



ARTICLE VIII | COMMITTEES AND LIAISONS

SERIES 8000

The policies and regulations in this series set a framework for the Illinois ASBO Committees.

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*No adopted policy at present writing.

CONSTITUTIONAL COMMITTEES | AUDITING COMMITTEE

Policy adopted: 11/16/1984

Policy reviewed: 04/11/2018

Policy amended: 05/04/2018

Policy renumbered: XX/XX/XXXX

The Auditing Committee shall be comprised of the Programs & Services Committee of the Board of Directors and Executive Director/CEO. The current Treasurer shall serve as Chair of the committee.

The committee shall meet at the call of the Treasurer for the purpose listed below:

1. When auditing proposals are to be sought, draft the specifications of services to be rendered, disseminate the specifications to various auditing firms, evaluate the various responses and make a recommendation regarding retention of an Auditing Firm. The proposal will request a multi-year (3-year) contract with an opt-out clause.
2. Review the audit and management letter.
3. To work with the board and staff when deemed necessary by the Board to bring about necessary changes and improvements in the financial accounting and record keeping of the Association indicated by the "Management Letter" of the Annual audit or from other sources. A copy of the audit report and management letter shall be provided to each member of the Board of Directors.
4. Other duties as may be assigned by the Board of Directors.

CONSTITUTIONAL COMMITTEES | NOMINATING AND ELECTION COMMITTEE

Policy adopted: 09/16/1981
Policy reviewed: 04/11/2018

Policy amended: 09/03/2015
Policy renumbered: XX/XX/XXXX

The Nominating and Election Committee shall be comprised of seven active members. The Immediate Past President shall be a member and serve as Chair. The other six members shall be appointed by the President not less than five months prior to the Annual Conference and in accordance with Regulation 8120.1. In the event that any of the six appointed committee members cannot participate, the President may choose an alternate. In addition, the International ASBO Relations Committee will serve as ex officio members.

This committee shall meet at least once, at least sixty days prior to the annual conference, for the purpose of interviewing, selecting and recommending nominees for elective offices and for members of the Board of Directors of the Illinois Association of School Business Officials.

This committee shall be responsible for the establishment of election procedures and the conduct of the annual election.

The applications of the nominated candidates will be disseminated to the membership.

Reference: Illinois ASBO Bylaws
Article VII, Section 2
Calls for Annual Board Approval

CONSTITUTIONAL COMMITTEES | CONSTITUTES A BALLOT ELECTION

Policy adopted: 11/16/1984

Policy reviewed: 04/11/2018

Policy amended: 09/03/2015

Policy renumbered: XX/XX/XXXX

A ballot election is required if the Nominating/Election Committee receives from a member(s) a Petition for Board of Directors form prior to April 1. The Committee will then verify the qualifications of the new candidate(s) and announce to the membership the candidates and the need for a ballot election at the Annual Conference.

CONSTITUTIONAL COMMITTEES | BYLAWS COMMITTEE

Policy adopted: 09/16/1981

Policy reviewed: 04/11/2018

Policy amended: 09/03/2015

Policy renumbered: XX/XX/XXXX

Suggested changes or additions to the Bylaws may be proposed at any time to the President or to the Chair of the Committee on Bylaws. Such proposals for changes or additions shall be referred to this committee for recommendation.

The Committee must refer all requests, along with the recommendations, to the Board of Directors for action.

Reference: Illinois ASBO Bylaws
Article XI, Sections 1 and 2

ARTICLE VIII – COMMITTEES AND LIAISONS

8150

CONSTITUTIONAL COMMITTEES | SPECIAL COMMITTEES

Policy adopted: 09/16/1981

Policy reviewed: 04/11/2018

Policy amended: 04/30/1987

Policy renumbered: XX/XX/XXXX

The President may appoint such special committees as may be deemed necessary by the Board of Directors to carry out the provisions of the Articles of Incorporation and Bylaws of the Association.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC)

