

## FORWARD

Your Officers and Directors have determined that it is essential to have policy in order to operate the Illinois Association of School Business Officials.

It is also essential that the Association have rules and regulations to implement and administer that policy.

A policy is a guide for discretionary action. It expresses the intent of the Board concerning the job it expects of those to whom it gives authority. Policy statements guide the Board in making decisions and indicate certain practices the administration will follow. Bylaws are rules which govern the Board's internal actions.

Policy adoption is the function of the Board. Policy development is a cooperative effort variously involving the Board, the Executive Director, and interested members of the Association.

Regulations are needed to implement, interpret, and carry out the Board's intentions, as expressed in its policies. Regulations specify a required action, or describe an administrative arrangement. They tell exactly what is to be done and usually tell who is to do it and when it is to be done. Formulating rules and regulations is the job of the Executive Director and his staff. The nature of the Illinois Association of School Business Officials and its Constitution sometimes makes the distinction between policy and regulations hard to discern. The size of the organization and the necessity of a part-time administrative staff frequently requires that the Board Help administer the Association. Nevertheless, the administrative regulation is always the more detailed statement which adds specificity to the desires outlined in the policy statement. All are placed in loose-leaf binders to facilitate maintenance of current Association policy.

Policies, bylaws, and regulations are coded according to the Davies-Brickell System (DBS) Table of Contents. The Association is indebted and grateful to Dr. Dan Davies, Tucson, Arizona, for his contribution, research, and guidance in the betterment of our Association. He has served the Association without remuneration and deserves our thanks.

The statements in this book do not provide answers for all questions which will arise in the operation of the Association. Policies, bylaws, and regulations will be added as needed. Statements already adopted or approved are subject to continuous revisions and updating as conditions, statutes, and court decisions change.

We must continue to give proper attention to policy development. It can only give more freedom and less restriction to the Board and the Executive Director, upon whom we depend, and improve the professionalism of our Association.