



## ARTICLE III | ORGANIZATION STRUCTURE/ADMINISTRATION

SERIES 3000

This series of Illinois ASBO Board Policies is created to deal with the administrative structure of the Association. In this section are the Board's statements that define and support all administrative and supervisory jobs to the extent that the Board has that authority under the Bylaws of its members and the laws of the State of Illinois. Job responsibilities of those positions are also found here.

In addition, this series includes an organizational chart, a statement of the line of responsibility, evidence of problem solving, and communication devices such as professional development committees, newsletters, and committees. All are supported by a clear statement of the philosophy of administration subscribed to by the Illinois ASBO Board of Directors and the Executive Director.

**ARTICLE III ORGANIZATION STRUCTURE/ADMINISTRATION**

**SERIES 3000**

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\* No adopted policy at present writing.

### ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3000

GOALS AND OBJECTIVES FOR THE BOARD OF DIRECTORS | IDENTIFIED GOALS AND OBJECTIVES

Policy adopted: 09/16/1981

Policy reviewed: 11/21/2013

Policy amended: XX/XX/XXXX

Policy renumbered: 11/16/1990

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The Board of Directors shall subscribe to the goals and objectives of the Association as defined by the Bylaws.

Additional immediate and long-range goals and objectives may be established by the Board of Directors as guidelines to achieve and fulfill the purpose of the organization.

The selected goals and objectives set forth shall complement and enhance the goals and objectives of the Association.

Reference: Illinois ASBO Bylaws  
Article II

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/27/2011  
Policy renumbered: XX/XX/XXXX

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The affairs of the Association shall be overseen by the Board of Directors. The members shall consist of the President, President Elect, Treasurer, Immediate Past President, and nine Directors. The President shall vote only to break a tie vote. The Executive Director of the Association, Assistant Executive Director, and the Chair and Vice Chair of the Service Associate Advisory Committee (SAAC) are ex-officio, non-voting members of the Board of Directors.

The Board of Directors shall be responsible for the conduct of the business of the Association between the annual conferences. It shall establish and maintain a permanent headquarters, arrange for Executive Director services and provide such other assistance as may be necessary to carry out the objectives and purposes of the organization. The Board of Directors shall also provide for the proper custody and disbursement of available funds of the Association, and shall require and secure adequate and sufficient bonds for the protection of the funds.

Reference: Illinois ASBO Bylaws  
Article VI

## ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3111

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | PRESIDENT

Policy adopted: 09/16/1981

Policy reviewed: 11/21/2013

Policy amended: 05/18/2007

Policy renumbered: XX/XX/XXXX

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The President has the following Bylaw mandates:

1. Conduct the business of the Association in accordance with the Bylaws;
2. Act as Chair of the Board of Directors;
3. Preside at all business sessions;
4. Appoint annually the Nominating and Election Committee; and
5. Make such other appointments as called for in policy.

Reference: Illinois ASBO Bylaws  
Article VII, Section 2

### ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3111.1

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | PRESIDENT

Regulation adopted: 09/16/1981

Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014

Regulation renumbered: XX/XX/XXXX

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The President of the Association has the following responsibilities:

1. Represent Illinois ASBO at all professional meetings to which he/she is invited;
2. Serve as ex-officio member of all committees;
3. Work with the Executive Director to assist in compiling the Agenda for each board meeting;
4. At the first board meeting after the annual conference, schedule or appoint the following:
  - a. Tentative time and place for monthly board meetings;
  - b. Tentative Director Liaison assignments for Professional Development and Standing Committees;
  - c. A Chair for Standing Committees and Professional Development Committees; and
  - d. Any other duties as mandated by the Board and the membership.

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | PRESIDENT ELECT

Policy adopted: 09/16/1981

Policy reviewed: 11/21/2013

Policy amended: 01/27/2011

Policy renumbered: XX/XX/XXXX

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The President Elect has the following Bylaw mandates:

1. Succeed to the office of President upon completion of one term;
2. Assume the duties and responsibilities of the President in the absence of the President;
3. Perform other duties as assigned by the President and Board of Directors.
4. Participate on the Editorial Advisory Board.

Reference: Illinois ASBO Bylaws  
Article VI, Section 2



## **ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3112.1**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | PRESIDENT ELECT

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014  
Regulation renumbered: 11/19/1988

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The President Elect has the following responsibilities:

1. Take backup minutes at board meetings and closed sessions in the absence of the Administration Director for HR and/or designee;
2. Serve as Chair of the Bylaws Committee;
3. Serve as member of Hospitality Standing Committee;
4. Other related tasks as assigned by the President.
5. Oversee the Leadership Legacy Initiative sustaining leadership within the association within the association including the Professional Development Committees and Regionals.

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | TREASURER

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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The Treasurer shall be elected at the Annual Meeting of the Association and shall serve a one year term. The Treasurer shall perform such duties as set forth herein and as may be assigned by the President and the Board of Directors.

The Treasurer has the following Bylaw mandates:

1. Succeed to the office of President Elect upon completion of one term;
2. To have served on the Board of Directors;
3. Oversee the collection and disbursement procedures of the Association;
4. Render report of all such receipts and disbursements at the Annual Meeting;
5. Work with the Executive Director to arrange for the annual audit of the books and funds of the Association;
6. Make available to the Board of Directors and the voting membership the report of the annual audit.
7. Assume the duties and responsibilities of the President Elect in his/her absence.

Reference: Illinois ASBO Bylaws  
Article VI, Section 2

### ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3113.1

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | TREASURER

Regulation approved: 09/16/1981

Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014

Regulation renumbered: XX/XX/XXXX

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The Treasurer has the following responsibilities:

1. Review the annual budget with the Executive Director;
2. Chair Standing Committee on Hospitality;
3. Oversee the safekeeping of all financial records;
4. Review and present audit reports for Board approval;
5. Review and present monthly listing of disbursements for Board approval;
6. Review and present monthly financial statements for Board approval;
7. Represent Illinois ASBO at all professional meetings to which he/she is invited;
8. Review with Executive Director the dues structure for each year and recommend any changes to the Board of Directors; and
9. Complete other related tasks as assigned by the President.

(cf. 4262, 4310, 4320, 4330, 4410, 4450, 8320)

## ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3114

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | IMMEDIATE PAST PRESIDENT

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 05/18/2007  
Policy renumbered: XX/XX/XXXX

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The Immediate Past President has the following Bylaw mandates:

1. Be a voting member of the Illinois ASBO Board;
2. Serve as Chair of the Illinois ASBO Board of Director Nominating Committee; and
3. Serve as the official parliamentarian of the Association. Robert's Rules of Order will be a guide in all instances not covered by the Bylaws.

(cf. 8120)

Reference: Illinois ASBO Bylaws  
Article VI, Section 2

## **ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3114.1**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | IMMEDIATE PAST PRESIDENT

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/21/2013

Regulation amended: 01/27/2011  
Regulation renumbered: XX/XX/XXXX

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The Immediate Past President has the following responsibilities:

1. Serve as a member of the Association Historian Committee;
2. Serve as an ex-officio non-voting member of the SAAC;
3. Chair the Nomination and Election Committee; and
4. Complete other related tasks as assigned by the President.

