



## ARTICLE VI | MEMBERSHIP

SERIES 6000

This section contains the Illinois ASBO Board's policy dealing with the membership of the Association. It sets forth the Bylaw dictates on the classes and qualifications of membership. It also deals with the recruiting and maintenance of membership and the recognition of contributions made by them.

The Bylaws of the Illinois Association of School Business Officials creates a category of membership called "service associates." This section also provides board policies about service associates' membership, officers, committees, operations, and special fees and charges which might be applied in addition to regular membership dues.

**ARTICLE VI**

**MEMBERSHIP**

**SERIES 6000**

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\* No adopted policy at present writing.

## MEMBERSHIP CLASSIFICATIONS

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 11/20/2014  
Policy renumbered: XX/XX/XXXX

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The Association shall have two classes of members, voting and non-voting. An individual can only hold membership in one of the classes and one category within each class at a time.

**VOTING MEMBERSHIP CATEGORIES**

1. **Active** membership shall be open to business officials and others from public schools, non-public schools, the Illinois State Board of Education and contracted individuals receiving his/her salary from a school district or school in Illinois, including superintendents of schools. College and university instructors teaching or working in the school business management field may also be active members of the Association.

Other interested persons not contracted or receiving his/her salary from a school district may become a member, upon the approval of the Executive Director. Voting privileges for this person will be determined at the time of approval.

2. **Past President** membership shall be awarded to Past Presidents after having served as Immediate Past President for one year.

**NON-VOTING MEMBERSHIP CATEGORIES**

1. **Service Associate** membership shall be open to individuals who are the representatives of firms selling goods and/or services to the schools and who make application to the Board of Directors and who are approved by it.
2. **Student – Regular** membership shall be available to first time members who are enrolled in a graduate program in school business management.
3. **Student – Premier** membership is included in course costs for those who participate in an Illinois ASBO/Northern Illinois University SBM Cohort.
4. **Designee** membership shall be available to those who are registered to pursue Illinois ASBO designation as a Building and Grounds Specialist or Support Staff Specialists.
5. **Honorary and Life Honorary** members are to be selected by the Board of Directors.
6. **Emeritus** membership shall be available to any retired Active or retired Service Associate member.
7. **Emeritus Foundation** membership shall be granted to any retired Active or retired Service Associate member who makes a single annual tax deductible Foundation donation of \$270 or more.

The Executive Director shall designate the appropriate membership class and category for every member subject to appeal to the Board of Directors.

Reference: Illinois ASBO Bylaws  
Article V, Section 1

**ARTICLE VI – MEMBERSHIP**

**6100.1**

MEMBERSHIP CLASSIFICATIONS

Regulation adopted: 04/26/1995  
Regulation reviewed: 09/04/2014

Regulation amended: 11/20/2014  
Regulation renumbered: XX/XX/XXXX

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The following describes the membership categories and the dues for each. Dues adjustments for each fiscal year shall be reflected in the adopted budget for that year.

Active memberships are entitled to the following services: access to the job vacancy listing service; receipt and/or access to the Membership Directory and online Buyers’ Guide; access to scholarship applications; receipt of the *UPDATE* magazine; receipt of professional development seminar announcements; receipt of *The Journal of School Business Management*; legislative information; headquarters staff support; networking; access to the Illinois ASBO peer2peer Network; the Association’s membership pin; and discounted professional development.

**ANNUAL**

**DUES      MEMBERSHIP CATEGORY DESCRIPTIONS**

- \$170.00**      **ACTIVE - BASIC A** membership is salary based and effective January 1 of each year. Salary must be less than \$50,000 (including Board Paid Retirement). Membership entitles the member to all Active services listed above. Member has voting privileges.
  
- \$295.00**      **ACTIVE - BASIC B** membership is salary based and effective January 1 of each year. Salary must be over \$50,000 (including Board Paid Retirement). Membership entitles the member to all Active services listed above. Member has voting privileges unless otherwise determined in accordance with policy 6100.
  
