAMS AND SERVICES

7241.1

REVENUE-GENERATING PROGRAMS/SERVICES | MISCELLANEOUS | BACK-UP SPEAKERS

Regulation adopted: 01/20/1987
Regulation reviewed: 01/26/2012

Regulation amended: 03/01/2012
Regulation renumbered: XX/XX/XXXX

Members or others who have agreed to be on call for certain designated functions as back-up speakers/presenters may be remunerated for preparing a substitute speech/presentation with a complimentary meal, stipend, and travel expenses when approved by the Assistant Executive Director.

When required to speak/present, compensation may be paid by the Association and will be negotiated by the Assistant Executive Director. This may also include any additional required reimbursable expenses.

ARTICLE VII – PROGRAMS AND SERVICES

7242

REVENUE-GENERATING PROGRAMS/SERVICES | MISCELLANEOUS | SERVICE TO NONMEMBERS

Policy adopted: 11/21/1996
Policy reviewed: 01/26/2012

Policy amended: 01/29/2009
Policy renumbered: XX/XX/XXXX

The Association reserves the right to refuse service to nonmembers. The decision authority not to serve nonmembers is delegated to the Executive Director subject to appeal to the Board of Directors.

REVENUE-GENERATING PROGRAMS/SERVICES | PUBLICATIONS | PUBLICATION PRICING

Policy adopted: 04/21/1982
Policy reviewed: 01/26/2012

Policy amended: 11/16/1995
Policy renumbered: XX/XX/XXXX

In keeping with the purpose and goals of the Association, the Board of Directors shall distribute its publications within the constraints of the following guidelines:

1. Distribution to Illinois ASBO Members and ASBO Associations:
 - a. Distribution shall be on an actual cost basis or as a membership service as determined by the Board of Directors.

2. Distribution to all other Persons and Associations:
 - a. The Illinois ASBO Board shall determine a reasonable markup and offer its publications for sale to other educational associations, persons, and to the general public.

Reference: Illinois ASBO Policy #1110, paragraph #3.c

ARTICLE VII – PROGRAMS AND SERVICES

7251.1

REVENUE-GENERATING PROGRAMS/SERVICES | PUBLICATIONS | PUBLICATION PRICING

Regulation adopted: 09/27/1988
Regulation reviewed: 01/26/2012

Regulation amended: 03/01/2012
Regulation renumbered: XX/XX/XXXX

The Illinois ASBO Board of Directors established this regulation to keep a current listing of all publications.

- Update Magazine
- Membership Directory & Buyers' Guide – Web Only
- The Journal of School Business Management
- Purchasing Handbook for Illinois Schools
- Illinois ASBO Board of Director's Policy Manual*

An up-to-date price list for members and nonmembers shall be available from the Office of the Executive Director.

- * The policy manual shall not be offered at less than cost to non-ASBO associations, individuals, and the general public outside the membership. (Reference Policy #7321)

REVENUE-GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS

Policy adopted: 11/16/1984
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

The Illinois Association of School Business Officials actively promotes research, professionalism, graduate study and improvement programs for its members in the field of school business management.

Consistent with these efforts, the Board of Directors may from time to time establish scholarship funds from donations received by the Association for scholarship/memorial purposes and/or from funds specifically appropriated by the Board of Directors for scholarship purposes.

The Executive Director or the Assistant Executive Director of the Association shall maintain the guidelines and procedures for administering the scholarship program subject to the Board approval.

Unless special exceptions are approved by the Board of Directors, the dollar value of all scholarships presented by the Board of Directors to students pursuing a Masters' Degree in School Business Management (SBM) or the Chief School Business Official (CSBO) endorsement to Professional Educator License shall equal the dollar value of tuition (not fees) only for three (3) semester hours of graduate level course work charged at Northern Illinois University regardless of where the student is actually enrolled.