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/27/2011  
Policy renumbered: XX/XX/XXXX

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The Executive Director has the following Bylaw mandates:

1. Post on the Illinois ASBO Web site notice of all meetings of members, not less than ten or more than forty days, before the meeting; (see 3300)
2. Maintain a record of the proceedings of the Association and of the Board of Directors.
3. Oversee the development and distribution of the Association's publications;
4. Oversee the annual conference and exhibitions;
5. Serve as ex-officio on all Professional Development Committees;
6. Oversee and manage the headquarters office and staff;
7. Collect and disburse the monies of the Association consistent with the annual Illinois ASBO budget as adopted by the Board of Directors and directed by the Treasurer;
8. Be the primary spokesperson for the Association with the press, legislature, and other policy organizations; and
9. Complete such additional duties as may be assigned by the President and the Board of Directors.

(cf. 9300)

Reference: Illinois ASBO Bylaws  
Article VI, Section 2

## ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3115.1

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | EXECUTIVE DIRECTOR

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014  
Regulation renumbered: XX/XX/XXXX

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The Executive Director has the following responsibilities:

### A. SERVICES

1. In-service new Officers, Directors, Committee Chairs and Coordinators;
2. Collect and prepare reports for the membership;
3. Serve as ex-officio member of all committees;
4. Promote professional activities of the Association;
5. Assist members in job placement;
6. Initiate and sponsor research; and
7. Attend all Board of Directors' meetings.

### B. FINANCES

1. Develop the annual budget in cooperation with the Treasurer;
2. Be responsible for all monies on a day-to-day operational basis, pays bills, invests surplus money, and submits monthly reports to the Board of Directors;
3. Ensure that an independent annual audit of accounts is conducted; and
4. File financial reports required by the U.S. Treasury and various state agencies.

### C. COMMUNICATIONS

1. Oversee the development and publication of all content, and social media communications; and
2. Oversee notices and announcements to members as required.

### D. MEMBERSHIP

1. Encourage and promote membership;
2. Keep membership lists up to date;
3. Assist or serve as Association and ASBO Membership Chair; and
4. Serve on the following committees/Board of Directors/Board of Trustees:
  - a. Delegate Advisory Assembly (DAA),
  - b. Service Associate Advisory Committee (SAAC),
  - c. Illinois Energy Consortium (IEC), and
  - d. Illinois School District Liquid Asset Fund Plus (ISDLAF+).

### E. LEGAL

1. Act as the agent for incorporation papers, including the legal address of the Association;
2. Prepare corporate records and tax returns; and
3. File legal papers such as exempt corporate act, social security, and sales tax.

*Executive Director Cont'd*

**F. LIAISON**

1. Serve as the Association's official representative to similar educational organizations in the state, including, but not limited to, IASA, IASB, IPA, IAPT, ILERT, ISFSA, etc.;
2. Serve as liaison to the Executive Directors of other state and province ASBO organizations;
3. Promote school business management with institutions of higher learning; and
4. Represent the Association at various local, state and national meetings.



Policy adopted: 01/27/2011  
Policy reviewed: 11/21/2013

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

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The Assistant Executive Director has the following responsibilities:

1. Oversee the coordination and management of Illinois ASBO’s four-day annual state conference, including exhibits and arranging for facilities, including registration, housing and meals;
2. Direct the Illinois ASBO marketing team and the development and distribution of all Association’s publications;
3. Direct and oversee the development of the association’s communication strategies, including but not limited to the Illinois ASBO Web site, association management system, members communications and brand of the association;
4. Direct and develop all other professional development initiatives of the association, including, but not limited to all seminars, day conferences, and administrator academies;
5. Serve as ex-officio on all Professional Development Committees;
6. Provide direct day-to-day oversight of the headquarters office, staff and operations;
7. Oversee professional development for the Illinois ASBO staff;
8. Assist the Executive Director in performance evaluation of all staff;
9. Act on behalf of the Executive Director in his absence; and
10. Complete such additional duties as may be assigned by the Executive Director.

Regulation adopted: 01/27/2011  
Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014  
Regulation renumbered: XX/XX/XXXX

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The Assistant Executive Director has the following responsibilities:

**A. PROFESSIONAL DEVELOPMENT**

1. Oversee and attend all Professional Development Committee meetings (18 committees, each meeting on an average of 4-6 times a year);
2. Assign topics to committees for seminar development;
3. Assist in the planning, coordination and supervision of, over 80 professional development seminars annually held throughout the state;
4. Oversee the creation and distribution of publications developed by committees;
5. Oversee, coordinate and manage “annual” all day conferences, such as:
  - a. Educational Support Staff Conference(s)
  - b. School District Auditing Seminars
  - c. Midwest Facilities Conference
  - d. TechCon
  - e. Other events as planned.
6. Research, develop, promote, coordinate and manage “special topic” seminars throughout the year;
7. Work with Professional Development Committee Chairs to develop 13+ sessions targeted at school board members and 2 administrator academies for school business personnel for the annual IASB/IASA/Illinois ASBO Annual Joint Conference;
8. Coordinate the Illinois ASBO Leadership Day;
9. Coordinate the development of online seminars;
10. Coordinate the Mentoring Program;
11. Coordinate Designation Programs; and
12. Assist in the development of online registration for Annual Conference and other Web related functions and information.

**B. ANNUAL CONFERENCE**

1. Oversee the coordination and management of Illinois ASBO’s annual state conference, including exhibits;
2. As the staff representative to the Illinois ASBO’s Board Professional Development Committee, is responsible for assisting the Board in the site selection for the conference;
3. Oversee the negotiation of contracts with convention site managers and all conference arrangements, including scheduling, room set ups, meals and hospitality functions;
4. Work with Professional Development Committee Chairs to develop approximately 90 breakout professional development sessions;
5. Research, evaluate and recommend general session speakers and entertainment; and
6. Oversee and develop marketing of the conference.

**C. ELECTRONIC RESOURCE CENTER**

1. Serve as the ERC gatekeeper for the submission of ERC materials.

*Assistant Executive Director Cont'd*

**D. FISCAL**

1. Is a designated signatory on all accounts and, in the absence of the Executive Director, may sign requisitions, purchase orders and checks.

**E. OPERATIONS AND STAFF**

1. Is designated to provide daily oversight of the Illinois ASBO office, staff and operations in accordance with the philosophy and vision of the Executive Director;
2. Provides for the development of the staff; and
3. Oversees the marketing, communication, professional development, Illinois ASBO office operations and member relation teams.