Policy adopted: 09/10/1998
Policy reviewed: 04/11/2018

Policy amended: 09/03/2015
Policy renumbered: 03/18/1999

The purpose of the Service Associates Advisory Committee (SAAC) is to promote the full activity of the Service Associate Members of Illinois ASBO, to ensure that issues relevant to the Service Associates are discussed and addressed by the Illinois ASBO Board of Directors and to facilitate Service Associate representation on the Illinois ASBO Board of Directors.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | COMMITTEE MEMBER
ELIGIBILITY

Policy adopted: 09/10/1998
Policy reviewed: 04/11/2018

Policy amended: 05/04/2018
Policy renumbered: 03/18/1999

The Service Associate Advisory Committee (SAAC) shall consist of 8 elected members:

- 6 Committee Members; 4 year staggered terms
- 1 Vice Chair; 1 year term (*selected from and service conterminously as the third year committee person*)
- 1 Chair; 1 year term (automatic succession from Vice Chair and served conterminously as the fourth year committee term)
- 1 Past Chair; 1 year term

The Immediate Past President and Executive Director/CEO of Illinois ASBO shall serve as ex-officio voting members of the SAAC.

At the Service Associate Annual Business Meeting, held at Illinois ASBO's Annual Conference, two members selected by a nominating committee are approved by Service Associate members. The terms begin July 1 and end June 30, but nominated members will be invited to attend end of year SAAC meetings and the Board Retreat.

Only Service Associate members in good standing are eligible to serve on the SAAC. No firm may have more than one representative on the SAAC at one time. Previous members of the SAAC are eligible for re-nomination one year after their term has expired, unless there are an insufficient number of applications to fill a vacant committee member position or a current SAAC member resigns and a member is nominated to fill out an existing term. Previous SAAC Chairs are eligible for re-nomination three years after their term has expired.

The Illinois ASBO Board of Directors must approve any variable to the normal eligibility for re-nomination.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | OFFICERS

Policy adopted: 09/10/1998

Policy amended: 05/04/2018

Policy reviewed: 04/11/2018

Policy renumbered: 06/16/2000

The SAAC shall consist of three officers:

VICE CHAIR

Prior to the Annual Conference, the SAAC shall elect one of the current second year committee members to serve a 1-year term during his/her third year on the SAAC. The other second year committee member not selected will automatically serve for three years on the Foundation Governance Board.

CHAIR

Following a one year term as Vice Chair, the Vice Chair automatically succeeds to Chair.

PAST CHAIR

Following a one year term as Chair, the Chair automatically succeeds to Past Chair.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | VACANCIES

Policy adopted: 09/10/1998
Policy reviewed: 04/11/2018

Policy amended: 04/19/2012
Policy renumbered: 03/18/1999

Any vacancy on the SAAC may be filled by temporary appointment by the remaining members subject to approval by the Illinois ASBO Board of Directors. When a change in employment causes a firm to have more than one representative on the SAAC at one time, the remaining members of the SAAC shall decide which position becomes vacant. In the event that it cannot be resolved by the SAAC, the determination will be made by the Illinois ASBO Board of Directors.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | EXPENSES

Policy adopted: 09/10/1998
Policy reviewed: 04/11/2018

Policy amended: 05/04/2018
Policy renumbered: 06/16/2000

All out of pocket travel expenses incurred by the SAAC members to attend SAAC meetings and/or carry out SAAC assignments and duties shall be reimbursed by Illinois ASBO. Claims are to be submitted to the Executive Director/CEO on a form provided and within 90 days of such travel.

Exception: Travel reimbursement will not be made for meetings held in conjunction with the Annual Conference of the Illinois Association of School Business Officials.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | REGULAR MEETINGS

Policy adopted: 09/10/1998

Policy amended: 05/04/2018

Policy reviewed: 04/11/2018

Policy renumbered: 03/18/1999

The SAAC shall hold regular meetings, such meetings being held approximately two (2) weeks before the September, November, February and April regular meetings of the Board of Directors.

Other meetings may be called by the Chair or the SAAC as deemed necessary.