- \$645.00**      **ACTIVE - BASIC PLUS** membership entitles the member to all Active services listed above and most half and one-day professional development seminars (does not include meals; refunds not applicable). Academy credit, webcast and special yearly conferences are not included as part of this membership. Member has voting privileges unless otherwise determined in accordance with policy 6100.
  
- \$745.00**      **ACTIVE - PREMIUM** membership entitles the member to all Active services listed under Basic membership and the 2 ½ day registration fee for our Annual Conference (does not include meals; refunds not applicable). Member has voting privileges.
  
- \$1,050.00**      **ACTIVE - PREMIUM PLUS** membership entitles the member to all Active services listed above; the 2 ½ day registration fee for our Annual Conference; and most half and one-day professional development seminars (does not include meals; refunds not applicable). Academy credit, webcast and special yearly conferences are not included as part of this membership. Member has voting privileges.
  
- \$170.00**      **ILLINOIS STATE BOARD OF EDUCATION STAFF** is the same as a Basic A membership and entitles the member to all Active services listed under Basic membership. Member has voting privileges.\*

- \$60.00** **FACILITIES MANAGEMENT or SUPPORT STAFF DESIGNEE I** membership is available to any member who is enrolled in either the School Business Support Staff Designation Program or the Educational Facilities Management Designation Program (5-year limit). Membership entitles the member to all Active services listed under Basic membership. Member does not have voting privileges.
- \$85.00** **FACILITIES MANAGEMENT or SUPPORT STAFF DESIGNEE II** membership is available to any member who is enrolled in either the School Business Support Staff Designation Program or the Educational Facilities Management Designation Program (5-year limit). Membership entitles the member to all Active services listed under Basic membership. Member does not have voting privileges.
- \$100.00** **STUDENT – REGULAR** membership is available to students enrolled in a graduate program in the field of school business management (2 year limit). Membership entitles the member to all Active services listed under Basic membership. Member does not have voting privileges.
- Varies** **STUDENT – PREMIER** membership is available to those pursuing a Master’s Degree in School Business Management (SBM) or CSBO Certification in an Illinois ASBO/Northern Illinois University SBM Cohort. Student member must meet the admission standards of the University serving the cohort by the end of their first term. To participate in an Illinois ASBO Cohort, a person must be a member in good standing in one of the below categories. For those pursuing a Master’s Degree, there may be two courses in the cohort that the student will be directly billed by the University. Member does not have voting privileges.

Dues categories are as follows:

*Student Premier Membership* (textbooks, special printing fees and other costs are not included)

Student Premier Cohort 5	\$409.00 (per credit hour)
Student Premier Cohort 6	\$409.00 (per credit hour)
Student Premier Cohort 7	\$409.00 (per credit hour)
Student Premier Cohort 8	\$409.00 (per credit hour; currently not in session)
Expedited Cohort	

The term of each membership is for four (4) months:

- Term 1: September, October, November, December
- Term 2: January, February, March, April
- Term 3: May, June, July, August

*Notation 1:* If a person is already a member before joining a cohort, a prorata share of their dues for the current year will be refunded. For example: If a Basic B member paid \$295 nine months ago, the member would be refunded \$73.75  $\$295 / 12 \times 3$  months equals refund amount).

*Notation 2:* Student Premier Membership entitles the member to all Active services listed above; the 2 ½ day registration fee for our Annual Conference; and most half and one-day professional development seminars (does not include meals; refunds not applicable). Academy credit, webcast and special yearly conferences are not included as part of this membership.

Membership dues must be paid in full by the end of each term; however, all students will be required to supply Illinois ASBO with an active credit card for monthly payments or pay in full by the end of the 1st month of the term. There will be no refund after the 45<sup>th</sup> day of the term. Refund requests, prior to the 45<sup>th</sup> day of the term, must be made in writing to Illinois ASBO. Refunds shall be reduced by a \$100 administrative fee.

**\$100.00** **EMERITUS** membership entitles the member to all services listed under Basic membership and discounted registration to full and half day professional development seminars and the 2 ½ day Annual Conference. Member does not have voting privileges.