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: 01/27/2011

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Each Director of the Association has these responsibilities:

1. Attend all meetings of the Board of Directors;
2. Serve on any committees assigned by the President;
3. Serve as an intermediary between the Board of Directors and the Chair of the Professional Development and Standing Committees; promote the Leadership Legacy Initiative of PDCs;
4. Present requests of assigned committees to the Board of Directors for consideration;
5. Work with the Chair of the Professional Development and Standing Committees assigned to his/her responsibility to develop written goals and objectives;
6. Coordinate the work of the Chair of the Professional Development and Standing Committees to hold workshops pertinent to their areas of expertise;
7. Meet with the Chair of the Professional Development and Standing Committees assigned to him/her to report to the Assistant Executive Director any recommendations, criticisms, and/or suggestions for improvement;
8. Work with the Chair of regional organization(s) assigned to him/her, give periodic reports of their activities to the Board of Directors; promote the Leadership Legacy Initiative of Regionals, and
9. Serve as liaison between the Illinois ASBO member business managers and administrators in his/her area and the Board of Directors.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3120**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | SERVICE ASSOCIATE ADVISORY CHAIR AND VICE CHAIR

Policy adopted: 05/18/2007

Policy amended: 01/30/2014

Policy reviewed: 11/21/2013

Policy renumbered: XX/XX/XXXX

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**CHAIR** (serves one [1] year term):

The Chair of the SAAC shall:

1. Preside at all regular meetings of the SAAC and the Annual Service Associate Business Meeting;
2. Appoint committees necessary to conduct activities of the SAAC; and
3. Serve as an ex officio member of the Illinois ASBO Board of Directors and present to the Board such recommendations for membership and other matters as determined by the SAAC.

**VICE CHAIR** (serves one [1] year term):

The Vice Chair shall carry out all duties and responsibilities in the absence of the Chair including presiding at regular meetings of the SAAC and the Annual Service Associate Business Meeting, perform other functions that may be assigned by the SAAC and attend all Illinois ASBO Board of Directors meetings. In the event of a vacancy in the Chair, the Vice Chair assumes position as Chair until the SAAC, at its next meeting, elects one of its members to serve the remainder of the unexpired term.

Refer to Regulation 8162.1

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3121**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | TERMS & CONDITIONS OF OFFICE | REMOVAL FROM OFFICE

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/27/2011  
Policy renumbered: XX/XX/XXXX

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Officers and Directors can be removed from office for cause or unethical behavior.

Absence from four Board of Directors' meetings annually without valid reason, or failure to discharge the duties of the office, shall constitute cause for removal.

After written notification of cause to the board member by the President and/or Executive Director, removal from office will be accomplished by two-thirds majority vote of the total Board of Directors.

With the exception of the Immediate Past President and retired Officers, Officers and Directors may be removed from the Board if not actively employed by a school district, Regional Office of Education, Illinois State Board of Education, or community college for more than one year. The Executive Committee will review on a case-by-case basis and make recommendation to the Board of Directors.

Reference: Illinois ASBO Bylaws  
Article V, Section 3

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3122**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | TERMS & CONDITIONS OF OFFICE | IRS DECLARATION FORM

Policy adopted: 1/16/2003  
Policy reviewed: 11/21/2013

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

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It shall be the policy of the Illinois Association of School Business Officials that every officer, director and staff member shall, at the first Board meeting in each fiscal year, sign the following affidavit:

I do certify and declare that I have never been convicted by any court of any misdemeanor involving the misuse or misappropriation of funds or any felony.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Notary*

\_\_\_\_\_

*Date*

*Seal*

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3125**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | SERVICE ASSOCIATES

Policy adopted: 05/18/2007  
Policy reviewed: 11/21/2013

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

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Refer to Policy relating to the Service Associate Advisory Committee – Policies 8160-8168.



**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3130**

ORGANIZATION STRUCTURE | BOARD OF DIRECTORS | REGIONAL ORGANIZATIONS

Policy adopted: 05/18/2007

Policy reviewed: 11/21/2013

Policy amended: XX/XX/XXXX

Policy renumbered: XX/XX/XXXX

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Refer to Policy relating to the Regional Organizations – Policy 8900.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3210**

ADMINISTRATIVE OPERATIONS | ADOPTION AND AMENDMENT OF ADMINISTRATIVE REGULATIONS

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 06/17/2004  
Policy renumbered: 11/16/1990

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It is the fundamental belief of the Board of Directors that it can function effectively only as a policy making body, and that the creation and adoption of administrative regulations should be the responsibility of the Executive Director.

The Board hereby delegates to the Executive Director the function of formulating the administrative rules and regulations to carry out the policies. These rules and detailed arrangements shall be the specification for a required action as designated by the board policy.

## ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3231

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | REPORTS

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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### REPORTS

All reports of the Association shall be produced under the direction of the Executive Director or Board of Directors. Each member of the Association shall be entitled to a copy to be distributed under the direction of the Executive Director.

The Executive Director shall be empowered to sell copies of such reports at such prices as may be fixed by the Board of Directors. The proceeds of these sales will go into the Association's treasury.

Reference: Illinois ASBO Bylaws  
Article IX

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3232**

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | ILLINOIS ASBO PUBLICATION

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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It shall be the policy of the Board to produce a publication as a means of reporting and communicating with its membership.

The publication shall address itself to items of general concern of the membership and serve as a vehicle of communication from the Association.

(cf. 4510, 7215)

Reference: Illinois ASBO Bylaws  
Article IX

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3232.1**

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | ILLINOIS ASBO PUBLICATION

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/21/2013

Regulation amended: 01/27/2011  
Regulation renumbered: XX/XX/XXXX

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**PUBLICATION ARTICLES**

Publication articles are to be sent to the Communications Coordinator.

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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New Directors shall be provided with adequate information concerning the functioning of the Association, including the following:

1. Bylaws;
2. Policy Manual;
3. The prior year's agendas, minutes, and financial statements (if requested); and
4. Service Associates' Bylaws.

The above and other materials shall be distributed and/or discussed at an orientation session to be held between the end of the annual conference and the summer planning retreat.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3233.1**

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | BOARD OF DIRECTORS' POLICY MANUALS

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014  
Regulation renumbered: XX/XX/XXXX

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New Directors shall be directed to the Association's Web site to access the online Board of Directors' Policy Manual that is maintained by the Administrative Director for HR.

### ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3234

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | POLICY/REGULATION MAINTENANCE

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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Specific policy proposals for adoption or amendment shall be recommended for Board action by Board Members, Committee recommendations, or the Executive Director. Any written changes recommended by an Active member shall be referred to a Board Officer, Director or the Executive Director for consideration.

Copies of proposals for adoption or amendment shall be submitted to the Board in writing and shall be distributed with the regular Board Agenda so that they may be studied by individual members before action is taken on them.

Any amendment or adoption of policy shall be read into the minutes at a regular board meeting at which time it will be noted within the minutes that the Board was acting on the first reading on changes presented. No motion will be required at the first board meeting.

At the next regular board meeting, the amendment or adoption will again be read into the minutes as a second reading. However, at this meeting a formal motion should be made stipulating that the Board acted upon and passed the changes as presented.

