



GUIDE BOOK
FOR ASI
CHAPTERS
AND **UNION**
REPRESENTATIVES





Table of Contents

Mission Statement	4
History of ASI	4
ASI Strategic Plan	7
Constitution and Bylaws	12
Chapter Officer Descriptions	24
Additional Tips	30
Major Elements of a Successful Chapter Convention	30
Recommended Reading	30

Mission Statement

The purpose of ASI is to connect and equip lay ministries, business people, professionals and their families to regularly and passionately share Christ in the marketplace and actively support the Adventist Church's mission of sharing the Three Angels' Messages of God's love and grace.

As such, ASI is a Seventh-day Adventist organization of supporting ministries, businesses and professionals who are responding to the call of God to actively share Christ's love and hope with the world.

History and Story of ASI

From the start, ASI has always been a layperson's movement. The story of ASI cannot be told without making mention of Dr. Edward Alexander Sutherland (E. A. Sutherland), without whom there would never have been an ASI. The story begins in June of 1904. E. A. Sutherland, recently resigned from Emmanuel Missionary College, was on the missionary steamboat the *Morning Star* with Ellen White and a few others, hoping to establish a training school for young people in the south. P. T. Magan was to join them on that trip a bit further downriver, but the boat broke down at a most peculiar spot, the Ferguson-Nelson farm. When asked to come ashore to view the farm, because Mrs. White wanted him to, he reportedly replied, "No indeed, I've already seen that place, and I'm not the least bit interested." At the insistence of W. O. Palmer, Sutherland went and looked at the property.

The next day, the boat picked up Magan who knew the property well. When Sutherland and Magan were called into Mrs. White's cabin on the boat, she asked what they thought of it. Magan replied, "I think of it as little as I can!" In fact, when they picked up Magan, he inquired as to the delay. Upon hearing the details, he exclaimed, "Just like your crazy boat to break down where we don't want her to." Later, the two men recounted that all they wanted was to start a small school "back in the woods." "Our idea," they said, is to "take a *small* place back in the hills where we can make friends with our neighbors and help them and *build slowly*." They decided they would never go see that farm again. Mrs. White's words to them bare repeating: "I am afraid you will make your plans too small and set your aim too low. If you follow the counsel of

the Lord, He will set your feet in a large place and provide the money to pay for it.” The next day, after looking at another farm, the two men returned to the Ferguson-Nelson farm and sat down and looked at the “loathsome old barn and those stinking hog pens.” As they sat there feeling utterly dejected, Sutherland, turning to his great friend Magan, began to blame and chastise him for getting them into this mess. Seeing the incredulous look on Magan’s face, “Sutherland burst into tears.” However, after that night of wrestling with God, they declared “we are in it.” Praise God.

Thus began the story of Madison College, a self-supporting institution near Nashville, Tennessee. Madison College was a small institution with twin institutions of a school and a sanitarium. Its graduates emerged with a unique vision for medical missionary work and spread throughout the country establishing similar schools and institutions. So successful was this institution, it gained not only national recognition but recognition by the General Conference. The wheels were set in motion for establishing an organization to “unify the work of laymen interested in self-supporting missionary endeavors,” thus strengthening the ties between self-supporting institutions and the denomination. Madison College is gone now, but the vision remains. At the General Conference session in 1946, Edward Alexander Sutherland stood before the session and, with God at his side, told the brethren about the self-supporting work which had spread to over 50 “units” by that time. The GC leadership were obviously moved and set up the North American Commission of Self Supporting Workers and made Dr. Sutherland president of the new commission. The following spring, in March of 1947, a new organization was formed and later approved by the General Conference at the Fall Council: the Association of Self-Supporting Institutions (ASI). At that time, 25 lay organizations formed ASI. During ASI’s first organizational meeting, frequent reference was made to Ellen White’s statement that “the end of this world’s history will never come until lay-membership unite their efforts with those of the church officers and ministers.”

ASI’s original goal was to unify the work of self-supporting lay workers and ministries and strengthen their ties with the Seventh-day Adventist denomination they served. Eventually, ASI expanded to include Ad-

ventist business owners and professionals who shared ASI's vision for lay-driven mission work. In 1979, the organization changed its name to Adventist-laymen's Services & Industries to reflect its increasingly diverse membership.