If an Emeritus member is employed by any entity that exhibits or has any other employee(s) who is(are) a Service Associate(s), they will pay the Basic B dues, and Annual Conference registration fee will be charged at the difference of Basic B registration minus Service Associate registration fee. Member does not have voting privileges.

**\$0.00** **EMERITUS FOUNDATION** annual membership dues are waived to members who make a single annual tax deductible Foundation donation of \$270 or more. Membership entitles the member to receive the benefits of a Premium Plus membership. Member does not have voting privileges.

If an Emeritus Foundation member is employed by any entity that exhibits or has any other employee(s) who is(are) a Service Associate(s), they will pay an Annual Conference registration fee which will be the difference of the Service Associate registration fee minus the \$270 Foundation donation. Member does not have voting privileges.

**\$0.00** **HONORARY** members are designated by the Board of Directors, pay no membership dues, and receive the benefits of a Basic B membership. Member does not have voting privileges. Any complimentary privileges of the Annual Conference are determined by the Executive Director or Assistant Executive Director.

**\$0.00** **LIFE HONORARY** members are designated by the Board of Directors, pay no membership dues, and receive the benefits of a Premium Plus membership. Member does not have voting privileges.

**\$0.00** **PAST PRESIDENT** members pay no membership dues and receive the benefits of a Premium Plus membership.

If a Past President is employed by any entity that exhibits or has any other employee(s) who is(are) a Service Associate(s), they will pay the Basic B dues, and Annual Conference registration fee will be charged at the difference of Basic B registration minus Service Associate registration fee. Member has voting privileges.

**\$505.00** **SERVICE ASSOCIATE** membership entitles the member to all services listed under Basic membership; however, only Service Associates that advertise in the Buyers' & Resource Guide will receive a copy of the publication. Member has voting privileges only at the Service Associate Annual Business Meeting.

A complete chart referencing membership categories and benefits can be found on the following page.

\* Reference Regulation 2550.1

**INSERT MEMBERSHIP  
CATEGORIES CHART  
HERE**

## ARTICLE VI – MEMBERSHIP

6200

### SERVICE ASSOCIATES (PURPOSE)

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

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

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It is the purpose of the Service Associates membership category to do the following:

1. Support and provide assistance to the Illinois Association of School Business Officials;
2. Provide information and service for the betterment of school management;
3. Assist in the improvement and effectiveness of the School Business Officials, and thus create a continuous atmosphere of business and fellowship;
4. Provide a network of “experts” who are available to active members;
5. Strengthen the professional development mission of the Association;
6. Participate in the policy development activities of the Association.

Reference: Bylaws of the Service Associates of Illinois ASBO  
March 1980



**ARTICLE VI – MEMBERSHIP**

**6210**

SERVICE ASSOCIATES | APPLICATION FOR MEMBERSHIP

Policy adopted: 04/26/1995  
Policy reviewed: 09/04/2014

Policy amended: 01/26/2012  
Policy renumbered: XX/XX/XXXX

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Service Associate membership applications are submitted to the office of the Executive Director for approval by the Illinois ASBO Board of Directors. Approval of the new Service Associates will be based on their ability to assist school business managers and provide reliable goods or services, plus offering permanence and stability.

Reference: Bylaws of the Service Associates of Illinois ASBO  
March 1980

**ARTICLE VI – MEMBERSHIP**

**6210.1**

SERVICE ASSOCIATES | APPLICATION FOR MEMBERSHIP

Regulation adopted: 09/29/1987  
Regulation reviewed: 09/04/2014

Regulation amended: 11/20/2014  
Regulation renumbered: XX/XX/XXXX

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The following criteria must be met before an applicant may be considered for Service Associate membership:

Applicants must provide 3-5 positive references which will be checked by Illinois ASBO staff. These references should be from services provided to school districts.

Under special circumstances, the Board may waive the above criteria upon the recommendation of the Executive Director.

**ARTICLE VI – MEMBERSHIP**

**6400**

ROUTES TO MEMBERSHIP

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 11/20/2014  
Policy renumbered: XX/XX/XXXX

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Any eligible person may become an Active, Service Associate or Student member upon payment of the annual membership dues.

