



## **ARTICLE VII | PROGRAMS AND SERVICES**

### **SERIES 7000**

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

This series will also set forth the Board's policy on other activities which generate revenue such as professional development offerings and the annual conference.

**ARTICLE VII****PROGRAMS AND SERVICES****SERIES 7000**

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## GOALS AND OBJECTIVES FOR PROGRAMS/SERVICES

Policy adopted: 02/08/1993

Policy reviewed: 01/28/2021

Policy amended: 04/11/2018

Policy renumbered: XX/XX/XXXX

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

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

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

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

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

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

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

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

## ARTICLE VII – PROGRAMS AND SERVICES

7100

### DUES-FINANCED PROGRAMS/SERVICES

Policy adopted: 11/16/1995

Policy reviewed: 01/28/2021

Policy amended: 04/11/2018

Policy renumbered: XX/XX/XXXX

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

## REVENUE-GENERATING PROGRAMS/SERVICES | SEMINARS

Policy adopted: 09/16/1981

Policy reviewed: 01/28/2021

Policy amended: 04/14/2021

Policy renumbered: XX/XX/XXXX

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Professional development, webinars and online learning shall primarily be developed to support the Association Mission Statement, and as a secondary goal, to generate revenue or at least break even to sustain and improve ongoing Illinois ASBO programs.

To this end, the goals of the Illinois ASBO Professional Development Programs are as follows:

1. Professional Development programs are defined as and include, but are not limited to, workshops, administrator academies, webinars, conferences, micro-credentials, online learning, in person learning and hybrid forms of learning.
2. To promote the professional image and activities envisioned in the Mission Statement of Illinois ASBO.
3. To engage in a program of professional development for persons carrying on activities in the field of school business administration for the benefit of schools and school systems.
4. To provide for in-service development, other than the Annual Conference, by means of informative literature and professional development.
5. To provide reliable, current information on vital issues in education, thereby assisting the school business official to perform more effectively his or her duties.
6. To provide an opportunity for networking and experience in the field of school business administration.
7. To broaden the horizon of the school and administration which, because of size or location of its district, has less opportunity for professional development.
8. To develop school business and service associate leaders.
9. To encourage the development of professional development jointly sponsored by Illinois ASBO and other appropriate associations.

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

Policy adopted: 09/16/1981  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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

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

The Deputy Executive Director/COO shall maintain criteria and procedures for the approval of these professional development offerings.

Policy adopted: 09/16/1981

Policy amended: 04/14/2021

Policy review: 01/28/2021

Policy renumbered: XX/XX/XXXX

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

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

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

**REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | DISCOUNTED AND/OR WAIVED  
REGISTRATION FEES**

Policy adopted: 09/16/1981  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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**Discounted Registration Fees**

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

- ISBE Employees: Because of the reciprocal relationship between the Association and ISBE, ISBE seminar registrants shall pay discounted fees as determined in advance by the Executive Director/CEO or Deputy Executive Director/COO.
- Multiple Speakers for A Seminar: If more than two speakers are presenting, a discounted fee will apply to all speakers. (See Waived Registration Fees below for one or two speakers per seminar.)
- Any speaker requesting PD Clock Hours, CPDUs, CPEs, etc., are required to pay 50% of the registration fee for the professional development program to receive credit.

**Waived Registration Fees**

Seminar registration fees shall be waived for the following individuals:

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



## ARTICLE VII – PROGRAMS AND SERVICES

7215

REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | PUBLICIZING OF PROFESSIONAL DEVELOPMENT

Policy adopted: 09/16/1981  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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Approved Illinois ASBO sponsored professional development may be publicized through Illinois ASBO via mailings, the Update magazine, broadcast fax, e-mail, the Illinois ASBO website and/or other electronic media for approximately 8-12 weeks prior to the date of the seminar.

(cf. 3232)

REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | SEMINAR EVALUATION

Policy adopted: 09/16/1981

Policy amended: 04/11/2018

Policy reviewed: 02/07/2018

Policy renumbered: XX/XX/XXXX

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

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

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

REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | ALCOHOLIC BEVERAGES

Policy adopted: 09/16/1981

Policy amended: 04/14/2021

Policy reviewed: 01/28/2021

Policy renumbered: XX/XX/XXXX

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No alcoholic beverages will be served at Illinois ASBO professional development offerings. This does not limit Illinois ASBO from serving alcoholic beverages before or following a seminar or at any other hospitality sponsored by Illinois ASBO. This does include breakout sessions at annual conference, at day conferences and in any professional development program sponsored by Illinois ASBO.

REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | JOINT PROFESSIONAL  
DEVELOPMENT/PROFIT SHARING

Policy adopted: 11/03/1982  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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Net profit of any professional development sponsored jointly between Illinois ASBO and other organizations, including but not limited to the following, shall be distributed as agreed and as negotiated by the Executive Director/CEO and/or the Deputy Executive Director/COO.