Today, ASI unites the efforts of lay individuals, business professionals, and ministries in sharing the gospel worldwide. In addition, ASI and its members collectively support and cooperate with the organized mission of the Seventh-day Adventist Church.

ASI Strategic Plan: Our Story and Our Plan

Christ to the World in Our Generation

Legacy

In 1 Corinthians 1:1, Paul describes himself: “Paul called to be an apostle of Jesus Christ through the will of God.” As a tentmaker, Paul supported himself and others as he preached the Gospel. ASI believes that all are called to sacrificial discipleship, supporting themselves and answering the great commission of Matthew 28: “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and the Son and the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you.”

ASI was founded in 1947, as a department of the General Conference. At that time, there was a need for a greater degree of coordination and collaboration in accomplishing mission as lay people, trained at Madison College, started businesses and ministries, founded churches, schools, sanitariums and hospitals, and advanced the mission of the Seventh-day Adventist Church across the Southern United States and around the world. Ellen White often appealed for self-supporting missionaries to enter the unworked areas at their own expense and bring the Three Angels’ Messages to those in need. Originally made up of only supporting ministry leaders, ASI now incorporates business owners, professionals, and supporting ministry leaders and is focusing efforts on the next generation of business and ministry leaders through the Young Professional program.

Purpose

The purpose of ASI is to connect and equip lay ministries, business people, professionals and their families to regularly and passionately share Christ in the marketplace and actively support the Adventist Church’s mission of sharing the Three Angels’ Messages of God’s love and grace.

Mission

As such, ASI is a Seventh-day Adventist organization of supporting ministries, businesses and professionals who are responding to the call of God to actively share Christ’s love and hope with the world.

Motto

The motto of ASI is “Sharing Christ in the Marketplace.” Combining this with a world in need and the urgency of time, we believe it is essential to involve every Seventh-day Adventist business owner, professional, and ministry leader. We believe that their passion, energy, and focus could result in the fulfilment of prophecy as the Three Angels’ Messages are boldly proclaimed around the world causing Jesus to soon return. In the book *Gospel Workers*, page 351, Ellen White makes the following observation: “The work of God in this earth can never be finished until the men and women comprising our church membership rally to the work and unite their efforts with those of ministers and church officers.”

Values

ASI believes that the following three values must be center stage in everything we do or attempt to do. Every ASI member and leader must be:

- Committed to the Adventist Church and its Mission*
- Empowered by Lay-driven Leadership
- Involved in Active Ministry

What we do

Within the context of the ASI mission, purpose, and values, ASI inspires and focuses lay people to work with the Seventh-day Adventist Church through conventions, networking and encouraging evangelistic innovation.

Strategy

There are three strategies ASI has identified as being critical to the future as we strive to accomplish our mission.

- We plan compelling, memorable, and engaging ASI conventions that share stories of how the gospel changes lives
- We fulfill Christ’s mission in a collaborative, innovative, and communicative way
- We strengthen and increase membership while mentoring and equipping future leaders

Focus

ASI is committed to staying focused on what is most important. The annual convention takes center stage in the work of ASI and is our top priority as we seek to acquaint other Seventh-day Adventist business owners, professionals, and ministry leaders with the unique opportunity of working together alongside church leaders to accomplish the church's mission.

Commitment

The leadership team of ASI is committed to working together under the guidance of the Holy Spirit to continue focusing our passion, energy and resources on activating an army of business owners, professionals, and ministry leaders for the work of God.

Strategic Planning Summary

Mission Statement

ASI is the Seventh-day Adventist organization of supporting ministries, businesses and professionals who are responding to the call of God to actively share Christ's love and hope with the world.

Vision

ASI and its members will be known for their unswerving honesty in business principles and practices, unflagging participation in the various ministries of the church, unwavering positiveness toward church leadership, unhesitating provision for the needs of others, and untiring focus on the Christ they represent in the marketplace.

Motto

Sharing Christ in the Marketplace

1. WHY WE EXIST

ASI exists to connect and equip lay ministries, business people, professionals and their families to passionately share Christ in the marketplace and actively support the Adventist Church's mission of sharing the Three Angels' Messages of God's love and grace.