Only those statements which are formally adopted by an affirmative vote of the majority of the Board and recorded in the minutes are official board policy.



**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3234.1**

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | POLICY/REGULATION MAINTENANCE

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/18/2010

Regulation amended: 01/30/2014  
Regulation renumbered: XX/XX/XXXX

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In order to insure continued policy review, the President shall develop a policy review schedule each year which will depict the following: 1) name of board member and assigned policy series for review and 2) board meeting date the review will be put on agenda.

| <u>Policy Series</u> | <u>Board Mtg.</u> | <u>Month</u>  | <u>Responsible Board Member</u> |
|----------------------|-------------------|---------------|---------------------------------|
| 3000                 | FY 13-14          | November 2013 | David Bein                      |
| 4000                 | FY 13-14          | January 2014  | Jennifer J. Hermes              |
| 5000                 | FY 13-14          | March 2014    | Glaysn C. Worrell               |
| 6000                 | FY 14-15          | November 2014 | David H. Hill                   |
| 7000                 | FY 14-15          | January 2015  | Luann T. Kolstad                |
| 8000                 | FY 14-15          | March 2015    | Ann C. Williams                 |
| 9000                 | FY 15-16          | November 2015 | Dean L. Gerdes                  |
| 1000                 | FY 15-16          | January 2016  | Cathy L. Johnson                |
| 2000                 | FY 15-16          | March 2016    | Lyndl A. Schuster               |

As new Policies are approved by the Board, revisions or additions will be distributed to the Board of Directors upon adoption and updated and posted to the online Policy Manual.

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | ILLINOIS ASBO MEMBERSHIP DIRECTORY

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/27/2011  
Policy renumbered: XX/XX/XXXX

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It shall be the policy of the Association Board to produce and maintain an official membership directory accessible through the Association Web site and electronic/social media platforms.

The Executive Director shall be responsible for overseeing the maintenance of the directory and having it available online. Employers, phone numbers, fax numbers, e-mail addresses, and addresses of all members may be included.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3235.1**

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | ILLINOIS ASBO MEMBERSHIP DIRECTORY

Regulation adopted: 09/16/1981  
Regulation reviewed: 11/21/2013

Regulation amended: 01/27/2011  
Regulation renumbered: XX/XX/XXXX

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The Executive Director is responsible for overseeing the official Directory of Membership, which is available online on the Association’s Web site.

**CONTENT**

1. The content of the Association Directory shall promote its acceptance as the vehicle through which all those interested may obtain current information concerning the Association such as organizational structure; pictures, addresses, and phone numbers of its officers for quick communication; names of members, together with their titles and employers; interesting statistics; certain committee assignments; and other pertinent information.
2. Members shown in the Association’s online Directory shall be limited to only those in good standing.

**DISTRIBUTION**

1. The Association Directory will be available exclusively to members of the Association on the Illinois ASBO Web site.

Policy adopted: 11/17/2005  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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Illinois ASBO membership databases were established for the sole use of the staff members of Illinois ASBO. The membership databases were created as a means of communicating effectively with Association members. This membership information is not meant for others outside the Association.

To prevent blatant advertising and/or spamming, an electronic version of the complete membership directory (which includes emails) is not to be provided to any member other than those representing specific non-dues revenue programs sponsored by the Association. Members representing sponsored non-dues programs may request a printed version of the membership directory, mailing labels, or an electronic file with names, titles and mailing addresses.

If an Active member requests a sub list of the directory in electronic format (including names, titles, addresses, phone, fax and emails) for the use of recruiting for PDC committees, Regional organizations, or similar activities, the request may be processed only with the approval of the Executive Director or the Assistant Executive Director. The requested electronic list, along with the email abuse policy (3237) will then be sent to the member requesting this information. If a member has already subscribed to the “opt out” for emails, their information will not be provided in a list. Service Associate members, other than Service Associate members who are designated representatives of an Illinois ASBO sponsored or endorsed program, are not to receive electronic lists. Members may also request that the Association send out information (i.e. information on golf outing, etc.) via email. This can be done with approval by the Executive Director.

Blatant disregard of the policy by members will result in termination of membership.

Policy adopted: 11/17/2005  
Policy reviewed: 11/21/2013

Policy amended: 01/27/2010  
Policy renumbered: XX/XX/XXXX

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Any person provided with any membership information is bound by the following abuse policy.

Harassment, whether through language, frequency, or size of messages, is prohibited.

Users of Illinois ASBO membership information are explicitly prohibited from sending unsolicited bulk mail messages ("junk mail" or "spam"). This includes, but is not limited to, bulk-mailing of commercial advertising, informational announcements, and political tracts. If any question exists in the user's mind that he or she may be violating this policy, the approval of the Executive Director or the Assistant Executive Director should be obtained after providing him/her with the proposed message.

Users of Illinois ASBO membership information may not forward or otherwise propagate chain letters, whether or not the recipient wishes to receive such mailings.

Malicious email, including but not limited to "mail bombing" (flooding a user or site with very large or numerous pieces of email), is prohibited. Forging of header information is not permitted.

Blatant disregard of the policy by members will result in termination of membership.

Policy adopted: 03/05/2009  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: XX/XX/XXXX

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This policy will do the following:

1. Define conflicts of interest;
2. Identify classes of individuals within Illinois ASBO covered by this policy;
3. Facilitate disclosure of information that may help identify conflicts of interest; and
4. Specify procedures to be followed in managing conflicts of interest.

Persons covered by this policy must avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to the Illinois Association of School Business Officials (Illinois ASBO). Illinois ASBO expects its elected leaders, volunteer leaders and staff to follow ethical standards, to be in compliance with all laws and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit).

**1. Definition of conflicts of interest:**

A conflict of interest arises when a person in a position of authority over Illinois ASBO may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

The term “conflict of interest” includes, but is not limited to, circumstances where a Volunteer Leader, or a member of his or her immediate family:

- a. Has any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to Illinois ASBO;
- b. Receives any substantial benefit from a third party on account of that party's past, present, or future business relationship with Illinois ASBO;
- c. Receives any substantial financial benefit from a pending decision of Illinois ASBO; or
- d. Serves as an officer, director or committee member of any competing organization, i.e., any nonprofit or business enterprise whose purposes, products, and/or services compete with those of ASBO.

**2. Individuals covered:**

Persons covered by this policy are the Association's Officers, Directors, Executive Director, staff members, committee members, or other ad hoc or task force members that may from time-to-time be appointed by the Board of Directors or the Executive Director.

**3. Facilitation of disclosure:**

Persons covered by this policy will annually disclose or update to the President of the Board of Directors or the Executive Director on a form provided by the Association, their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment

holdings, and other transactions or affiliations with businesses and other organizations or those of family members. Should the disclosure be made to the Executive Director, he/she will notify the President of the Board of Directors, unless the President has disclosed the conflict. Should that occur, the President Elect of the Board of Directors will execute this policy acting in place of the President of the Board of Directors.