Reference: Illinois ASBO Bylaws  
Article III, Sections 2 and 4  
Policy 6100

**ARTICLE VI – MEMBERSHIP**

**6500**

RIGHTS OF MEMBERSHIP

Policy adopted: 09/19/1981  
Policy reviewed: 09/04/2014

Policy amended: 11/20/2014  
Policy renumbered: XX/XX/XXXX

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Only active and past president members shall have voting rights. Each such member shall be entitled to one vote on each matter submitted to a vote of the members.

All members will receive the UPDATE magazine, access to the online Membership Directory, The Buyers' & Resource Guide, The Journal of School Business Management and such other reports as may be authorized by the Board of Directors.

Reference: Illinois ASBO Bylaws  
Article V, Section 1

## **ARTICLE VI – MEMBERSHIP**

**6600**

### **MEETINGS OF MEMBERS/ANNUAL MEETING**

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 09/12/2002  
Policy renumbered: XX/XX/XXXX

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The annual meeting of the members shall be held at the time of and during the annual meeting of the Association, not earlier than the first of February, nor later than the first of June of each year, as may be determined by the Board of Directors.

### **SPECIAL MEETINGS**

Special meetings of the members may be called by the President, a majority of the Board of Directors, or by not less than one-fifth of the members having voting rights.

### **PLACE OF MEETING**

The Board of Directors shall designate the place of meeting for any annual or special meeting of the members.

### **NOTICE OF MEETING**

Notice of all meetings of members shall be given by the Executive Director by publication in an official publication of the Association not less than ten or more than forty days before the date of such meeting.

### **QUORUM**

At all annual and special meetings of the Association, a quorum shall consist of a majority of the active members present and voting, but not less than fifty of the members having voting rights.

Reference: Illinois ASBO Bylaws  
Article X

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 11/20/2014  
Policy renumbered: 05/26/1982

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The members of the Illinois Association of School Business Officials will express, in suitable fashion, sincere appreciation for a job well done to the following:

1. The Officers and Directors who work diligently and continue the usual high standard of performance and professional conduct so necessary for the achievement of this organization's objectives;
2. The Executive Director and his staff who, in cooperation with the President and Officers and Directors, work diligently and tirelessly to better serve the needs of this Association and its members;
3. The Regional Chairpersons and Professional Development Chairpersons who are instrumental in promoting and organizing various workshops and in-service opportunities for the membership and others.
4. The Service Associate Members and the Service Associate Advisory Committee who continue to provide their products, services, and technical advisors for consultation to the educational institutions around the state.
5. The Illinois State Board of Education staff members who serve on committees and share their time and expertise in serving the profession.
6. The Delegate Advisory Assembly members who make recommendations to the Illinois ASBO Board in regards to issues of public policy and/or legislation involving resource management of education.

Reference: Illinois ASBO Resolution Committee  
May 3, 1979

**ARTICLE VI – MEMBERSHIP**

**6712**

RECOGNITION OF MEMBERS/APPRECIATION | APPRECIATION/RETIREMENT

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: XX/XX/XXXX  
Policy renumbered: 05/26/1982

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The Illinois Association of School Business Officials shall express its sincere appreciation to members who are retiring for their dedicated service to their profession, their school districts, and the Association.

Reference: Illinois ASBO Resolution Committee  
May 3, 1979

**ARTICLE VI – MEMBERSHIP**

**6713**

RECOGNITION OF MEMBERS/APPRECIATION | IN-MEMORIAM

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: XX/XX/XXXX  
Policy renumbered: 05/26/1982

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In-memoriam to members who have passed away during the year, the Illinois Association of School Business Officials will reflect and express its appreciation of their services to the Association.

Reference: Illinois ASBO Resolution Committee Report  
May 3, 1981



**ARTICLE VI – MEMBERSHIP**

**6714**

RECOGNITION OF MEMBERS/APPRECIATION | CONTINUOUS MEMBERSHIP

Policy adopted: 05/26/1982  
Policy reviewed: 09/04/2014

Policy amended: 11/20/2014  
Policy renumbered: 05/26/1982

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Continuous membership shall be recognized to Active members, Emeritus Members, Past Presidents and Service Associate members with 15, 20, 25, 30, 35, 40, 45, 50 and 60 years of continuous membership. Continuous membership pins will be mailed to the applicable member once a year.