QUORUM

A quorum exists when four SAAC members and the Immediate Past President or Executive Director/CEO are present.

MAJORITY REQUIRED FOR ACTION

A majority vote of those members present and voting shall be sufficient to carry a motion or for acting upon Service Associate Membership applications.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | SERVICE ASSOCIATE ANNUAL BUSINESS MEETING

Policy adopted: 09/10/1998
Policy reviewed: 04/11/2018

Policy amended: 05/04/2018
Policy renumbered: 03/18/1999

The Service Associate Annual Business Meeting shall be held in conjunction with the Annual Conference of the Illinois Association of School Business Officials. Each Service Associate member shall have one vote on any question coming before the membership.

AGENDA

The agenda for the Service Associate Annual Business Meeting shall include: 1) the affirmation of members to the SAAC, 2) any issues brought before the membership by the SAAC, and 3) any appropriate issues raised from the floor by a member.

CONSTITUTIONAL COMMITTEES | SERVICE ASSOCIATE ADVISORY COMMITTEE (SAAC) | NOMINATING COMMITTEE

Policy adopted: 09/10/1998
Policy reviewed: 04/11/2018

Policy amended: 05/04/2018
Policy renumbered: 09/03/2015

The SAAC shall recommend to the Board of Directors, a list of Service Associate members, no fewer than 8, to be considered for appointment to the SAAC Nominating Committee. The Nominating Committee shall be made up of six Service Associate members, including at least one prior SAAC Chair: the two members of the SAAC completing the second year of their terms and four members recommended to the Board of Directors by the SAAC, in addition to two alternates.

The SAAC shall establish its own criteria for recommending Nominating Committee members, taking product line, geography, tenure in the Association, etc., into consideration.

At the Service Associate Annual Business Meeting, the Nominating Committee shall recommend a slate of candidates to fill the two (2) expiring terms on the SAAC, as well as a candidate to fill the remainder of any unexpired terms created by a vacancy.

COMMITTEES FOR THE BOARD OF DIRECTORS | POLICY COMMITTEE

Policy adopted: 07/14/1982

Policy reviewed: 04/11/2018

Policy amended: 05/04/2018

Policy renumbered: XX/XX/XXXX

The Policy Committee is comprised of the Board of Directors and the Executive Director/CEO and is chaired by the President Elect. This Committee is responsible for the process of the identification and development of Policy statements of the Association and shall review the entire Policy Manual over a three year period. The selection of the specific sections will be done in simple rotation unless stipulated by the President Elect.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

LIAISONS FOR THE BOARD OF DIRECTORS | PROFESSIONAL EDUCATIONAL ORGANIZATIONS

Policy adopted: 04/06/1989

Policy amended: 03/18/1999

Policy reviewed: 04/11/2018

Policy renumbered: XX/XX/XXXX

Illinois ASBO will maintain an ongoing program of cooperative services with other Illinois professional educational organizations to promote effective management practices in public and private school.

ANNUAL CONFERENCE COMMITTEES | RESOLUTIONS COMMITTEE

Policy adopted: 09/16/1981

Policy reviewed: 04/11/2018

Policy amended: 05/04/2018

Policy renumbered: XX/XX/XXXX

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1. Resolutions shall be developed and disseminated prior to each annual conference.
 2. Resolutions suggested by any member of the Association shall present such resolutions in writing to the Executive Director/CEO.
 3. No resolutions shall be accepted from the floor at any session of the annual conference.
 4. All resolutions shall indicate the suggested distribution of the resolution if accepted and approved by the membership. It shall become the responsibility of the Executive Director/CEO to make such distribution of approved resolutions as is directed in the resolution.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

ARTICLE VIII – COMMITTEES AND LIAISONS

8500

SPECIAL ASSIGNMENTS

Policy adopted: 09/16/1981
Policy reviewed: 04/11/2018

Policy amended: 09/03/2015
Policy renumbered: XX/XX/XXXX

The President of the Association may, from time to time, make Special Assignments to investigate and make recommendations on particular problems.