**4. Procedures to manage conflicts:**

For each interest disclosed to the President of the Board of Directors or the Executive Director, the President will determine whether to:

- a. Take no action;
- b. Assure full disclosure to the Board of Directors and other individuals covered by this policy;
- c. Ask the person to recuse themselves from participation in related discussions or decisions within the Organization; or
- d. Ask the person to resign or become subject to possible removal in accordance with the Association's removal procedures. The Association's Executive Director or Assistant Executive Director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3238.1**

ADMINISTRATIVE OPERATIONS | CONTROL AND COMMUNICATION CHANNELS | CONFLICT OF INTEREST  
ACKNOWLEDGEMENT AND DISCLOSURE FORM

Regulation adopted: 03/05/2009  
Regulation reviewed: 11/21/2013

Regulation amended: 01/27/2011  
Regulation renumbered: XX/XX/XXXX

**ACKNOWLEDGEMENT AND DISCLOSURE FORM**

I have read the Illinois Association of School Business Officials’ Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as an Officer or Director of the Board of Directors, volunteer leader, appointed leader, or staff member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify Illinois ASBO’s President and/or the Executive Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Competing organization(s) to which I belong:

\_\_\_\_\_  
\_\_\_\_\_

Other companies or businesses I hold leadership positions in, or boards I serve on:

\_\_\_\_\_  
\_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



Policy adopted: 03/05/2009  
Policy reviewed: 11/21/2013

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

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This Whistleblower Policy of the Illinois Association of School Business Officials (Illinois ASBO): (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association; (2) specifies that Illinois ASBO will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** Illinois ASBO encourages complaints, reports or inquiries about illegal practices or serious violations of the Association’s policies, including illegal or improper conduct by Illinois ASBO 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 for which Illinois ASBO has existing complaint mechanisms and administrative processes should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association’s 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 where administrative procedures are currently available.
2. **Protection from retaliation.** Illinois ASBO prohibits retaliation by or on behalf of the Association 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 Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to report.** 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 Executive Director or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Assistant Executive Director or the President Elect. Illinois ASBO will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Illinois ASBO may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.
4. **Process of action.** All complaints, reports or inquiries will begin with investigation initiated by Executive Director, President of the Board of Directors, or Assistant Executive Director, President Elect of the Board of Directors. An initial investigation shall begin no later than five (5) business days of the initial report. Outcome of the investigation shall be reported to the President of the Board of Directors or the President Elect of the Board of Directors if the investigation involves the President of the Board of Directors. The results of the investigation will be reported to the Illinois ASBO Board of Directors with appropriate resulting action recommended to the Illinois ASBO Board of Directors.

Policy adopted: 05/3/05/2009  
Policy reviewed: 11/21/2013

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

This policy applies to the compensation of the following persons employed by the Illinois Association of School Business Officials:

*(CHECK ALL APPLICABLE POSITIONS BELOW)*

The Executive Director<sup>1</sup>

Other Key Employees<sup>2</sup> of the Association by title: \_\_\_\_\_

*(Note: As of the adoption of this policy, no additional Illinois ASBO employees meet the standards tests delineated in the footnote below)*

The process includes all of these elements: (1) review and approval by the Board of Directors of the Association; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping (minutes).

1. **Review and approval.** The compensation of the individuals in positions above are reviewed and approved by the Board of Directors of the Association, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations. For the Executive Director, comparable compensation data from associations and school district superintendents will be used. For all other positions, comparable data from other associations and Northern Illinois University will be utilized.
3. **Documentation and recordkeeping.** There is contemporaneous documentation (minutes) and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangements established for the positions identified above.

<sup>1</sup> **Executive Director** – The CEO (i.e., Chief Executive Officer), executive director, or top management official (i.e., a person who has ultimate responsibility for implementing the decisions of the Association’s governing body or for supervising the management, administration, or operations of the Association).

<sup>2</sup> **Key Employee** – An employee of the Association who meets all three of the following tests: (a) \$150,000 Test: receives reportable compensation from the Association and all related organizations in excess of \$150,000 for the year; (b) Responsibility Test: the employee: (i) has responsibility, powers, or influence over the Association as a whole that is similar to those of officers, directors, or trustees; (ii) manages a discrete segment or activity of the Association that represents 10% or more of the activities, assets, income, or expenses of the Association, as compared to the Association as a whole; or (iii) has or shares authority to control or determine 10% or more of the Association’s capital expenditures, operating budget, or compensation for employees; and (c) Top 20 Test: is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from the Association and related Associations for the year.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3245**

ADMINISTRATIVE OPERATIONS | OFFICER AND BOARD MEMBER PRIVILEGES

Policy adopted: 08/18/1988

Policy reviewed: 11/21/2013

Policy amended: 01/18/1996

Policy Renumbered: 03/05/2009

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Certain expenses and fees shall be waived and/or reimbursed for Officers and Board Members. The Executive Director shall develop rules and regulations that set forth the expenses and fees that will be either waived and/or reimbursed by the Association.

**ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3245.1**

ADMINISTRATIVE OPERATIONS | EXPENSE REIMBURSEMENT TABLE

Regulation adopted: 06/15/1989  
 Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014  
 Regulation renumbered: 03/18/2004

Sufficient funds shall be provided in each annual budget to reimburse current officers (President, President Elect, Treasurer, Immediate Past President, Directors) and/or other volunteer leaders for Board approved travel during their terms of office for the purpose of conducting official Association business.

The policy of the Illinois ASBO Board of Directors establishes that certain expenses and/or fees may be either waived or reimbursed. The Executive Director has established the following reimbursement guidelines.

| <b>ILLINOIS ASBO BOARD MEETINGS (Regular)</b>         |  |
|---|--|
| <b>OFFICERS</b>                                       |  |
| Lodging   | Submitted expenses may be reimbursed for all attendees. The Administrative Director for HR makes reservations.   |
| Meals   | Submitted expenses may be reimbursed for all attendees.  |
| Travel  | Submitted expenses may be reimbursed for all attendees.  |
| <b>DIRECTORS</b>                                      |  |
| Lodging   | Submitted expenses may be reimbursed for all attendees. The Administrative Director for HR makes reservations.   |
| Meals   | Submitted expenses may be reimbursed for all attendees.  |
| Travel  | Submitted expenses may be reimbursed for all attendees.  |
| <b>OTHERS</b>   |  |
| Lodging   | Submitted expenses may be reimbursed for all invited attendees. The Administrative Director for HR makes reservations.   |
| Meals   | Submitted expenses may be reimbursed for all invited attendees.  |
| Travel  | Submitted expenses may be reimbursed for all invited attendees.  |
| <b>ILLINOIS ASBO ANNUAL CONFERENCE (April or May)</b> |  |
| <b>OFFICERS</b>                                       |  |
| Registration  | Waived; however, individuals submit their own registration form.   |
| Lodging   | Waived. The Assistant Executive Director or his/her staff makes reservations for Tuesday, Wednesday and Thursday of the conference.  |
| Meals   | All meals waived.  |
| Travel  | Board meeting travel covered under Board Expense.  |
| Other   | Green fees and golf meals are waived for the President.  |
| <b>DIRECTORS</b>                                      |  |
| Registration  | Waived; however, individual must submit their own registration form.   |
| Lodging   | Individual pays own. The Assistant Executive Director or his/her staff makes reservations for Tuesday, Wednesday and Thursday of the conference. Additional days may be made upon request. |
| Meals   | All meals waived.  |
| Travel  | Board meeting travel covered under Board Expense.  |