**ARTICLE VI – MEMBERSHIP**

**6715**

RECOGNITION OF MEMBERS/APPRECIATION | RECOGNITION PLAQUE

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: XX/XX/XXXX  
Policy renumbered: 04/15/2004

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The Board of Directors may take specific action to award a Recognition Plaque to any member for certain meritorious services to the Association.

## ARTICLE VI – MEMBERSHIP

6720

RECOGNITION OF MEMBERS/APPRECIATION | HONORARY MEMBERSHIP

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 01/30/2014  
Policy renumbered: 04/15/2004

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To create good will with relevant stakeholder organizations, colleges and universities within Illinois and affiliate organizations around the world and to enhance communication among the same, Honorary memberships may be provided on a year-to-year basis by the Board of Directors.

Annually, the Executive Director shall submit to the Board of Directors a list of individuals he/she recommends receive an Honorary membership. The status and benefits shall be at the regular Active-Basic B level of members but be non-voting.

The Honorary membership list shall be validated/updated each year.

(cf. 2541)

RECOGNITION OF MEMBERS/APPRECIATION | PAST PRESIDENT MEMBERSHIP

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 04/19/2012  
Policy renumbered: XX/XX/XXXX

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A pin signifying the Past Presidency shall be awarded to persons who have successfully served the term of President. The award will be made at the Annual Conference held the year following the President's term of office and/or while the person is serving as Immediate Past President.

Active – Premium Plus Membership shall be granted to Past Presidents as a token of appreciation for services to the Association.

The Past President shall pay membership dues for the year in which he/she is Immediate Past President; however, in succeeding years, Past Presidents shall pay no dues unless they become a Service Associate member.

If a Past President becomes a Service Associate, they will pay the Active – Basic B dues. If they attend the Annual Conference, a registration fee will be charged at the difference of Active – Basic B registration fee minus the Service Associate registration fee.

(cf. 6100, 6100.1)

**ARTICLE VI – MEMBERSHIP**

**6724**

RECOGNITION OF MEMBERS/APPRECIATION | PRESIDENT’S PLAQUE

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: XX/XX/XXXX  
Policy renumbered: 05/26/1982

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A plaque signifying the appreciation of the Association shall be presented to the President at the Annual Conference held during his/her term as President.

**ARTICLE VI – MEMBERSHIP**

**6725**

RECOGNITION OF MEMBERS/APPRECIATION | PRESIDENT ELECT/TREASURER/DIRECTORS

Policy adopted: 09/16/1981  
Policy reviewed: 09/04/2014

Policy amended: 07/14/1982  
Policy renumbered: XX/XX/XXXX

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At the Annual Conference, a token signifying the appreciation of the Association shall be presented to the President Elect, the Treasurer, and each Director completing their terms.

## ARTICLE VI – MEMBERSHIP

6725.1

RECOGNITION OF MEMBERS/APPRECIATION | PRESIDENT-ELECT/TREASURER/DIRECTORS

Regulation adopted: 07/14/1982  
Regulation reviewed: 09/04/2014

Regulation amended: 04/10/1990  
Regulation renumbered: XX/XX/XXXX

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In order to implement the spirit of the Board Policy to recognize Officers and Directors for their contribution to Illinois ASBO, it will be the practice at each Annual Conference to recognize the members of the Board with the items listed below. Each of the items shall bear an inscription plate containing the individual's name, Illinois ASBO title, and the words "Illinois Association of School Business Officials."

### **President-Elect**

Gavel (*inscribed as President along with year served*)

### **Treasurer**

Letter Opener (*inscribed with year served*)

### **Retiring Directors**

Paper Weight (*inscribed with years served*)

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS

Policy adopted: 09/17/1985  
Policy reviewed: 09/04/2014

Policy amended: 01/26/2012  
Policy renumbered: XX/XX/XXXX

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The Board of Directors shall maintain and appoint members to the Illinois ASBO Foundation Governing Board whose duty it is to acknowledge individuals for their diligence, superior performance, and achievements in service to the school business public.