- Illinois Association of School Administrators (IASA)
- Illinois Association of School Boards (IASB)
- Illinois Principals Association (IPA)
- Northern Illinois University (NIU)
- Illinois State University (ISU)
- Illinois Association of Educational Office Professionals (IAEOP)
- Illinois Association of School Personnel Administrators (IASPA)
- Illinois Chapter of the National School Public Relations Association (INSPRA)
- Illinois Digital Educators Association (IDEA)

A distinction should be made between professional development offerings conducted by two parties and professional development offerings that merely state that the seminar is in "cooperation with" another agency. In the latter case, there may not be a distribution of the net profit.

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

## ARTICLE VII – PROGRAMS AND SERVICES

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REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | PROFESSIONAL DEVELOPMENT  
FEES/MEMBER DISCOUNTS

Policy adopted: 03/06/1983  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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

The fees shall be established by the Deputy Executive Director/COO, approved by the Executive Director/CEO, and incorporated into any membership dues structures that include seminar fees.

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

REVENUE-GENERATING PROGRAMS/SERVICES | PROFESSIONAL DEVELOPMENT | DISSEMINATION OF PROFESSIONAL DEVELOPMENT MATERIALS

Policy adopted: 06/20/1989  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: 04/08/2015

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

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

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

Policy adopted: 11/03/1982

Policy reviewed: 01/28/2021

Policy amended: 04/11/2018

Policy renumbered: XX/XX/XXXX

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

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

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

Policy adopted: 03/01/2012  
Policy review: 01/28/2021

Policy amended: 04/11/2018  
Policy renumbered: XX/XX/XXXX

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

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

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



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

Policy adopted: 06/18/1985

Policy amended: 04/14/2021

Policy reviewed: 01/28/2021

Policy renumbered: 03/01/2012

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

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

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

REVENUE-GENERATING PROGRAMS/SERVICES | ANNUAL CONFERENCE | ATTENDEES

Policy adopted: 06/12/1990

Policy reviewed: 01/28/2021

Policy amended: 04/11/2018

Policy renumbered: 03/01/2012

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

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

Policy adopted: 11/19/1998

Policy amended: 04/11/2018

Policy reviewed: 01/28/2021

Policy renumbered: 03/01/2012

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

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

Policy adopted: 06/21/2001

Policy amended: 03/01/2012

Policy reviewed: 01/28/2021

Policy renumbered: 03/01/2012

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

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

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

Policy adopted: 01/20/1987

Policy reviewed: 01/28/2021

Policy amended: 04/11/2018

Policy renumbered: XX/XX/XXXX

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

## ARTICLE VII – PROGRAMS AND SERVICES

7242

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

Policy adopted: 11/21/1996  
Policy reviewed: 01/28/2021

Policy amended: 04/11/2018  
Policy renumbered: XX/XX/XXXX

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

REVENUE-GENERATING PROGRAMS/SERVICES | PUBLICATIONS | PUBLICATION PRICING

Policy adopted: 04/21/1982

Policy reviewed: 01/28/2021

Policy amended: 11/16/1995

Policy renumbered: XX/XX/XXXX

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

1. Distribution to Illinois ASBO Members and ASBO Associations:
  - a. Distribution shall be on an actual cost basis or as a membership service as determined by the Board of Directors.
2. Distribution to all other Persons and Associations:
  - a. The Illinois ASBO Board shall determine a reasonable markup and offer its publications for sale to other educational associations, persons, and to the general public.

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

## REVENUE-GENERATING PROGRAMS/SERVICES | SCHOLARSHIPS

Policy adopted: 11/16/1984  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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The Association actively promotes research, professionalism, graduate study, certification programs, credential programs and other professional improvement programs for its members in the field of school business management.

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

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

Unless special exceptions are approved by the Board of Directors, the dollar value of all scholarships presented by the Board of Directors to students pursuing a Masters' Degree in School Business Management (SBM) or the Chief School Business Official (CSBO) endorsement to Professional Educator License shall equal the dollar value of premier student fees for two (2) CSBO internship registrations or three (3) semester hours of graduate level course work charged at Northern Illinois University. Students who have finished course work are eligible to receive scholarships regardless of whether or not they are currently enrolled.



## ARTICLE VII – PROGRAMS AND SERVICES

7311

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

Policy adopted: 06/19/1998

Policy amended: 04/14/2021

Policy reviewed: 01/28/2021

Policy renumbered: XX/XX/XXXX

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

\$2,500 to the Immediate Past President

\$1,000 each per retiring Director

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

Policy adopted: 11/17/2005

Policy amended: 04/14/2021

Policy reviewed: 01/28/2021

Policy renumbered: XX/XX/XXXX

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

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

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

Policy adopted: 11/17/2005  
Policy reviewed: 01/28/2021

Policy amended: 04/14/2021  
Policy renumbered: XX/XX/XXXX

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

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

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

Policy adopted: 09/16/1981

Policy amended: 04/14/2021

Policy reviewed: 01/28/2021

Policy renumbered: XX/XX/XXXX

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The Association's Board of Director's Policy Manual is available on the Association's website and is maintained by Association staff.