ARTICLE VII – PROGRAMS AND SERVICES

7310.1

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | SCHOLARSHIP FUND ADMINISTRATION

Regulation adopted: 11/16/1984
Regulation reviewed: 01/26/2012

Regulation amended: 03/01/2012
Regulation renumbered: XX/XX/XXXX

The following guidelines are established to administer the scholarship program of the Illinois Association of School Business Officials when scholarship funds exist.

The Board shall annually consider an allocation to the scholarship budget line item as part of the normal budget process.

The funds reserved for scholarships will be maintained through the Illinois ASBO Foundation.

Scholarship selection will be made in accordance with the regulations governing the Illinois ASBO Foundation.

Application procedures are to be as simple and flexible as appropriate to guarantee the purposes of the scholarship and the Association.

The following minimum qualifications must be met by scholarship recipients:

1. Shall be a resident of Illinois and a member in good standing of Illinois ASBO. Members of the Foundation Governing Board, the Board of Directors, staff and/or members of their immediate families shall not be eligible for a scholarship award.
2. The recipient of the scholarship shall be a student who is admitted and actively pursuing a Bachelor's Degree, Master's Degree appropriate to the school business administration profession or CSBO Endorsement at an accredited institution.
3. The recipient must be pursuing a program with a major emphasis on school business administration curriculum except at the undergraduate level.
4. The recipient should demonstrate the ability, background and interest to successfully complete the program being pursued.
5. Shall be based partially on the stated need of the applicant.

ARTICLE VII – PROGRAMS AND SERVICES

7311

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | PAST PRESIDENT’S/RETIRING DIRECTOR SCHOLARSHIP

Policy adopted: 06/19/1998

Policy amended: 03/01/2012

Policy reviewed: 01/26/2012

Policy renumbered: XX/XX/XXXX

In recognition of the support a Board of Education provides to members of the Illinois Association of School Business Officials who serve as an officer or director in the Association, it is policy of the Board to make a donation in the name of the Past President and those Directors going off the Board and his/her school district to a scholarship foundation or charity that benefits children in the following dollar increments:

\$2500 to the Immediate Past President

\$1000 each per retiring Director

ARTICLE VII – PROGRAMS AND SERVICES

7311.1

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | PAST PRESIDENT’S/RETIRING DIRECTOR SCHOLARSHIP

Regulation adopted: 06/16/1998
Regulation reviewed: 01/26/2012

Regulation amended: 01/29/2009
Regulation renumbered: XX/XX/XXXX

The Board of Directors of Illinois ASBO establish through the budget process an amount each year to be used as a scholarship, donation to a scholarship fund or as a donation to an educational foundation in the name of the Immediate Past President/Retiring Director and his/her school district.

The parameters for this donation shall be as follows:

1. The Immediate Past President/Retiring Director shall decide if the funds are to go to an educational foundation charitable organization, permanent school facility project or to the general scholarship fund of a college or university of his/her choice.
2. The Immediate Past President/Retiring Director may choose to award the amount to an individual student according to the following:
 - a. Must go to a student who has attended a school where the Immediate Past President/Retiring Director currently works or from which he or she graduated.
 - b. The Immediate Past President/Retiring Director shall establish the process, procedure and criteria for selecting the scholarship recipient.
 - c. The scholarship cannot go to a family member of the Board, an employee of the school district or the Immediate Past President/Retiring Director.
 - d. The scholarship cannot go to a relative.
3. The Executive Director or his/her designee of the Association would attend a Board Meeting of the Immediate Past President’s/Retiring Director’s school district and make a presentation thanking the Immediate Past President/Retiring Director for his/her service and presenting the scholarship.

ARTICLE VII – PROGRAMS AND SERVICES

7312

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | ILLINOIS ASBO PRESIDENT’S AWARD

Policy adopted: 11/17/2005
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

It is in the policy of Illinois ASBO to create and fund a President’s Award. This award may be awarded to an individual selected by the President of the Association for service rendered to the profession, education and/or having a positive impact on the career development of the President. The selection shall be solely that of the President.

