



Standard Operating Procedures For Committees

The president appoints all committees, subject to board approval at its first organizational meeting. By virtue of the office, the president and executive director, if one, shall be members of all committees. Each committee shall consist of at least one governor with the exception of the Hall of Fame. All officers, directors, committee members shall sign the fiduciary responsibility form, incorporated herein.

Committees are encouraged to submit articles for the magazine, newsletter and/or website. All officers, governors and committee members are representatives of the Illinois State Auctioneers Association, Inc. and should conduct themselves in a professional manner.

If these policies and procedures conflict with the Bylaws, the Bylaws shall take precedence.

~ BYLAWS ~

Responsibilities: Review, consider and recommend bylaw changes to the Board of Governors; answer questions raised during membership meeting. A parliamentarian, appointed by the president, will serve on the committee and be available at the membership meeting to maintain decorum and address questions of parliamentary procedure.

~ CONFERENCES: Annual ~ February

Description: Work with education committee and staff to provide education, networking and social opportunities for members, including pre- and post-conference activities such as tours and entertainment.

FUN AUCTION SUBCOMMITTEE:

Responsibilities: Organize and conduct the Fun Auction at the Annual Conference. Arrange for clerking and cashiering; encourage members and districts to bring items. Seek other ways in increase participation.

~ CONTESTS: State Championship ~

Description: Organize and conduct the State Auctioneer Championship Contest using the rules and scoring method of the International Auctioneer Championship (IAC) contest. The contest will be on Lincoln Stage on a date determined by the State Fair. Review rules and submit changes/additions to the board for approval. Seek sponsors; invite them to provide banners for display on stage at contest site. Arrange for five judges (including but not limited to president, reigning champion, most recent Hall of Fame inductee(s)); obtain bios for inclusion in contest program.

~ EXECUTIVE COMMITTEE ~

As defined in Bylaws, Article VIII, Section 3, the Executive Committee shall consist of the officers and the executive director (agent), if one, and shall have and may exercise, when the Board of Governors is not in session, all of the powers of the Board of Governors in the day-to-day management of the business and affairs of the corporation. The Executive Committee shall consider and make recommendations on matters pertaining to staff and contract negotiation. An evaluation form, *incorporated herein*, will be completed by the board and submitted to the president. An annual review will be held with staff. Serve as the search committee when replacement of staff is required.

FINANCE/BUDGET ~

Illinois Auctioneers Association, Inc. is a 501.c(6) non-profit corporation. It does not have IRS tax exempt status. The association does not need an Illinois sales tax permit and should not incur any liability for unrelated business income, such as selling its membership list. Sale of incidental membership materials to members is not a taxable event. Trade associations may hold up to six fundraising events per year without jeopardizing their status.

The corporate books are maintained in the ISAA office and prepared by the ISAA staff under the supervision of the secretary-treasurer. The secretary-treasurer and/or executive director (agent) shall act as signatories. Investments shall be made upon the recommendation of the secretary-treasurer and approval of the Board of Governors.

Financial reports shall be provided to the Board of Governors as requested. ISAA staff is responsible for supplying required information to an accountant/accounting firm for preparation and timely filing of IRS 990 Non-Profit tax returns. Annual reports shall be timely filed with the Secretary of State by ISAA staff.

The secretary-treasurer's duties are more specifically described in Article VII, Section 5(d) of the Bylaws. As defined in Section 6, the duties of the treasurer may be assigned by the Board of Governors to an authorized agent.

An annual budget shall be prepared by the finance committee for board approval.

Non-dues revenue and other ways & means projects shall be continued pursued by the committee for recommendation to the Board of Governors.

In-house bookkeeping and reporting procedures should be conducted in such a manner as to protect the association and/or as recommended by a CPA audit or review

~LEGISLATIVE

Responsibilities: Keep abreast of proposed legislation, laws and administrative rules that affect the auction industry. Consider and recommend proposed legislative action to the Board of Governors. Write articles/reports for associations publications.

Propose activities to strengthen the identity of the association and the auction method with the legislature. Invite area legislators to conferences. Consider “Friend of the Industry” award to key legislator(s).

Recommend speakers/topics to convention committee to meet the needs of the membership and the industry.

Contract, monitor and direct lobbyist, if one, and register as principal as required by the Illinois Secretary of State.

Recommend contributions from Political Action account to legislators; must be approved by the Board of Governors.

LICENSE/EDUCATION

Purpose: To provide a service to licensed Auctioneers of continuing education necessary for license renewal, presented, administered and defined by Illinois Auction Law and Administrative Rules.

~ MARKETING ~

Responsibilities: Oversee marketing program including website and special events. Pursue projects to promote the association to prospective members, vendors, sponsors and consumers. Generate ideas for branded items, such as shirts, caps, crocks, lapel pins, bumper stickers, decals. Recommend methods to promote the auction method of marketing and special events therefore; pursue Governor’s Proclamation for National Auction Day in April each year. Recommend media releases for preparation by staff.

~ MEMBERSHIP ~

Responsibilities: The Bylaws specify that members must be Illinois licensed auctioneers. Develop and organize a membership drive or campaign. Review membership application and benefits brochure; recommend changes/additions. Recruit and retain members on an ongoing basis. Set an annual goal for membership and set up monthly goals for members to work toward. Welcome new members at conference and present them with new member packet (gavel, decals, lapel pin, last magazine and newsletter). Write articles for magazine, newsletter, website, including interviews/photos of new members. Determine what other states are doing to recruit and retain members. Look for new ideas for member retention and recruitment. Pursue additional membership benefits, such as local and long distance phone service, car rental, credit card program, health and liability insurance, personal protection plan to ward off identity theft, cooperative advertising, etc. Officers, governors and committee members are encouraged to recruit five new members each year and mentor them to make sure they are happy with their membership.

~ NOMINATING ~

Responsibilities: Recruit, review printed indications of interest, interview and recommend candidates for office; submit slate and photos to ISAA in advance; publish in advance if time allows.

Meet with candidates prior to election; review the Code of Ethics, bylaws, responsibilities (Article III), policies and procedures; answer questions.

Chairman present the slate at the annual meeting where election takes place; conduct the election; announce procedure for election; call for nominations from the floor three times. Entertain motion to close the nominations or unanimous vote of affirmation. After receiving results, announce the winners but do not announce the number of vote.

~ HALL OF FAME ~

Purpose: Honor outstanding ISAA members for their contribution to the association, the auction industry, their families, communities and church.

~ SCHOLARSHIP~

The Hachmeister Memorial Scholarship

Purpose: To award \$500 scholarship(s) to child(ren) or grandchild(ren) of members of the Illinois State Auctioneers Association from the ISAA Scholarship Money Market account.

Said account was established by the ISAA Auxiliary when it was dissolved. Said account cannot be used for any other purpose unless approved by the Scholarship Committee and the Board of Governors. The account will be funded by a designated auction held during the annual conference or at such other times as the Board of Governors approve.