2. ASI CORE VALUES

- ⇒ Committed to the Adventist Church and its Mission*
- ⇒ Empowered by Lay-driven Leadership
- ⇒ Involved in Active Ministry

3. WHAT DOES ASI DO?

- ⇒ ASI inspires and focuses lay people to work with the Seventh-day Adventist Church through conventions, networking and encouraging evangelistic innovation.

3. TOP STRATEGIES

- ⇒ We plan compelling, memorable, and engaging ASI conventions that share stories of how the gospel changes lives
- ⇒ We fulfill Christ's mission in a collaborative, innovative, and communicative way
- ⇒ We strengthen and increase membership while mentoring and equipping future leaders

4. WHAT IS MOST IMPORTANT RIGHT NOW FOR ASI?

- ⇒ Our annual ASI convention is our number one priority
- ⇒ 20% increase in the amount of paid registered attendees at convention
- ⇒ Equip ASI members to invite their friends to the ASI convention
- ⇒ Come again for the First Time to ASI – Business Unusual

Who will do what?

- ⇒ The Executive Team will meet regularly
- ⇒ All will share resources
- ⇒ Chapter presidents will be empowered

ASI Governance

1. As a department of the NAD with an Executive Board
 - ⇒ The ASI Executive Board has the following representation
 - ⇒ Six denominational employees appointed NADCOM
 - ⇒ ASI Officers
 - ⇒ ASI Union Chapter Presidents
 - ⇒ Past ASI President

- ⇒ Two ASI members at large
 - ⇒ ASI Missions, Inc. Chairperson
2. NAD supplies
- ⇒ ASI Secretary/Treasurer
 - ⇒ ASI Administrative Assistant
 - ⇒ Office Space
 - ⇒ Counsel, connection, and advice
3. ASI elects officers to function in two-year terms
- ⇒ President
 - ⇒ General Vice President
 - ⇒ Vice President for Evangelism
 - ⇒ Vice President for Finance
 - ⇒ Vice President for Communications
 - ⇒ Vice President for Membership
 - ⇒ Vice President for Logistics
4. Executive Committee
- ⇒ Comprised of officers and
 - ⇒ President of Missions, Inc.

ASI Chapter Constitution & Bylaws

February 2018

ARTICLE 1

Name

The name of the organization shall be the.....Union Chapter of the North American Division Adventist-laymen’s Services and Industries. The letters “ASI,” or ASI Chapter shall identify the organization WITHIN THIS DOCUMENT.

ARTICLE 2

Objectives

The objectives of the Association shall be:

- 2.1 To encourage and promote the development and operation of institutions and enterprises owned or operated by Seventh-day Adventist laymen throughout theUNION OF THE North America DIVISION NAD.
- 2.2 To encourage Seventh-day Adventist church members in privately-owned enterprises of various types to unite their efforts with denominationally-operated enterprises in the furtherance and extension of the gospel in their immediate communities and to the ends of the earth, according to their abilities and opportunities.
- 2.3 To encourage lay-operated institutions and enterprises to commit themselves to work in full and complete harmony with the standards and objectives of the Seventh-day Adventist denomination and to maintain harmonious relationships with conference and church administrations, ministers, church members, and the people of their communities.
- 2.4 To provide, through an exchange of information, coordination of objectives, and the inspiration of Christian fellowship, means by which members of the Association can become more effective in their work.
- 2.5 To assist with mission projects supportive of the Seventh-day Adventist Church, through counsel, promotions, and funding.

ARTICLE 3

Membership Requirements

3.1 Membership in ASI is available to any Seventh-day Adventist church member in regular standing, who shares in the goals and purposes of ASI, and who operates a business, provides a professional service, or operates a supporting ministry, and whose organization has been in operation for at least one year. ASI considers organizations to be supporting ministries when they sign and adhere to the “Guidelines for Supporting Ministries” as approved by the North American Division and the NATIONAL ASI Board of Directors. Continued membership for organizations or individuals in any category is contingent upon the organization and/or person conducting the business of the organization remaining in harmony with Seventh-day Adventist principles and/or personally remaining in regular standing with the Seventh-day Adventist Church. In order to avoid trademark infringement, member organizations are encouraged to use a name designation that does not include the name Seventh-day Adventist, SDA, or Adventist. As ASI is an organization for lay men and women, its members are not employed by, and do not receive any salary from, any Seventh-day Adventist organization listed in the Seventh-day Adventist Yearbook. All classifications of membership are available only to qualified candidates through an application process for membership with ASI NAD.