The Illinois ASBO Foundation Governing Board shall be responsible for:

- Developing procedures, criteria, and defining appropriate awards to honor individuals or groups who have made significant contributions through dedicated efforts.

The Illinois ASBO Foundation Governing Board participation shall be open to Active and Service Associate members. Committee structure shall include a chairperson, vice-chairperson and committee members.

Examples of recognition may include, but are not limited to the:

- Monarch Award
- Lighthouse Award

The key to the success of any award recognition program is the recognition of truly extraordinary service or performance. As such, nothing contained in this policy shall require that the aforementioned awards, or any other awards, be bestowed on an annual basis.

All current information and nominating/application material shall be maintained on the Association Website.



**ARTICLE VI – MEMBERSHIP**

**6726.1**

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | RONALD E. EVERETT DISTINGUISHED SERVICE AWARD

Regulation adopted: 09/17/1985  
Regulation reviewed: 09/04/2014

Regulation amended: 11/20/2014  
Regulation renumbered: XX/XX/XXXX

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The Executive Director of the Association shall publish twice each year, information about the Ronald E. Everett Distinguished Service Award, the award categories, the nomination procedure and such other information as is deemed necessary to make the program succeed.

Nomination forms may be obtained from the office of the Executive Director and submitted any time during the year. Nomination forms that are complete and received by the Executive Director by October 15 of each year shall be considered by the Board of Directors for presentation at the Annual Conference of the Association and recognized at the IASB/IASA/Illinois ASBO Joint Conference. On special action taken by the Board of Directors, this award may be presented at another time.

When nomination forms have been received, the Executive Committee of the Board of Directors and the Executive Director of the Association shall meet to judge the merit of the nomination(s) based on factors established by the Ronald E. Everett Distinguished Service Award policy. This committee shall render its decision and recommend to the Board of Directors for its action those who shall be recognized at their November Board Meeting.

## ARTICLE VI – MEMBERSHIP

6726.1a

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | RONALD E. EVERETT DISTINGUISHED SERVICE AWARD | BASIS FOR NOMINATION

Policy adopted: 09/17/1987  
Policy reviewed: 09/04/2014

Policy amended: 09/10/2009  
Policy renumbered: 05/26/1982

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Current Illinois ASBO Officers, Board of Directors and members of the immediate family of those are not eligible for nomination.

In evaluating nominees under each of the categories, consideration should be given to the overall ability, accomplishments and contributions of the individual to Illinois School Business efforts. Other factors to be considered may include the following:

- There should be evidence of outstanding contributions to the advancement of professional school business practices in Illinois (i.e. service or achievements above and beyond what is expected in the usual school business operations). *(Category A & B)*
- The individual should have been a practicing school business official for at least five years. *(Category A)*
- The individual should show a strong commitment to the profession by active membership in his/her national and state professional association. *(Category A)*
- There should be evidence that the individual is respected by his/her colleagues and the community at large. *(Category A & B)*
- The individual should be active and fulfill useful roles in his/her community, distinguishing himself/herself as a leader in civic, religious or humanitarian activities as well as in the school business public. *(Category A & B)*
- The individual should show strong (school business) leadership and demonstrate orderly and efficient (school business) operations, having set high expectations for (school business) staff and others. *(Category A & B)*
- Other factors concerning the nominee's qualifications regarded as significant will also be considered. *(Category A & B)*

**ARTICLE VI – MEMBERSHIP**

**6726.1b**

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | RONALD E. EVERETT DISTINGUISHED  
SERVICE AWARD | SUBMISSION OF NOMINATION

Regulation adopted: 09/17/1987  
Regulation reviewed: 09/04/2014

Regulation amended: 04/26/1995  
Regulation renumbered: XX/XX/XXXX

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A nominator may submit no more than one nomination for each category. An individual may be nominated for only one category.

The distribution of nomination information, as well as, the deadline for submission of completed nominations, is determined by the Illinois ASBO Board of Directors.

Final selection of awardees will be made by a committee composed of the Executive Committee of the Illinois ASBO Board of Directors and the Executive Director.

