



## **ARTICLE VI | MEMBERSHIP**

### **Series 6000**

This section contains the Illinois ASBO Board of Directors policy dealing with the membership of the Association. Series 6000 sets forth the classes, qualifications and dues of membership. It also deals with the recruiting and maintenance of membership, the rights of membership and the recognition of members.

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.

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\* No adopted policy at present writing.

## Membership Classifications

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

Policy amended: 01/25/2024  
Policy renumbered: XX/XX/XXXX

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

**Voting Membership Categories**

1. **Individual School District** 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/CEO. 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. **Student – Premier 2.0** membership is included in course costs for those who participate in an Illinois ASBO/Northern Illinois University Doctoral Cohort.
5. **Designee** membership shall be available to those who are registered to pursue Illinois ASBO designation as Facilities Professionals or Support Professionals.
6. **Honorary and Life Honorary** members are to be selected by the Board of Directors.
7. **Emeritus** membership shall be available to any retired Individual School District or retired Service Associate member. *(See item 7 below for additional clarification.)*

Emeritus members who make a single annual tax-deductible Foundation donation at the Silver or higher level will receive the following for the year contribution is received: Emeritus membership status, complimentary registration to Illinois ASBO's Annual Conference and Foundation recognition.

8. A Retired Individual School District Member working in a position promoting products or services to active school district members shall be recognized as a Service Associate Member and shall pay fees and accept responsibilities associated with that membership category. Upon ceasing this work, their membership reverts back to Emeritus.

9. A Past President working in a position promoting products or services to active school district members shall be recognized as both a Past President and a Service Associate member but shall accept fees and responsibilities associated with a Service Associate membership. Upon ceasing this work, their membership reverts back to Past President.

The Executive Director/CEO 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

6200

### Service Associates (Purpose)

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

Policy amended: 02/07/2018  
Policy renumbered: XX/XX/XXXX

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It is the purpose of the Service Associates membership to perform 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: 11/16/2023

Policy amended: 02/07/2018  
Policy renumbered: XX/XX/XXXX

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Service Associate membership applications are submitted to the office of the Executive Director/CEO for approval by the Illinois ASBO Board of Directors. Approval of new Service Associates will be based on their ability to assist school business managers, provide reliable goods or services, and offer permanence and stability as outlined in Policy 6200.

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

## **ARTICLE VI – MEMBERSHIP**

**6400**

### **Routes to Membership**

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

Policy amended: 02/07/2018  
Policy renumbered: XX/XX/XXXX

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Any eligible person, as outlined in Policy 6100, may become a member upon payment of the annual membership dues, if applicable.

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: 11/16/2023

Policy amended: 01/28/2021  
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, or have access to, online School Business Task Calendar, Board Agenda, Board Minutes, Board Goals & Strategies, SAAC Agendas, SAAC Minutes, PDC Handbook, PDC Resources, Licensure renewal support, access to scholarship applications and award nominations, receipt of the *UPDATE* magazine, 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, discounted professional development and such other reports or services as may be authorized by the Board of Directors and/or produced by the Illinois ASBO staff.

Reference: Illinois ASBO Bylaws  
Article V, Section 1



**Meetings of Members/Annual Business Meeting**

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

Policy amended: 01/28/2021  
Policy renumbered: XX/XX/XXXX

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The Annual Business Meeting of the members shall be held at the time of and during the Annual Conference 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.

If the Annual Conference is unable to be held due to unforeseen circumstances, the Board of Directors will determine a date and method to hold the Annual Business Meeting in the timeframe mentioned above.

**Special Meeting**

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 or method 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/CEO by publication in an official publication of the Association or other electronic means 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

**Recognition of Members/Appreciation | Appreciation for Good Service**

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

Policy amended: 02/07/2018  
Policy renumbered: 05/26/1982

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The members of the Association 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/CEO and his/her 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 regard 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: 11/16/2023

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

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The Association 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: 11/16/2023

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 Association 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: 11/16/2023

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.

Recognition of Members/Appreciation | Recognition Plaque

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

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.

**Recognition of Members/Appreciation | Honorary Membership**

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

Policy amended: 01/28/2021  
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/CEO shall submit to the Board of Directors a list of individuals he/she recommends receive an Honorary membership. The status and benefits shall 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: 11/16/2023

Policy amended: 01/25/2024  
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.

A Past President 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 is employed by any entity that exhibits or has any other employee(s) who is(are) a Service Associate(s), the Past President will pay the Service Associate dues and Annual Conference fees (if employed at the time of the Conference). The Past President will retain voting rights in accordance with Policy 6100.

(cf. 6100, 6100.1)



Recognition of Members/Appreciation | President's Plaque

Policy adopted: 09/16/1981  
Policy reviewed: 11/16/2023

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: 11/16/2023

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.

**Recognition of Members/Appreciation | Extraordinary Contributions**

Policy adopted: 09/17/1985  
Policy reviewed: 11/16/2023

Policy amended: 01/25/2024  
Policy renumbered: XX/XX/XXXX

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The Board of Directors shall annually acknowledge individuals for their diligence, superior performance, and achievements in service to the school business public.

The Board of Directors shall be responsible for:

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

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

- Ronald E. Everett Distinguished Service Award
- Lighthouse Award
- Monarch Award
- Calvin Jackson Career Impact 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's website.