*Expense Reimbursement Table Cont'd*

| <b>OTHERS</b> |  |
|---------------|--|
| Registration  | Waived for: 1) SAAC Chair, SAAC Vice Chair, 2) President's Guests and Secretary (if applicable), 3) ISBE Liaison, 4) Volunteers, 5) Past President (effective July 1 <sup>st</sup> of the year the Past President goes off the Board, he/she becomes a Past President Member paying no registration fees or dues) 6) ROE Liaison and 7) any Illinois ASBO member serving on the ASBO International Board of Directors. Individuals submit their own registration form. |
| Lodging       | Waived for: 1) SAAC Chair, SAAC Vice Chair, 2) President's Guests and Secretary (if applicable), 3) ISBE Liaison, 4) Volunteers 5) ROE Liaison and 6) IASA Executive Director. The Assistant Executive Director or his/her staff makes reservations for Tuesday, Wednesday and Thursday of the conference.   |
| Meals         | All meals waived for 1) SAAC Chair, SAAC Vice Chair, 2) President's Guests and secretary (if applicable) and 3) ISBE Liaison.<br>Events and/or meals to be waived for: 1) President's Immediate family and special guests and 2) Other Officers' (President-Elect, Treasurer and Immediate Past President) spouse or special guest are to be determined by the Executive Director and/or the Assistant Executive Director.   |
| Travel        | Board meeting travel covered under Board Expense.  |
| Other         | Green fees and golf meals are waived for the SAAC Chair.   |

**ILLINOIS ASBO SPONSORED ON-SITE SEMINARS & WEBINARS**

| <b>OFFICERS</b>  |   |
|------------------|---|
| Registration     | Waived. Individual must submit their own registration form. |
| Meals            | Waived  |
| <b>DIRECTORS</b> |   |
| Registration     | Waived. Individual must submit their own registration form. |
| Meals            | Waived  |

**ILLINOIS ASBO BOARD RETREAT (June)**

| <b>OFFICERS</b>  |   |
|------------------|---|
| Registration     | Registration is not applicable; however, a response to invitation is requested.       |
| Lodging          | Waived. The Administrative Director for HR makes reservations.                        |
| Meals            | Any Illinois ASBO meal function will be waived for attendees.                         |
| Travel           | Submitted expenses may be reimbursed for all attendees.                               |
| Other            | Green fees are waived for the President, if golf outing is held prior to the retreat. |
| <b>DIRECTORS</b> |   |
| Registration     | Registration is not applicable; however, a response to invitation is requested.       |
| Lodging          | Waived. The Administrative Director for HR makes reservations.                        |
| Meals            | Any Illinois ASBO meal function will be waived for attendees.                         |
| Travel           | Submitted expenses may be reimbursed for all attendees.                               |
| <b>OTHERS</b>    |   |
| Attending        | 1) SAAC Chair, 2) SAAC Vice Chair, and 3) others as invited                           |
| Registration     | Registration is not applicable; however, a response to invitation is requested.       |
| Lodging          | Waived. The Administrative Director for HR makes reservations.                        |
| Meals            | Any Illinois ASBO meal function will be waived for attendees.                         |
| Travel           | Submitted expenses may be reimbursed for all attendees.                               |

Expense Reimbursement Table Cont'd

| <b>IASB/IASA/ILLINOIS ASBO JOINT CONFERENCE (November)</b>   |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Lodging costs for night of Board Meeting and/or prior night may be reimbursed by Illinois ASBO dependent upon circumstances/travel distance.</li> <li>2. Room reservations outside of the Board of Directors are subject to room block availability.</li> <li>3. If a Board member prefers to stay at their District's hotel of choice, Illinois ASBO will pay up to the room rate at the Hyatt or hotel specified by IASB.</li> </ol> |   |
| <b>OFFICERS</b>  |   |
| Registration   | Cost of registration will be reimbursed by Illinois ASBO if not covered by local District policy for 1) President and 2) President Elect. Individuals submit their own registrations.   |
| Lodging  | IASB comps suites (3 nights; Thursday, Friday and Saturday; and offers a discounted rate for Wednesday night, if applicable) for the 1) President and 2) President Elect. The Administrative Director for HR makes reservations. Waived for the night of the Board Meeting and/or prior night.  |
| Meals  | n/a   |
| Travel   | n/a   |
| <b>DIRECTORS</b>   |   |
| Registration   | n/a   |
| Lodging  | Waived for the night of the Board Meeting and/or prior night. The Administrative Director for HR makes reservations.  |
| Meals  | n/a   |
| Travel   | n/a   |
| <b>OTHERS</b>  |   |
| Attending  | 1) SAAC Chair, 2) SAAC Vice Chair, 3) ISBE Liaison, and 4) others as determined by the Executive Director.  |
| Registration   | Individual submits their own registration form. Individual pays own.  |
| Lodging  | Waived for the night of the Board Meeting and/or prior night; however, <i>only upon request</i> does the Administrative Director for HR make reservations. IASB comps a Suite (3 nights; Thursday, Friday and Saturday) for the Executive Director and gives a discounted rate on Wednesday and Sunday. SAAC Chair and SAAC Vice Chair must be registered as an exhibitor prior to submitting room reservation request. |
| Meals  | n/a   |
| Travel   | Submitted expenses may be reimbursed.   |