ASI membership may be in one of the following categories:

- 3.2 CHARTER membership is that membership held by, or granted to, institutions, organizations, or individuals on or before March 4, 1947. Dues shall be the same as organizational or personal, whichever applies.
- 3.3 ORGANIZATIONAL membership is the primary type of ASI membership. The major emphasis of ASI is to encourage supporting ministries and those with the entrepreneurial spirit of business operation to work together and cooperate with the Seventh-day Adventist Church mission and ministry. Organizational membership has the following characteristics:

3.3a Organizational members will have at least two full-time em-

employees in an organization that is owned or controlled by Seventh-day Adventist laypersons. The two qualifying employees may include the owner, applicant, or contract or volunteer workers.

3.3b The organization must have been in operation for at least one full year at the time application for ASI membership is submitted.

3.3c Organizational membership will be in the name of the organization.

3.4 EXECUTIVE PROFESSIONAL membership is available to a layperson, who holds an executive, professional, or managerial level of responsibility for a company with employees, and who does not qualify for another category of membership. The person's primary duties must be managing the enterprise or managing a department or subdivision of the enterprise; they must regularly direct the work of at least two or more other full-time employees, or their equivalent, and have the authority to hire or fire employees. Examples of individuals who qualify for the Executive Professional membership would include an executive officer, department manager, or managing physician of a non-member organization.

3.5 SOLE PROPRIETOR membership is available to a layperson who is a business owner who otherwise qualifies for organizational membership, except that they do not have at least two qualifying employees.

3.6 PERSONAL membership is available to an owner, surviving spouse, or CEO of an organization who held organizational membership under Article 3.3 for five (5) years or more but sells the business, retires, or leaves the organization.

3.7 HONORARY membership may be granted to any person who, based on his or her individual contribution to the ASI organization, is selected for recognition and recommended for such status by the NAD ASI Board.

3.8 RETIRED BUSINESS OR PROFESSIONAL membership is available

to a layperson who meets the general requirements of section 3.1, and who previously would have qualified for organizational, executive professional, or sole proprietor membership, but has since retired or sold their business or practice.

- 3.9 APPOINTED membership is held by individuals who have been elected by local or union conferences within the North American Division (NAD) to serve as ASI secretaries or members of the Board who have been appointed by the North American Division Committee (NADCOM).
- 3.10 ASSOCIATE membership is available to any layperson who holds a high level of responsibility in their work, but whose responsibilities are not executive or managerial in nature, and who does not qualify for another category of membership. Examples of individuals who qualify for Associate Membership would include a physician, dentist, attorney, research scientist, auditor, or other professional who does not hold a managerial level of responsibility in their organization.
- 3.11 ASSOCIATE INTERNATIONAL membership is available to any organization operating outside the NAD that has direct ties to a parent organization holding ASI membership under Article 3.3 or to organizations that meet the criteria of Article 3.3 but are within a division or union in which there is no ASI organization. When the union or division where the international member is located forms an ASI organization, that member should then join and support its local ASI chapter. These provisions for Associate International membership do not nullify the international Organizational membership granted to those admitted to Organizational membership before August 1992.
- 3.12 YOUNG PROFESSIONAL membership is available to a layperson who is a student, or holds a professional level of responsibility, and is between the ages of 18 and 35. When they qualify for another level of membership, they must transition within a maximum of three years. Examples of individuals who would qualify for Young Professional membership, in addition to students, would include a recent graduate beginning their career, someone in a professional

internship or residency, or a young entrepreneur starting a business.