Board members shall be considered ex-officio members of such assignments. One or more board members will normally be designated as board representative to each such "Special Assignment" established by the President.

Reference: Illinois ASBO Bylaws
Article VII, Section 4

ARTICLE VIII – COMMITTEES AND LIAISONS

8600

PROFESSIONAL DEVELOPMENT COMMITTEES

Policy adopted: 09/16/1981

Policy reviewed: 04/11/2018

Policy amended: 01/18/1996

Policy renumbered: XX/XX/XXXX

The Association recognizes the importance of Professional Development committees and their value to school business management and the enhancement of the Association.

In addition, the Association recognizes the need to prepare future Association leadership by providing a means whereby members may make substantive contributions.

Therefore, the Association shall annually establish a series of committees to facilitate Association goals.

Reference: Illinois ASBO Bylaws
Article VII, Section 3

PROFESSIONAL DEVELOPMENT COMMITTEES | ACTIVITIES - EDUCATIONAL SURVEYS AND QUESTIONNAIRES

Policy adopted: 12/08/1993

Policy reviewed: 04/11/2018

Policy amended: 05/04/2018

Policy renumbered: XX/XX/XXXX

Professional Development Committees are encouraged to provide relevant information and data for the membership of the organization. On occasion, a survey of the membership or other segments of the educational and business communities by a Professional Development Committee may be desirable. Professional Development Committees shall adhere to the following procedures when conducting and distributing the results of surveys and questionnaires:

1. Surveys and questionnaires shall reflect the goals and objectives of the organization.
2. Surveys and questionnaires shall be designed to insure a high degree of reliability and validity.
3. All surveys and questionnaires shall be submitted to the Executive Director/CEO and/or the Deputy Executive Director/COO for approval prior to distribution.
4. Results shall be reviewed with the Executive Director/CEO and the Deputy Executive Director/COO prior to distribution to the membership.
5. Distribution of results to outside organizations or individuals, under such conditions, shall be approved by the Board of Directors.

PROFESSIONAL DEVELOPMENT COMMITTEES | EXPENSE REIMBURSEMENTS

Policy adopted: 06/14/2013

Policy reviewed: 04/11/2018

Policy amended: XX/XX/XXXX

Policy renumbered: XX/XX/XXXX

Expense reimbursement to committee members for official PDC travel, excluding the annual conference, will follow Illinois ASBO's travel reimbursement policy.

PROFESSIONAL DEVELOPMENT COMMITTEES | MATERIAL DEVELOPMENT

Policy adopted: 06/14/2013
Policy reviewed: 04/11/2018

Policy amended: 05/04/2018
Policy renumbered: XX/XX/XXXX

In the event that an individual serves on a Professional Development Committee, all products generated by the PDC become sole property of Illinois ASBO and no member of the PDC may use the project deliverables and intellectual properties or any other works of the group to derive personal gain.

Project deliverables and intellectual properties are defined as, but not limited to, the following: audio and/or video, articles, white papers, articles for Update, webinars, Keynote, Prezi and Power Point presentations.

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE MEMBERS

Policy adopted: 06/04/1991

Policy reviewed: 04/11/2018

Policy amended: 06/14/2013

Policy renumbered: 06/14/2013

The Illinois ASBO Board of Directors believes in and supports the active involvement of its members and Service Associates as Professional Development Committee members. All committees serve to benefit the greatest number of Illinois ASBO member's possible and to advance the school business management profession.

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE CHAIRS

Policy adopted: 09/16/1981

Policy reviewed: 04/11/2018

Policy amended: 09/03/2015

Policy renumbered: 06/14/2013

The Illinois ASBO Board of Directors believes that a Professional Development Committee can function more effectively with a well-defined role for its leader.

Therefore, a list of job responsibilities for the Professional Development Committee Chairs shall be formulated as an administrative regulation.

A Professional Development Committee Chair shall be a currently employed voting Active member. Should a Chair cease to be employed, that person has until the end of the second fiscal year (June 30th) following the beginning of unemployment to obtain employment or that person must forfeit the Chair position. A Professional Development Committee Chair should encourage leadership in the Professional Development Committee by working with the board liaison to cultivate a Vice Chair to assume some of the responsibilities.