The award, if given, shall be made at the Illinois ASBO at the Annual Conference. It shall be a special certificate/plaque, pin and a \$500 donation by the Association in the name of the awardee to an organization/agency that has as one of its primary missions providing services to children. The awardee will have the option to invite up to ~~three~~ **four** guests to attend the Annual Conference on the day the award is presented.

ARTICLE VII – PROGRAMS AND SERVICES

7313

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | ILLINOIS ASBO EXECUTIVE DIRECTOR’S SPECIAL SERVICE AWARD

Policy adopted: 11/17/2005
Policy reviewed: 01/26/2012

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

It is in the policy of Illinois ASBO to create and fund an Executive Director’s Special Service Award. This award may be awarded to an individual selected by the Executive Director of the Association for service rendered to the profession, education and/or having a positive impact on the career development of the Executive Director. The selection shall be solely that of the Executive Director.

The award, if given, shall be made at the Illinois ASBO Annual Conference. It shall be a special certificate/plaque, pin and a \$500 donation by the Association in the name of the awardee to an organization/agency that has as one of its primary missions providing services to children. The awardee will have the option to invite up to ~~three~~ **four** guests to attend the Annual Conference on the day the award is presented.

ARTICLE VII – PROGRAMS AND SERVICES

7314

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | LEADERSHIP INSTITUTE MEMORIAL SCHOLARSHIP AWARD

Policy adopted: 03/01/2012
Policy reviewed: 01/26/2012

Policy amended: XX/XX/XXXX
Policy renumbered: XX/XX/XXXX

The Board shall annually consider an allocation to the scholarship budget line item as part of the normal budget process for half the tuition fee for one School District and one Service Associate member to participate in the Illinois ASBO Leadership Institute.

The funds reserved for scholarships will be maintained through the Illinois ASBO Foundation.

Each applicant must meet the scholarship award requirements and complete the Illinois ASBO Leadership Institute Memorial Scholarship Award Application Form, which requires the applicant to answer a series of questions that define the importance of their participation in the Leadership Institute.

Recipients will be determined by the Executive Director and/or the Assistant Executive Director.

ARTICLE VII – PROGRAMS AND SERVICES

7314.1

NONREVENUE GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS | LEADERSHIP INSTITUTE MEMORIAL SCHOLARSHIP AWARD

Regulation adopted: 03/01/2012
Regulation reviewed: 01/26/2012

Regulation amended: XX/XX/XXXX
Regulation renumbered: XX/XX/XXXX

Application procedures are to be as simple and flexible as appropriate to guarantee the purposes of the scholarship award and the recipient selections will be made in accordance with the regulations governing the Illinois ASBO Foundation.

Each applicant shall complete the Illinois ASBO Leadership Institute Memorial Scholarship Award Application Form, which requires the applicant to answer a series of questions that define the importance of their participation in the Leadership Institute, and must also meet the following requirements:

SCHOOL DISTRICT APPLICANT

1. Must be an active member for three years.
2. Must have proven dedication to the field and be currently employed in an education position within an Illinois school district.

SERVICE ASSOCIATE APPLICANT

1. Must be an active member for three years.
2. Demonstrated involvement through PDC participation, seminar presentation, and/or Annual Conference exhibiting.

ARTICLE VII – PROGRAMS AND SERVICES

7321

NONREVENUE GENERATING PROGRAMS/SERVICES | PUBLICATIONS | BOARD OF DIRECTOR’S POLICY MANUAL

Policy adopted: 09/16/1981
Policy reviewed: 01/26/2012

Policy amended: 03/01/2012
Policy renumbered: XX/XX/XXXX

The Association’s Board of Director’s Policy Manual is available on the Association’s Web site, and is maintained by Association staff.

1st Reading:	02/13/2015
2nd Reading:	04/08/2015