ARTICLE 4

Voting Eligibility, Office Holding, and Dues

- 5.1 VOTING: Delegates, those members who are eligible to vote at the regular or specially called ASI Chapter business meetings for the purpose of election of officers and other business as may come before them, are as follows:
- 5.1a Delegates at large:
 - all members of the ASI Chapter Board
 - all appointed members (see Article 3.10)
 - 5.1b Organization (and Charter) delegates shall be qualified as follows: one delegate for each member organization, plus one delegate for the first six (6) Seventh-day Adventist employees of the member organization, and one additional delegate for each additional ten (10) Seventh-day Adventist employees or major fraction thereof. In no event shall an organization have more than five (5) voting delegates.
 - 5.1c Executive Professional members
 - 5.1d Sole Proprietor members
 - 5.1e Personal members
 - 5.1f Honorary members
 - 5.1g Retired Business or Professional members
- 5.2 Delegates must be present to vote.
- 5.3 Associate, Associate International, and Young Professional members are not eligible to vote.
- 5.4 OFFICE HOLDING: Organizational, Executive Professional, Sole Proprietor, Personal, Honorary, and Retired Business or Professional members may hold office.
- 5.5 Associate, Associate International, and Young Professional mem-

bers are not eligible to hold office.

- 5.6 DUES: Members shall pay annual dues to the ASI NAD office according to the voted and published schedule. All members shall pay dues, with the exception of Appointed and Honorary members. A portion of the dues collected by ASI NAD shall revert to the relevant ASI Chapter organizations.

ARTICLE 5

Membership Application Processing

- 5.1 An Application for Membership form shall be completed, providing satisfactory information and evidence of qualifications for membership, and sent to the North American Division ASI office in Columbia, Maryland, together with a check covering the first year's membership dues. For Canadians, applications will be sent to the Seventh-day Adventist Church office in Oshawa, Ontario. In addition, it is the applicant's responsibility to provide his/her pastor with the Confidential Information Form that is to be submitted by the pastor to the NAD ASI office.
- 5.2 Upon receipt of the membership application and the pastor's recommendation, the NAD ASI office will contact the local and union conference ASI secretaries-treasurers for their recommendations. With a completed application, payment for first year's dues, the pastor's recommendation, and the local and union conference ASI secretaries' recommendations, the application will be deemed complete. In the event that the pastor, union or conference ASI Secretary fails or refuses to forward his/her recommendation in a timely manner, an application may be considered without such recommendation.
- 5.3 Completed applications will be duplicated by the NAD ASI office and sent to ASI Executive Officers for review and approval. A membership application shall be approved by a two-thirds affirmative vote of the members present at a meeting or by a unanimously affirmative vote of the Executive Officers. If, in the course of a vote, any Executive Officer disapproves an application, he/she shall advise the Secretary-Treasurer in writing of such disapproval

within fourteen (14) days; otherwise his/her vote shall be deemed affirmative. Applications that are not approved for membership by the Executive Officers shall be reviewed by the NAD ASI Board at its next meeting.

ARTICLE 6

Termination of Membership

- 6.1 Membership shall be terminated by (1) written request of the member, (2) removal from Seventh-day Adventist church membership, (3) default in payment of annual dues, (4) a failure to comply with the “Guidelines for Supporting Ministries”, or by (5) a two-thirds vote of the ASI NAD Board members present at any meeting.
- 6.2 A member, having been terminated from membership according to paragraph 6.1 but desiring to be reinstated, shall make a request to the Board for reinstatement, whereupon the committee shall re-evaluate all of the available information pertaining thereto. If the problems relative to ASI membership eligibility have been corrected, the member may be restored to membership by a two-thirds vote of the Board members present.
- 6.3 A terminated member may reapply for membership by following the procedure listed in Article 5.

ARTICLE 7

Meetings

- 7.1 Regular business sessions of the Association shall be held biennially in connection with the annual convention. Written notice of a meeting, including a description of the business to be conducted, and the time and place, shall be communicated with ASI Chapter members, at least four (4) weeks prior to the date of the business session.
- 7.2 A quorum shall consist of those present at a duly called business meeting.
- 7.3 A special business session of the ASI Chapter may be called by the Board at any time, provided the purpose of the special session is

stated in the call, and a written notice of such meeting is given at least four (4) weeks prior to the date of the special session.

7.4 The General Conference of Seventh-day Adventists, hereinafter referred to as GC, rules of parliamentary procedure shall be followed at all business meetings.

