



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: 11/16/2017

Policy amended: 02/07/2018

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. **Active** 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. **Designee** membership shall be available to those who are registered to pursue Illinois ASBO designation as Facilities Professionals or Support Professionals.
5. **Honorary and Life Honorary** members are to be selected by the Board of Directors.
6. **Emeritus** membership shall be available to any retired Active or retired Service Associate member. *(See item 8 below for additional clarification.)*
7. **Emeritus Foundation** membership shall be granted to any retired Active or retired Service Associate member who makes a single annual tax deductible Foundation donation of \$300 or more.
8. A Retired Active 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

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SERVICE ASSOCIATES (PURPOSE)

Policy adopted: 09/16/1981

Policy reviewed: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

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

SERVICE ASSOCIATES | APPLICATION FOR MEMBERSHIP

Policy adopted: 04/26/1995

Policy reviewed: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

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

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6400

ROUTES TO MEMBERSHIP

Policy adopted: 09/16/1981
Policy reviewed: 11/16/2017

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

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

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RIGHTS OF MEMBERSHIP

Policy adopted: 09/19/1981

Policy reviewed: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

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, and 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.

Reference: Illinois ASBO Bylaws
Article V, Section 1

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MEETINGS OF MEMBERS/ANNUAL MEETING

Policy adopted: 09/16/1981

Policy reviewed: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

The annual meeting of the members shall be held at the time of and during the annual meeting 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.

SPECIAL MEETINGS

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 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 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: 11/16/2017

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

The members of the Illinois Association of School Business Officials 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 regards to issues of public policy and/or legislation involving resource management of education.

Reference: Illinois ASBO Resolution Committee
May 3, 1979

RECOGNITION OF MEMBERS/APPRECIATION | APPRECIATION/RETIREMENT

Policy adopted: 09/16/1981

Policy reviewed: 11/16/2017

Policy amended: XX/XX/XXXX

Policy renumbered: 05/26/1982

The Illinois Association of School Business Officials 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

RECOGNITION OF MEMBERS/APPRECIATION | IN-MEMORIAM

Policy adopted: 09/16/1981

Policy reviewed: 11/16/2017

Policy amended: XX/XX/XXXX

Policy renumbered: 05/26/1982

In-memoriam to members who have passed away during the year, the Illinois Association of School Business Officials will reflect and express its appreciation of their services to the Association.

Reference: Illinois ASBO Resolution Committee Report
May 3, 1981

RECOGNITION OF MEMBERS/APPRECIATION | CONTINUOUS MEMBERSHIP

Policy adopted: 05/26/1982

Policy reviewed: 11/16/2017

Policy amended: 11/20/2014

Policy renumbered: 05/26/1982

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: 11/16/2017

Policy amended: XX/XX/XXXX

Policy renumbered: 04/15/2004

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: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: 04/15/2004

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 at the regular Active-Basic B level of members but 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: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

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.

Active – Premium Plus 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: 11/16/2017

Policy amended: XX/XX/XXXX

Policy renumbered: 05/26/1982

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.

RECOGNITION OF MEMBERS/APPRECIATION | PRESIDENT ELECT/TREASURER/DIRECTORS

Policy adopted: 09/16/1981

Policy amended: 07/14/1982

Policy reviewed: 11/16/2017

Policy renumbered: XX/XX/XXXX

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: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

The Board of Directors shall maintain and the President shall appoint members to the Illinois ASBO Foundation Governing Board whose duty it is to acknowledge individuals for their diligence, superior performance, and achievements in service to the school business public.

The Illinois ASBO Foundation Governing Board 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:

- Monarch Award
- Lighthouse 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 Website.

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6726.1a

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | RONALD E. EVERETT DISTINGUISHED
SERVICE AWARD | BASIS FOR NOMINATION

Policy adopted: 09/17/1987
Policy reviewed: 11/16/2017

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

Current Illinois ASBO Officers, Board of Directors and members of the immediate family of those are not eligible for nomination.

Nominees for the Ronald E. Everett Distinguished Service Award shall be limited to Active or Emeritus school business members of Illinois ASBO.

In evaluating nominees, consideration should be given to the overall ability, accomplishments and contributions of the individual to the school business profession. Other factors to be considered may include the following:

- There is evidence of outstanding contributions to the advancement of professional school business practices in Illinois (i.e. service or achievements above and beyond what is expected in the usual school business role).
- The individual has been a practicing school business official or superintendent for at least five years.
- The individual shows a strong commitment to the profession by active membership in his/her national and state professional association.
- There is evidence that the individual is respected by his/her colleagues and the community at large.
- The individual has been active and fulfilled useful roles in his/her community, distinguishing himself/herself as a leader in civic, religious or humanitarian activities as well as in the school business public.
- The individual has shown strong (school business) leadership and demonstrate orderly and efficient (school business) operations, having set high expectations for (school business) staff and others.
- Other factors concerning the nominee's qualifications regarded as significant will also be considered.

ARTICLE VII – PROGRAMS AND SERVICES

6726.4

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | ABOVE AND BEYOND AWARD

Policy adopted: 01/26/2012

Policy reviewed: 11/16/2017

Policy amended: 02/07/2018

Policy renumbered: XX/XX/XXXX

The Above and Beyond Award was established to recognize a Service Associate Member of Illinois ASBO for going “Above and Beyond” what would be considered normal expectations on behalf of the Association as demonstrated through specific actions over the past year. The selection shall be solely that of the Illinois ASBO headquarters staff.

The award, if given, shall be made at the Annual Conference of the Association. It shall be an award of distinction, with a press release to statewide newspapers and the firm’s local newspaper, a letter from the current Illinois ASBO President and Executive Director/CEO, an article in the Update magazine, and recognition on the Illinois ASBO website.

The Board of Directors and the Service Associate Advisory Committee will be informed of the recipient in advance.

ARTICLE VII – PROGRAMS AND SERVICES

6276.5

RECOGNITION OF MEMBERS/APPRECIATION | EXTRAORDINARY CONTRIBUTIONS | CALVIN JACKSON CAREER IMPACT AWARD

Policy adopted: 02/07/2018
Policy reviewed: XX/XX/XXXX

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

Illinois ASBO will regularly award the Calvin Jackson Career Impact Award to honor Cal's significant service to Illinois ASBO and his leadership within the Statewide School Management Alliance. Recipients will be active or emeritus School District or Service Associate Members of Illinois ASBO who have demonstrated over the course of their career, a commitment to leverage their expertise to further the quality of the work of Illinois ASBO.

The award, if given, shall be made at the Annual Conference of the Association. It shall be an award of distinction, with a press release to statewide newspapers and the firm's local newspaper, a letter from the current Illinois ASBO President and Executive Director, an article in the Update magazine, and on the Illinois ASBO Website.

When nomination forms have been received, the Illinois ASBO Foundation Governing Board and the Executive Director of the Association shall meet to judge the merit of the nomination(s) based on factors established by the Cal Jackson Career Impact Award policy and regulations. This committee shall render its decision and recommend to the Board of Directors for its action those who shall be recognized.