Regulation adopted: 11/17/2005  
Regulation reviewed: 09/04/2014

Regulation amended: 11/20/2014  
Regulation renumbered: XX/XX/XXXX

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The Executive Director of the Association shall publish information about the Lighthouse Award, the award categories, the nomination procedure and such other information as is deemed necessary to make the program succeed.

Nomination forms may be obtained from the office of the Executive Director or from the Association's Website and submitted any time during the year. Nomination forms that are complete and received by the Executive Director by October 15 of each year shall be considered for presentation at the Annual Conference of the Association. On special action taken by the Board of Directors, this award could be presented at another time.

When nomination forms have been received, the Illinois ASBO Foundation Governing Board and the Executive Director of the Association shall meet to judge the merit of the nomination(s) based on factors established by the Lighthouse Award policy. This committee shall render its decision and recommend to the Board of Directors for its action those who shall be recognized.

Award will be presented for the categories of individual applicant, team applicant and non-member applicant. Awards will be presented as follows:

- **Individual Applicant:** Cash donation of \$1,000 (cash donations are to be used for student scholarships or given to a charitable organization that provides programs and services for children) to employing school district on behalf of the individual and plaque.
- **Team Applicant:** Cash donation of \$1,000 (cash donations are to be used for student scholarships or given to a charitable organization that provides programs and services for children) and certificate of recognition for each team member.
- **Non-member Applicant:** Plaque.

Recipient(s) of this award must be willing to apply for ASBO International's Pinnacle Award and be willing to present the practice/idea at regional/state level meetings.

**ARTICLE VI – MEMBERSHIP**

**6726.2a**

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | LIGHTHOUSE AWARD | BASIS FOR NOMINATION

Regulation adopted: 11/17/2005  
Regulation reviewed: 09/04/2014

Regulation amended: 09/10/2009  
Regulation renumbered: XX/XX/XXXX

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Current Illinois ASBO Officers, Board of Directors, Members of the Illinois ASBO Foundation Governing Board and members of their immediate family are not eligible for nomination.

In evaluating nominees under each of the categories, consideration should be given to the overall ability, accomplishments and contributions of the individual to current best practices in school business management. Other factors to be considered may include the following:

There should be evidence of:

- Idea or practice that promotes and enhances the overall operation of a school entity, the school business management profession or Illinois ASBO,
- Idea or practice that is innovative for a school entity, the school business management profession or Illinois ASBO, and/or
- Idea or practice that can be implemented or effectively utilized by another school entity, the school business management profession or Illinois ASBO.

**ARTICLE VI – MEMBERSHIP**

**6726.2b**

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | LIGHTHOUSE AWARD | SUBMISSION OF NOMINATION

Regulation adopted: 11/17/2005  
Regulation reviewed: 09/04/2014

Regulation amended: 01/26/2012  
Regulation renumbered: XX/XX/XXXX

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A nominator may submit no more than one nomination for each category. An individual may be nominated for only one category.

The distribution of nomination information, as well as, the deadline for submission of completed nominations, is determined by the Illinois ASBO Board of Directors.

Final selection of awardees will be recommended by the Foundation Governing Board and approved by the Illinois ASBO Board of Directors.

Regulation adopted: 11/17/2005  
Regulation reviewed: 09/04/2014

Regulation amended: 01/26/2012  
Regulation renumbered: XX/XX/XXXX

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The Executive Director of the Association shall communicate to the Association membership information about the Monarch Award, the award categories, the nomination procedure and such other information as is deemed necessary to make the program succeed.

Nomination forms may be obtained from the office of the Executive Director and submitted any time during the year. Nomination forms that are complete and received by the Executive Director by October 15 of each year shall be considered for presentation at the Annual Conference of the Association. On special action taken by the Board of Directors, this award could be presented at another time.

When nomination forms have been received, the Illinois ASBO Foundation Governing Board and the Executive Director of the Association shall meet to judge the merit of the nomination(s) based on factors established by the Monarch Award policy. This committee shall render its decision and recommend to the Board of Directors for its action those who shall be recognized.

