



## 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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## ARTICLE VII – PROGRAMS AND SERVICES

7000

### Goals and Objectives for Programs/Services

Policy adopted: 02/08/1993

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

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. 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, number 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, Chief Financial Officer or Association President. 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: 01/25/2024

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.

## ARTICLE VII – PROGRAMS AND SERVICES

7210

Revenue-Generating Programs/Services | Seminars

Policy adopted: 09/16/1981

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

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 Association programs.

To this end, the goals of the Association's 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 the Association.
3. To engage in a program of professional development for persons carrying out 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.

## ARTICLE VII – PROGRAMS AND SERVICES

7212

Revenue-Generating Programs/Services | Professional Development Programs | Criteria & Procedures for Approval of Illinois ASBO Sponsored Professional Development

Policy adopted: 09/16/1981

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: XX/XX/XXXX

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The need for Association 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 Executive Director/CEO, Chief Financial Officer, the Board of Directors Liaisons and the appropriate Professional Development Committee Chair must be included in the official process.

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

## ARTICLE VII – PROGRAMS AND SERVICES

7213

Revenue-Generating Programs/Services | Professional Development | Presenter Selection Guidelines

Policy adopted: 09/16/1981  
Policy reviewed: 01/25/2024

Policy amended: 06/14/2024  
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 to the discretion of the Executive Director/CEO, 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: 01/25/2024

Policy amended: 06/14/2024  
Policy renumbered: XX/XX/XXXX

### **Discounted Registration Fees**

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

- Illinois State Board of Education 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 his or her designee.
- 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.
- Member/attendee serving as moderator or host when an Association 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: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: XX/XX/XXXX

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

(cf. 3232)

## ARTICLE VII – PROGRAMS AND SERVICES

7216

Revenue-Generating Programs/Services | Professional Development | Seminar Evaluation

Policy adopted: 09/16/1981  
Policy reviewed: 01/25/2024

Policy amended: 06/14/2024  
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 or his or her designee, 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 in.

## ARTICLE VII – PROGRAMS AND SERVICES

7217

Revenue-Generating Programs/Services | Professional Development | Alcoholic Beverages

Policy adopted: 09/16/1981

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: XX/XX/XXXX

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

Revenue-Generating Programs/Services | Professional Development | Joint Professional Development/Profit Sharing

Policy adopted: 11/03/1982  
Policy reviewed: 01/25/2024

Policy amended: 06/14/2024  
Policy renumbered: XX/XX/XXXX

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

- 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)
- Illinois School Nutrition Association (ILSNA)
- Illinois State Board of Education (ISBE)

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

7219

Revenue-Generating Programs/Services | Professional Development | Professional Development Fees/Member Discounts

Policy adopted: 03/06/1983

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

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 Chief Financial Officer, 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.

## ARTICLE VII – PROGRAMS AND SERVICES

7220

Revenue-Generating Programs/Services | Professional Development | Dissemination of Professional Development Materials

Policy adopted: 06/20/1989  
Policy reviewed: 01/25/2024

Policy amended: 06/14/2024  
Policy renumbered: 04/08/2015

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It is consistent with the Mission of the Association 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 may 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 Executive Director/CEO or his or her designee.

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.

## ARTICLE VII – PROGRAMS AND SERVICES

7231

Revenue-Generating Programs/Services | Annual Conference | Annual Speakers

Policy adopted: 11/03/1982

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: XX/XX/XXXX

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General session speakers shall be paid as agreed by the speaker/or his/her agent by the Chief Financial Officer. Rooms, meals and transportation may also be reimbursed by agreement between the speaker/agent and the Chief Financial Officer.

Speakers such as sectional, super-sectional, panel members, clinic and other speakers shall ordinarily not be reimbursed if they are members of the Association. Likewise, transportation, meals, and room costs shall ordinarily not be reimbursed. Exceptions shall require the approval of the Executive Director/CEO or his or her designee.

## ARTICLE VII – PROGRAMS AND SERVICES

7232

Revenue-Generating Programs/Services | Annual Conference | Breakout Session Presenter Selection Guidelines

Policy adopted: 03/01/2012  
Policy review: 01/25/2024

Policy amended: 06/14/2024  
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 to the discretion of the Executive Director/CEO, 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 Association members first become members of the Association.