*Expense Reimbursement Table Cont'd*

| <b>STATE CONFERENCES</b>   |  |
|--|--|
| <ol style="list-style-type: none"> <li>One visit during each term of office of President, President-Elect, Treasurer, and Immediate Past President. However, while serving as an Illinois ASBO Officer and running as a candidate for an ASBO Director or Officer, additional state visits may be attended upon approval.</li> <li>Upon return, a written or oral report must be submitted to the Board.</li> </ol>                            |  |
| <b>OFFICERS</b>  |  |
| Registration   | Individuals submit completed registration forms to the Administrative Director for HR. for submission and payment.   |
| Lodging  | Submitted expense may be reimbursed. Individual makes own arrangements.  |
| Meals  | Waived   |
| Travel   | Submitted expense may be reimbursed. Individual makes own arrangements   |
| <b>ILLINOIS ASBO MEMBER RUNNING FOR ASBO DIRECTOR OR OFFICER</b>   |  |
| Registration   | Individuals submit completed registration forms to the Administrative Director for HR for submission and payment.  |
| Lodging  | Submitted expense may be reimbursed. Individual makes own arrangements.  |
| Meals  | Waived   |
| Travel   | Submitted expense may be reimbursed. Individual makes own arrangements   |
| <b>INTERNATIONAL CONFERENCES</b>   |  |
| <ol style="list-style-type: none"> <li>Must receive Board approval at a Board Meeting prior to attendance with rationale for attending.</li> <li>Maximum of one (1) visit as an officer (President, President-Elect, Treasurer and Immediate Past President).</li> <li>Upon return, a written or oral report must be submitted to the Board.</li> </ol>  |  |
| <b>OFFICERS</b>  |  |
| Registration   | Individuals submit completed registration forms to the Administrative Director for HR for submission and payment.  |
| Lodging  | Submitted expenses may be reimbursed. Individual makes own arrangements  |
| Meals  | Submitted expenses may be reimbursed.  |
| Travel   | Submitted expenses may be reimbursed. Individual makes own arrangements  |
| <b>ASBO INTERNATIONAL EXECUTIVE LEADERSHIP FORUM (February)</b>  |  |
| <ol style="list-style-type: none"> <li>The Executive Committee, the Executive Director and the Assistant Executive Director will determine whether they will attend ASBO's Executive Leadership Forum or ASBO's Eagle Institute (July).</li> <li>Illinois ASBO may, from time to time, reimburse expenses for other staff and Board Members and expenses not covered by ASBO International for ASBO Committee Chairs from Illinois.</li> </ol> |  |
| <b>OFFICERS</b>  |  |
| Attending  | 1) President, 2) President Elect, 3) Treasurer, and 4) Immediate Past President.   |
| Registration   | Waived; The Administrative Director for HR submits registration form and payment.  |
| Lodging  | Submitted expenses for the lesser of 3/4 nights or the length of meeting plus 1 travel day at ASBO International approved hotel rates or less may be reimbursed. |
| Meals  | Submitted expenses may be reimbursed per diem (see Regulation 4330.1).   |
| Travel   | Submitted expenses may be reimbursed. Individual makes own arrangements.   |

*Expense Reimbursement Table Cont'd*

| <b>OTHERS</b> |  |
|---------------|--|
| Attending     | SAAC Chair   |
| Registration  | Waived; The Administrative Director for HR submits registration form and payment.  |
| Lodging       | Submitted expenses for the lesser of 3/4 nights or the length of meeting plus 1 travel day at ASBO International approved hotel rates or less may be reimbursed. |
| Meals         | Submitted expenses may be reimbursed per diem (see Regulation 4330.1).   |
| Travel        | Submitted expenses may be reimbursed. Individual makes own arrangements.   |

| <b>ASBO INTERNATIONAL EAGLE INSTITUTE (July)</b>  |  |
|---|--|
| 1. The Executive Committee, the Executive Director and the Assistant Executive Director will determine whether they will attend ASBO's Eagle Institute or ASBO's Executive Leadership Forum (February). |  |
| <b>OTHERS</b>   |  |
| Attending   | 1) President, 2) President Elect, 3) Treasurer, and 4) Immediate Past President.   |
| Registration  | The Administrative Director for HR submits registration form and payment.  |
| Lodging   | Reimbursement will be made for the lesser of 3 nights or the length of meeting at an ASBO International approved hotel. The Administrative Director for HR makes arrangements. |
| Meals   | Submitted expenses may be reimbursed per diem (see Regulation 4330.1).   |
| Travel  | Submitted expenses may be reimbursed. Individual makes own arrangements.   |

| <b>ASBO INTERNATIONAL ANNUAL MEETING &amp; EXHIBITS (October/November)</b>  |  |
|---|--|
| 1. When applicable, Illinois ASBO hospitality attire may be reimbursed at an amount determined by the Board for all Officers, Directors, SAAC Chair, SAAC Vice Chair, spouses and others as determined by the Executive Director. |  |
| <b>OFFICERS</b>   |  |
| Registration  | Cost of registration may be reimbursed by Illinois ASBO. Individuals submit their own registration form.   |
| Lodging   | Submitted expenses for 4 nights or the length of meeting plus 1 travel day at an ASBO International approved hotel may be reimbursed.  |
| Meals   | ASBO International Meeting meal functions are not applicable. Any Illinois ASBO meal function will be waived.  |
| Travel  | Submitted expenses may be reimbursed (i.e. economy airfare).   |
| Other   | One (1) opening reception ticket expense if applicable and one (1) item of Illinois ASBO apparel may be reimbursed.  |
| <b>DIRECTORS</b>  |  |
| Registration  | Cost of registration may be reimbursed by Illinois ASBO. Individuals submit their own registration form  |
| Lodging   | Submitted expenses for the lesser of 3/4 nights or the length of meeting plus 1 travel day at an ASBO International approved hotel may be reimbursed. Individual makes own arrangements. |
| Meals   | ASBO International Meeting meal functions are not applicable. Any Illinois ASBO meal function will be waived.  |
| Travel  | Submitted expenses may be reimbursed (i.e. economy airfare).   |



|       |   |
|-------|---|
| Other | One (1) opening reception ticket expense if applicable and one (1) item of Illinois ASBO apparel may be reimbursed. |
|-------|---|

| <b>OTHERS</b> |   |
|---------------|---|
| Attending     | 1) SAAC Chair, SAAC Vice Chair, 3) ASBO International Relations Coordinator, and 4) others as determined by the Executive Director.   |
| Registration  | Submitted expenses may be reimbursed. Individuals submit their own registration form.   |
| Lodging       | Submitted expenses for the lesser of 3/4 nights or the length of meeting plus 1 travel day at an ASBO International approved hotel may be reimbursed. Individual makes own arrangements.  |
| Meals         | ASBO International Meeting meal functions are not applicable.<br>Any Illinois ASBO meal function will be waived.<br>President's guests to Illinois ASBO meal functions will be waived.  |
| Travel        | Submitted expenses may be reimbursed (i.e. economy airfare). Individual makes own arrangements.   |
| Other         | One (1) opening reception ticket expense if applicable, and one (1) item of Illinois ASBO apparel may be reimbursed for Executive Director, Assistant Executive Director, SAAC Chair, SAAC Vice Chair, in addition, any attending headquarters staff or others as determined by the Executive Director may receive reimbursement for Illinois ASBO apparel. The limit of items will be determined annually. |

**ILLINOIS ASBO PAST PRESIDENTS GOLF OUTING AND LEADERSHIP APPRECIATION DINNER**

| <b>OFFICERS</b>  |  |
|------------------|--|
| Meals            | Dinner is waived for Officers and their spouse or special guest, if applicable.              |
| Travel           | Travel is covered under Board Expense.   |
| Other            | Green fees are waived for the President.   |
| <b>DIRECTORS</b> |  |
| Meals            | Dinner is waived for Directors and their spouse or special guest, if applicable.             |
| Travel           | Travel is covered under Board Expense.   |
| <b>OTHERS</b>    |  |
| Meals            | Dinner is waived for: 1) SAAC Chair, 2) SAAC Vice Chair, and 3) all board meeting attendees. |

**I. RESEARCH AND DEVELOPMENT ACTIVITIES NOT COVERED BY OTHER POLICIES**

The Executive Director shall determine when the matter of new Board approved activities become regular enough to warrant amending this regulation. Reimbursement for other travel will be made at the discretion of the Executive Director within the constraints of the Research and Development budget line.