The Board of Directors reserves the right to appoint and remove Professional Development Committee Chair when it deems doing so is in the best interests of the membership and/or the Association.

ARTICLE VIII – COMMITTEES AND LIAISONS

8760

DELEGATE ADVISORY ASSEMBLY

Policy adopted: 01/25/2007
Policy reviewed: 04/11/2018

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

The Association recognizes the importance to provide a structure for members to debate and discuss legislative issues that may result in an Association endorsed position.

Therefore, the Association shall establish the Delegate Advisory Assembly (DAA).

DELEGATE ADVISORY ASSEMBLY | ELIGIBILITY OF SERVICE

Policy adopted: 01/25/2007

Policy reviewed: 04/11/2018

Policy amended: 09/03/2015

Policy renumbered: XX/XX/XXXX

Delegate positions are considered vacant when one of the following occurs:

1. A delegate resigns his/her seat.
2. A delegate no longer works in the region they are elected in.
3. A delegate is no longer a member of the professional development committee they were elected by.
4. A delegate is no longer a member of the association.
5. A delegate misses three consecutive scheduled assemblies.

Members are responsible for notifying the chair of the Delegate Advisory Assembly of such changes.

Reference: DAA Governance, Article I

DELEGATE ADVISORY ASSEMBLY | VOTING RIGHTS

Policy adopted: 01/25/2007
Policy reviewed: 04/11/2018

Policy amended: 09/03/2015
Policy renumbered: XX/XX/XXXX

The following members shall have one vote on all matters brought before the assembly: Regional delegates, Professional Development Committee (PDC) delegates, SAAC delegates, and Illinois ASBO Board Appointee delegates. Absentee balloting shall not be allowed. In the absences of an elected delegate from a PDC or a Regional Organization the alternate delegate elected from that PDC or Regional Organization shall have the right to vote on all matters before the Assembly.

Reference: DAA Governance, Article II

Policy adopted: 01/25/2007
Policy reviewed: 04/11/2018

Policy amended: 05/04/2018
Policy renumbered: XX/XX/XXXX

CHAIR

The Chair shall be non-voting.

Term

The Term of the Chair shall be for two years.

Designation and Duties

1. The Chair shall establish the agenda for the meetings in consultation with the Assembly leadership, which will include the President of the Association, the Executive Director/CEO, the Legislative Liaison of the Association and the Vice Chair of the Assembly.
2. If the Chair desires to continue as Chair beyond his/her two year term, the Chair must apply for the Vice Chair position.

VICE CHAIR

The Vice Chair position shall be non-voting. If a delegate, must resign as delegate.

Term

The Term of the Vice Chair shall be for two years.

Designation of Duties

1. The Vice Chair is expected to attend all Assembly meetings as well as the management meeting held several weeks prior to each Assembly meeting.
2. The Vice Chair shall chair the Assembly in the event the chair is unable to do so and to assist in the management of the Assembly as needed.
3. The Vice Chair may also be called on to chair committees established by the Assembly as the Assembly sees fit.
4. Vice Chair automatically succeeds to the Chair position, which is a two year term also.

Nominating Process of Vice Chair

1. From the Illinois ASBO Executive Director/CEO (or his designee), an Application for Vice Chair will be sent to all Illinois ASBO members on October 1 prior to the expiring term of the current Vice Chair with a deadline date of December 15. (Election takes place in odd year and the Chair assumes role in the spring of the even year.)
2. The Illinois ASBO Board of Directors will review the recommendation and take action to confirm or not confirm each nominee for potential selection by the Assembly, ahead of the Spring Meeting.
3. At the spring meeting of the Assembly, a vote will be taken to choose an Assembly Vice Chair from the list of confirmed nominees. In the event of a tie, additional ballots will be taken until one nominee is elected to serve as the Assembly Vice Chair.