ARTICLE 8

Selection of Committees

- 8.1 At each biennial session of the ASI Chapter, a Large Committee shall be selected from the delegates present, who shall nominate five (5) lay-members and two (2) Appointed members to serve as a Nominating Committee. Nominations shall be voted upon by delegates at the session.
- 8.2 The Large Committee shall be composed of:
 - 8.1a One delegate from each organizational member present.
 - 8.1b One delegate for each five members or major fraction thereof from the Delegates-at-large, Executive Professional, Sole Proprietor, Personal, and Retired Business or Professional members present selected by caucus of the members of this group.
- 8.2 After the selection of the Large Committee, its members shall meet together to select the members of the Nominating Committee.
- 8.3 The ranking officer of ASI NAD, or his or her designee, shall chair the Nominating Committee
- 8.4 Efforts should be made to encourage an appropriate gender, geographic, and ethnic mix in balancing ASI committees, boards, and offices.
- 8.5 Other committees may be elected as may be necessary to conduct business.

ARTICLE 9

Officers

- 9.1 Officers of the ASI Chapter shall be: a President, a General Vice-President, and such other officers that may be needed and a Secretary-Treasurer as appointed by the Union and elected by the chapters.
- 9.2 Officers of the ASI Chapter shall be elected by members at a biennial business meeting. Officers shall take office at the close of the convention at which they have been elected and shall serve until their successors are duly elected and take office.
- 9.3 The President shall preside at all meetings of the ASI Chapter and of the Board. The General Vice-President shall act for the President in the event of the absence of the President. In the event of the resignation or incapacity of the President to serve, the General Vice-President shall serve in the office of the President until the time of the next regular business session.
- 9.4 The ASI Chapter Secretary-Treasurer shall promote the objectives and activities of the Association, shall keep written records of all meetings of the organization and Board, shall have custody of all records of all meetings of the organization and Board, and shall have custody of all the records of the Association. He shall notify members of all regular and special business sessions and meetings and perform such duties as may come within the scope of his authority.
- 9.5 The Secretary-Treasurer shall have custody of all funds of the ASI Chapter and shall render an audited report to the membership in business session.
- 9.6 Unless otherwise requested by the membership in business session or the Board, all officers of the Association shall carry those responsibilities normally associated with their respective offices.
- 9.7 Officers of ASI Chapter shall constitute the Executive Committee and shall have authority to conduct the business of the ASI Chapter between meetings of the Board.

ARTICLE 10

Elections

- 10.1 All officers on the Board shall be elected at each biennial business session of the ASI Chapter.
- 10.2 The Nominating Committee elected by the ASI Chapter membership at the biennial business session first item of business shall be the selection of the secretary of the Nominating Committee. The second item of business shall be the nomination of the Association president, whose name shall be taken to the delegates at once for a vote. Once elected, the president-elect shall sit with the Nominating Committee to provide counsel and input, but without vote.
- 10.3 Vacancies in offices occurring between regular business sessions or vacancies on the Board shall be filled by the Board.
- 10.4 Vacancies occurring in the Board from among the Appointed members shall be filled by the Union Conference Executive Committee.

ARTICLE 11

ASI Chapter Board

- 11.1 There shall be a board to administer the affairs of the ASI Chapter. The Board shall consist of members as follows: President, Secretary-Treasurer, General Vice President and two (2) denominational employees appointed by the Union Conference Executive Committee, plus two lay-members-at-large.
- 11.2 The Board shall meet at least once a year for the purpose of reviewing the affairs of the Association and transacting such business as may come before it.
- 11.3 Meetings of the Board may be called at any time by the ranking officer of the ASI Chapter or by any three (3) board members; such officer shall serve as chairperson.
- 11.4 A quorum of the Board shall consist of one half of the Board plus one.
- 11.5 The Board shall be responsible for the Union Chapter ASI annual convention.

ARTICLE 12

Dues and Financial Records

- 12.1 Annual membership dues shall be voted by action of the ASI NAD Board and ratified by members at the next business session. The ASI Chapter Board may vote additional membership dues for the ASI Chapter, if ratified by the Chapter membership in regular or special session.
- 12.2 Financial accounts of the Association are subject to audit by the GC Auditing Service.