Award will be presented for the categories of individual applicant and outstanding service award. Awards will be presented as follows:

- **Individual Monarch Awards:** Up to three awards may be presented each year. Awards will be presented as follows:
  - Cash donation of \$1,000 (cash donations are to encourage and support community service work by students in their districts) in the name of the award recipient.
  - A magnificent butterfly statue.
  - Statewide recognition the news and trade media.
  - Invitation to Illinois ASBO’s Leadership Conference.
  
- **Outstanding Service Awards:** As many as 16 awards per year with no more the one award going to an individual in each regional organization area. Awards will be presented as follows:
  - A magnificent butterfly statue.
  - Statewide recognition in the news and trade media.
  - Invitation to Illinois ASBO’s Leadership Conference.

Recipient(s) of this award must be willing to apply to ASBO International’s Eagle Award.

## ARTICLE VI – MEMBERSHIP

6726.3a

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | MONARCH AWARD | BASIS FOR  
NOMINATION

Regulation adopted: 11/17/2005  
Regulation reviewed: 09/04/2014

Regulation amended: 09/10/2009  
Regulation renumbered: XX/XX/XXXX

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Current Illinois ASBO Officers, Board of Directors, Members of the Illinois ASBO Foundation Governing Board are not eligible for nomination.

In evaluating nominees under each of the categories, consideration should be given to the overall ability, accomplishments and contributions of the individual throughout their career and lifetime that they have demonstrated excellence in service to their school district, communities and their profession.

There should be evidence of:

- How they assisted their school district in maximizing its financial resources.
- How their involvement in local community activities outside their duties as a school business official and/or relating how their community has benefited from their efforts.
- How their commitment to the profession has helped to improve school business management at the local, state/provincial and/or national levels by providing professional development opportunities to others.



**ARTICLE VI – MEMBERSHIP**

**6726.3b**

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | MONARCH AWARD | SUBMISSION OF NOMINATION

Regulation adopted: 11/17/2005  
Regulation reviewed: 09/04/2014

Regulation amended: 01/26/2012  
Regulation renumbered: XX/XX/XXXX

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A nominator may submit no more than one nomination for each category. An individual may be nominated for only one category.

The distribution of nomination information, as well as, the deadline for submission of completed nominations, is determined by the Illinois ASBO Board of Directors.

Final selection of awardees will be recommended by the Foundation Governing Board and approved by the Illinois ASBO Board of Directors.

## ARTICLE VII – PROGRAMS AND SERVICES

6276.4

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | ABOVE AND BEYOND AWARD

Policy adopted: 01/26/2012

Policy reviewed: 09/04/2014

Policy amended: XX/XX/XXXX

Policy renumbered: XX/XX/XXXX

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It is in the policy of Illinois ASBO to create and fund an Above and Beyond Award to recognize a Service Associate Member of Illinois ASBO for going “Above and Beyond” what would be considered normal expectations on behalf of the Association as demonstrated through specific actions over the past year. The selection shall be solely that of the Illinois ASBO headquarters staff.

The award, if given, shall be made at the Annual Conference of the Association. It shall be an award of distinction, with a press release to statewide newspapers and the firm’s local newspaper, a letter from the current Illinois ASBO President and Executive Director, an article in the Update magazine, and on the Illinois ASBO Website.

The Board of Directors and the Service Associate Advisory Committee will be informed of the recipient in advance.

## ARTICLE VII – PROGRAMS AND SERVICES

6276.4a

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | ABOVE AND BEYOND AWARD

Regulation adopted: 01/26/2012  
Regulation reviewed: 09/04/2014

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

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Illinois ASBO will create and fund an Above and Beyond Award to recognize a Service Associate Member of Illinois ASBO for going “Above and Beyond” what would be considered normal expectations on behalf of the Association as demonstrated through specific actions over the past year.

The Illinois ASBO headquarters staff will use the following nomination criteria:

1. Be a Service Associate Member of Illinois ASBO.
2. Have gone “Above and Beyond” for the Association, thus deserving of special recognition.
3. Not be a current member of the Service Associate Advisory Committee (SAAC).