## ARTICLE VII – PROGRAMS AND SERVICES

7233

Revenue-Generating Programs/Services | Annual Conference | Site Selection

Policy adopted: 06/18/1985  
Policy reviewed: 01/25/2024

Policy amended: 06/14/2024  
Policy renumbered: 03/01/2012

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The Chief Financial Officer or his or her designee will solicit proposals from various sites that fit the criteria consistent with current conference requirements of the Association. The Board of Directors will review all proposals. After reviewing the proposals, the Board Executive Committee, Executive Director/CEO and Chief Financial Officer may make site visits to view the convention facilities and make a recommendation to the entire Board of Directors 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.

## ARTICLE VII – PROGRAMS AND SERVICES

7234

Revenue-Generating Programs/Services | Annual Conference | Attendees

Policy adopted: 06/12/1990

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: 03/01/2012

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School district members and nonmembers may attend the Annual Conference. Badges are nontransferable. Exceptions may be made at the discretion of the Executive Director/CEO or his or her designee.

Service Associates must be members to attend the Annual Conference. Registrations are transferable with a \$250 transfer fee.

## **ARTICLE VII – PROGRAMS AND SERVICES**

**7235**

Revenue-Generating Programs/Services | Annual Conference | Discounted and/or Waived Registration Fees

Policy adopted: 11/19/1998

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

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 or his or her designee.

## **ARTICLE VII – PROGRAMS AND SERVICES**

**7236**

Revenue-Generating Programs/Services | Annual Conference | Setting Annual Conference Dates

Policy adopted: 06/21/2001

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: 03/01/2012

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The setting of the dates for future Association annual conferences shall, whenever possible, be in late April or early 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.”

## **ARTICLE VII – PROGRAMS AND SERVICES**

**7241**

Revenue-Generating Programs/Services | Miscellaneous | Back-Up Speakers

Policy adopted: 01/20/1987

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: XX/XX/XXXX

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To ensure quality presentations for functions including the Annual Conference, the Board of Directors believe that contingency planning is essential. When deemed necessary, the Executive Director/CEO or his or her 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: 01/25/2024

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.

## ARTICLE VII – PROGRAMS AND SERVICES

7251

Revenue-Generating Programs/Services | Publications | Publication Pricing

Policy adopted: 04/21/1982  
Policy reviewed: 01/25/2024

Policy amended: 06/14/2024  
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 Association 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 Executive Director/CEO 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

## ARTICLE VII – PROGRAMS AND SERVICES

7310

Nonrevenue-Generating Programs/Services | Scholarships & Grants

Policy adopted: 11/16/1984

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

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, support service and facilities management.

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

The Executive Director/CEO or the Chief Financial Officer shall maintain the guidelines and procedures for administering the scholarship and/or grant programs subject to approval by the Board of Directors.

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.

Nonrevenue Generating Programs/Services | Scholarships & Grants | Past President's/Retiring Director Scholarship

Policy adopted: 06/19/1998

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

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 of Directors 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

## ARTICLE VII – PROGRAMS AND SERVICES

7312

Nonrevenue Generating Programs/Services | Scholarships & Grants | Illinois ASBO President's Award

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

Policy amended: 06/14/2024  
Policy renumbered: XX/XX/XXXX

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It is in the policy of the Association 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 Association's 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 Association's Annual Conference on the day the award is presented.

Nonrevenue Generating Programs/Services | Scholarships & Grants | Illinois ASBO Executive Director's Award

Policy adopted: 11/17/2005

Policy reviewed: 01/25/2024

Policy amended: 06/14/2024

Policy renumbered: XX/XX/XXXX

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It is in the policy of the Association to create and fund an Executive Director's 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 Association's Annual Conference. It shall be a special certificate/plaque 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 Association's Annual Conference on the day the award is presented.

## **ARTICLE VII – PROGRAMS AND SERVICES**

**7321**

Nonrevenue Generating Programs/Services | Publications | Board of Director's Policy Manual

Policy adopted: 09/16/1981

Policy reviewed: 01/25/2024

Policy amended: 04/14/2021

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.