ARTICLE 13

Chapters

- 13.1 As part of the North American Division ASI Constitution and By-laws provision is authorized for the establishment of union wide, local conference, and local area chapters where five (5) or more ASI members reside. Local chapters may be established to maintain ASI fellowship and cooperative outreach where such is feasible, as follow:
- 13.2 Each union conference shall constitute an ASI Chapter.
- 13.3 Union chapter officers shall be elected by delegates to chapter sessions for terms of office not exceeding two (2) years. Chapter officers may vary according to each union, but the duties of chapter officers shall be generally similar in all applicable respects to the duties of comparable officers of NAD ASI. The officers of the ASI Chapter shall be a President, General Vice-President and/or Vice-Presidents, and Secretary-Treasurer. The Secretary-Treasurer shall be appointed by the executive committee of that union conference. The chair of the chapter nominating committee shall be the ranking officer present of ASI NAD, or his/her nominee.
- 13.4 Chapters, insofar as possible, should have a slate of officers and committees that parallel the officers and committees established by the Association.
- 13.5 The board of any Chapter shall include all officers, plus additional members as deemed necessary (to include representatives of

member organizations in local conference and/or union conference office personnel).

13.6 Chapters may assess dues in addition to those dues assessed by the Association; however, members of union chapters will be ASI members because of their membership in NAD ASI.

13.7 Chapters shall adopt constitutions embracing provisions compatible with the purpose of the Association as set out in this Constitution and Bylaws and shall conduct themselves accordingly. Each chapter shall provide the Association with a copy of its constitution.

ARTICLE 14

Working Relationships

The ASI Chapter shall work in close counsel with ASI NAD, the North American Division, union, and local conference administrations through their respective ASI Secretary-Treasurers. The purpose is to foster and encourage the work of ASI member organizations and to assist in membership growth and purpose.

ARTICLE 15

Dissolution of the Association

In the event that the Adventist-laymen's Services and Industries (ASI) Chapter organization is dissolved and ceases operation, the assets of the organization shall become the property of the.....Union.....
Conference of Seventh-day Adventists.

ARTICLE 16

Amendments

Changes in, or amendments to, the Association Constitution and Bylaws may be made by a two-thirds vote of those members present and voting at any regular business session or any business session, provided the members are advised in the call for the session of the nature and subject of the changes or amendments to be considered.

Officer Descriptions

ASI Union Representative

Responsible to: ASI Union chapter and ASI Secretary/Treasurer, NAD

1. Assist the chapter President in planning and promoting the concepts, policies, and objectives of the local union chapter and division organization.
2. Assist in planning for the annual union chapter convention.
3. Assist local conference ASI directors in carrying out the duties, concepts, policies and objectives of the division, union, and local chapter organizations.
4. Advise and maintain a very close and harmonious spirit between the ASI organization and the denominational goals, objectives, policies and programs.
5. Give positive and strong leadership to the recruitment of new ASI members.
6. Serve on all such committees that are selected and required by the division ASI Executive Committee and such other committees/boards, etc. as required by the North American Division.
7. Provide a close tie with the church organization at various levels and interface with the laity in their conference.
8. Promote the growth and functioning of ASI within the region of the conference.
9. Participate in the processing of new member applications.
10. Work with the ASI area president to build up membership in the area, plan rallies/conventions, assist with recruitment and encourage members.
11. Attend international convention to keep abreast of the development of ASI.

12. Work with ASI chapter president to plan projects for the members to participate in.

ASI Union Treasurer

Responsible to: Union ASI chapter and ASI Secretary/Treasurer, NAD

1. Serve as Treasurer for the union chapter.
2. Sit in on the offering project committee.
3. Attend spring chapter conventions.
4. Handle the offering collected for the various projects funded at the spring convention, distributing the funds to the ministries as directed by the chapter president and chapter VP for finance.
5. Provide tax deductible receipts to all offering donors.
6. Dispense reimbursements as directed by either the president or chapter VP for finance.
7. Provide quarterly reports of funds received for funded ministries and of all fund balances.
8. Work with the ASI area president to build up membership in the area, plan rallies/conventions, assist with recruitment and encourage members.
9. Attend international convention to keep abreast of the development of ASI.

Union Chapter President

1. The chapter president will call and chair all board meetings necessary to handle the business of the chapter. Working with a program committee by conference call or meeting to plan the spring chapter conferences so that the work can be completed in a timely manner.
2. Plan and promote annual chapter convention in conjunction with the other officers on the board and Union ASI Representative and

treasurer.