*Expense Reimbursement Table Cont'd*

**II. EXECUTIVE DIRECTOR AND STAFF TRAVEL**

The Executive Director of Illinois ASBO is expected to do whatever traveling is necessary to accomplish the mission and advance the causes of the Association and the school business management profession as well as perform his or her own professional development. All such travel during a fiscal year must take place within the resources budgeted by the Board of Directors. The Executive Director shall use his/her judgment regarding what travel is necessary within Illinois, the United States and Canada. All other travel must be approved in advance by the Board of Directors.

The Executive Director shall determine and approve all Illinois ASBO staff travel within the limits of the annual budget adopted by the Board of Directors.

Reimbursement of travel expenses shall follow those rules and regulations that govern reimbursement of the Officers and Directors for their travel.

### **ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION**

**3250**

ADMINISTRATIVE OPERATIONS | INDEMNIFICATION/OFFICERS & EMPLOYEES

Policy adopted: 11/18/1988  
Policy reviewed: 11/21/2013

Policy amended: 06/17/2004  
Policy renumbered: XX/XX/XXXX

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It is the policy of the Illinois Association of School Business Officials to indemnify and protect all Officers, Board members and staff of the Association against civil rights damage claims and suits; constitutional rights damage claims and suits; and death, bodily injury, and property damage claims and suits, including the defense of such claims and suits, when damages are sought for alleged negligent or wrongful acts while any Board members or staff is engaged in the exercise or performance of any powers or duties of the Board, or acting within the scope of employment or under the direction of the Association. Insurance will be carried by the Association to ensure indemnification.

ADMINISTRATIVE OPERATIONS | MEETINGS

Policy adopted: 9/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 05/18/2007  
Policy renumbered: 11/16/1990

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The Board of Directors shall hold an annual business meeting during the Annual Conference.

Special meetings of the Board of Directors may be called by, or at the request of, the President or by a majority of the Board of Directors.

On an annual basis, prior to July 1, the Board of Directors shall post on the Web site of the Association advance notice of the time and place of all regular meetings.

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

The Board of Directors shall select, by a majority vote, the time and place of the annual meeting of the Association, and shall direct the Executive Director to publish in the official vehicle of the Association advance notice of said meeting.

Reference: Illinois ASBO Bylaws  
Article X, Section 1

ADMINISTRATIVE OPERATIONS | MEETINGS | PREPARATION FOR MEETINGS

Policy adopted: 09/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 05/18/2007  
Policy renumbered: XX/XX/XXXX

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An agenda should be available to Board Members for the next meeting of the Board at least five (5) days in advance of the meeting.

Accompanying the agenda should be all of the necessary information and supporting documents about each item to contribute towards an intelligent decision on any issue to be discussed.

A Board meeting packet should also contain the Executive Director's recommendations, along with his/her rationale or justification for the position taken, on any matter requiring Board action.

Policy adopted: 9/16/1981  
Policy reviewed: 11/21/2013

Policy amended: 01/30/2014  
Policy renumbered: 11/16/1990

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1. The Executive Director, or his/her designee, shall be responsible for preparing the minutes of all regular and special meetings of the Board of Directors. He/she shall carefully record a copy of all motions. The names of those who make the motions, those who second the motions, and those who vote ayes and nays shall be recorded.
2. The minutes of the preceding meeting(s) shall be approved by the Board and signed by the President and Executive Director during the next regular meeting. Approved minutes are also posted on the Association's Web site.
3. All documents that are noted to be a part of the minutes shall be attached to the original copy of the minutes.
4. The original minutes and attachments shall be maintained filed in the Association office.
5. Copies of all minutes shall be distributed to the members of the Board of Directors, Service Associates' Chair, Illinois State Board of Education Liaison, and other individuals as determined by the Executive Director, and shall be made available to the Association's auditor.
6. Additional copies shall be filed in the appropriate part of the Association files.
7. Copies of the regular and/or special meetings of the Association shall also be handled identically and filed chronologically in the manner prescribed for Board Minutes.

## ARTICLE III – ORGANIZATION STRUCTURE/ADMINISTRATION

3320.1

ADMINISTRATIVE OPERATIONS | MEETINGS | MINUTES OF MEETINGS

Regulation adopted: 04/21/1982  
Regulation reviewed: 11/21/2013

Regulation amended: 01/30/2014  
Regulation renumbered: 11/16/1990

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The Executive Director shall be the "keeper" of a permanent set of Minutes of the Illinois ASBO Board of Directors' meeting.

1. Following the approval of Minutes, the Executive Director shall give directions to his/her staff to make any corrections, additions, or deletions so noted.
2. The approved Minutes are to be signed by the President and the Executive Director.
3. Approved Minutes for each meeting of the Illinois ASBO Board of Directors shall be filed in the Association office. If stored electronically, a pdf or other form of the signature page will be maintained as well.

Policy adopted: 09/10/1998  
Policy reviewed: 11/21/2013

Policy amended: 09/16/2004  
Policy renumbered: XX/XX/XXXX

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**I. Board of Directors Regulations**

a. Guidelines

The Board of Directors shall approve the naming of all Association facilities.

Such facilities may be named for notable former employees of the Association, distinguished former members of the Association, or public persons of the State and Nation or of any country.

Facilities shall not be named for persons holding elective or appointive office in national, state or local government and members or employees of the Board of Directors.

b. Procedures

The Association President, after consultation with members of the Board Facility Naming Committee, will make a confidential report to the members of the Board of Directors of the name(s) being proposed for a specific facility/room.

If it is proposed to name a facility for a person, the report shall contain a written resume of the accomplishments of that person made to the Association.

The Association shall obtain permission of the person, or if deceased, of his/her nearest relative before public announcement is made.

**II. General Policy Considerations**

- a. In general, a building name should reflect its functions and its use.
- b. A building should not be named after anyone having a current and active relationship to the Association. (For example, an individual currently serving as a member of the Board of Directors). Individuals in a retired or emeritus status would not be excluded.
- c. A building named after an individual should have an honorific connotation. In addition, it may be desirable to name an area of the building in honor of individuals (for example, the library, conference room).
- d. Buildings should not be named after living political figures.

**III. Selection of a Building/Room Name**

In general, the name of a building/room will be developed by the Board Facility Naming Committee specifically appointed for the responsibility by the Association President. The committee would include representatives from the following categories: Board of Directors (1); Members (2); Service Associates (2). Names for consideration may be submitted by any active Member or Service Associate of the Association.



*Naming of Buildings/Facilities Cont'd*

The committee will transmit one comprehensive report of its recommendations to the President.

The committee will keep confidential its deliberations on personalities whose names may be considered for buildings or rooms.