PARLIAMENTARIAN

The President of Illinois ASBO shall serve as Parliamentarian for the Assembly.

RECORDING SECRETARY

Such requirements for a recording secretary and other such needs shall be taken care of by the Office of the Executive Director.

Reference: DAA Governance, Article III

Policy adopted: 01/25/2007

Policy reviewed: 04/11/2018

Policy amended: 05/04/2018

Policy renumbered: XX/XX/XXXX

1. The Delegate Advisory Assembly shall create a structure and rules of conduct to facilitate its business to allow all members of the Assembly an equal voice and debate on all matters heard.
2. Meetings shall be conducted according to the most recent version of Robert's Rules of Order unless the Delegate Advisory Assembly by 2/3 votes adopts other rules.
3. Quorum shall exist when 15 members are present for a scheduled meeting with a pre published agenda.
4. The Assembly shall meet at least twice within 12 months. Other meetings may be called by the Board of Directors of the Association or by 30+ members of the Delegate Advisory Assembly.
5. The Assembly may recommend to the Board of Directors of Illinois ASBO the establishment of an internal committee structure, policies and procedures as it sees necessary to manage its business. The Board of Directors of Illinois ASBO must act on all recommendations, i.e., approve, disapprove and return for further consideration. Any positions held within the Delegate Assembly are not transferable by office.
6. Alternate Delegates shall receive all of the same communications and information in the same manner as Delegates and may attend Assembly meetings but vote and participate only when the Delegate for whom they were elected to represent is not in attendance.

OTHER PARTICIPANTS

The Assembly meetings shall be open to all members of the Association. Its meetings and minutes shall be posted on the Association's Website in a specific place for such items. Executive directors, and officers of other partners of the Association, such as the members of the Management Alliance, shall be invited to attend the meetings of the Assembly. The Executive Director/CEO and the President of Illinois ASBO may invite additional people whose presence would assist the Assembly in its work.

AMENDMENTS TO THE GOVERNANCE

The governance document may be amended by the Board of Directors of Illinois ASBO or by majority vote of the membership of Illinois ASBO at the Annual Conference.

Reference: DAA Governance, Article IV

ASBO INTERNATIONAL RELATIONS

Policy adopted: 01/16/1985

Policy reviewed: 04/11/2018

Policy amended: 05/04/2018

Policy renumbered: XX/XX/XXXX

The Illinois ASBO Board of Directors actively supports involvement of its members in ASBO election matters including the election of officers and directors. To facilitate this member involvement, the Board of Directors establishes annually an ASBO International Relations Steering Committee to coordinate, educate and communicate regarding the ASBO Elections. The President Elect shall name the Chair of this Committee.

When candidates are being selected or recruited for potential nomination for ASBO International leadership, an ASBO Political Action Committee shall be established. The ASBO Political Action Committee of Illinois ASBO shall be composed of Past Presidents of Illinois ASBO designated by the President Elect, the current officers of Illinois ASBO (Immediate Past President, President, President Elect, and Treasurer), the Executive Director/CEO and any Past Presidents of ASBO who currently reside in Illinois and are active in the State Association. This Committee will serve as the nominating committee for ASBO Director and Vice President Candidates from Illinois. Any recommendations made by the Committee will be submitted to the Illinois ASBO Board of Directors for approval.

REGIONAL ORGANIZATIONS

Policy adopted: 11/16/1990

Policy reviewed: 04/11/2018

Policy amended: 04/19/2012

Policy renumbered: XX/XX/XXXX

Illinois ASBO recognizes the importance of regional organizations and their value to school business management and the enhancement of the Association.

The Association also recognizes the need and encourages all Illinois ASBO members and nonmembers to meet within one or more regional groups to discuss school business management issues that may be pertinent to their specific geographic area or to the state as a whole.

In addition, the Association recognizes that regional organizations support the goals and objectives of the Association.

Therefore, the Association shall establish a series of criteria by which a regional group must meet in order to be recognized by the Association.

Members of the Illinois ASBO Board of Directors will serve as a liaison to Regional Organizations.