3. Recruit and retain members.
4. Promote outreach and sharing Christ in the marketplace.
5. Chair board and committee meetings of chapter.
6. Establish district chapters where sufficient local members exist (for example Bermuda and Hawaii and other areas which may be more isolated).
7. Promote the national convention (especially when the particular union is hosting). This is a very important responsibility. Working with the union secretary, representative and treasurer to invite prospective members to attend by inviting them to a Friday evening meal, or evening vespers/dinner in your home is a great recruiting tool and gives them an opportunity to make friends prior to the convention.
8. Communicate purpose and objectives of ASI.
9. Work with the ASI General Vice President, attending all monthly conference calls.
10. Promote projects within the chapter.
11. Attend the two regular ASI national board meetings held each year (the winter board, usually in January or February, and the other in August during convention time).
12. Communicate to the membership the purpose and objectives of ASI by promoting projects within the chapter, involving as many members as possible, and encouraging all members to “Share Christ in their Marketplace.”

General Vice President

1. Chair the program committee to include selection of speakers, children’s program leader, music, Members in Action. This should all be discussed on the board.
2. Oversee project proposals for future and past funding. Bring all

recommendations to the board for their input. Be aware of the eligibility for funding. Notify those who are both approved and denied funding. Stay in communication with approved/funded projects to provide counsel on distribution of funds and reporting.

3. Assist the president and VP for logistics in finding a suitable venue for spring chapter meetings.
4. Attend board meetings.

Vice President for Finance

1. Prepare Annual Budget for the chapter.
2. Work with the Union treasurer who will be handling the funds of the ASI Union chapter. Please see above under duties of the Union Treasurer.
3. Authorize checks for budgeted expenses.
4. Authorize distribution of project funds based communication with President and General VP.
5. Prepare and present annual financial reports to the membership in business session.
6. Prepare Financial Reports for the board.
7. Monitor offering pledges and reminders.
8. Attend board meetings.
9. Assist with audit process as needed.

Vice President for Membership

1. Plan membership recruitment activities or programs for each Conference.
2. Prepare recommendations on membership retention activities for the board.
3. Assist the Conference VP's in carrying out activities as needed.

4. Contact all new members to welcome them to the chapter.
5. Contact all current members at least once each year.
6. Communicate all membership information to the Conference Vice Presidents.
7. Report membership statistics to the board at each meeting and to the membership in business session each year.
8. Manage recruitment and retention activities across the union chapter.
9. Attend board meetings.
10. Participate in conference calls with the ASI National Membership VP as scheduled.

Vice President for Communications

1. Develop recommendations for the board for a standard yearly communications plan.
2. Implement a plan to regularly communicate current news to members.
3. Manage the website in conjunction with NAD Communications VP.
4. Oversee design, printing and distribution of all promotional materials for Spring Conference.
5. Participate in the ASI National Communications conference calls as scheduled.

Vice President for Evangelism

1. Plan yearly evangelism activities.
2. Plan for events where Union ASI members can participate in evangelism.
3. Coordinate with Union and Conference evangelism activities.
4. Recommend evangelism activities to the board.

5. Participate in ASI National Evangelism VP conference calls as scheduled.
6. Attend and report activities and progress to the board and to the membership in business session.

Vice President for Logistics

1. Work with program committee to understand the space needs for each conference.
2. Locate appropriate venues at least one year in advance of the spring conference.
3. Work with appropriate conference and Union representatives, as well as the chapter president, involving them in the planning and negotiation of rates and contracts for meals and rooms, and all convention space needs, including rooms for children's meetings, meals, seminars and main meeting.

Additional Tips for Chapters:

After the annual chapter meetings in which the biennial election takes place, the new chapter president should call for a board meeting. This meeting should include all officers, the union and conference representatives, union treasurer, and if possible the Union president. At this time, a decision should be made on location of the next year's meeting, key speakers, and the appointment of a programming committee to begin work immediately for the next year's program, reviewing chapter finances to help plan for the coming year. The president chairs this committee.

Each chapter officer should participate in personally contacting all guests that attended the previous convention, and try to meet with prospective members at their place of business. Always have applications available.

Elements of a Successful Spring Convention:

Members in Action: strive for 8-12 great presentations.

Cultivate excellent interviewers.

Select worthy projects for funding and get the buy-in from the Union treasurer. The offerings should not be used to pay ministry salaries or operating expenses.

Clearly state on your program what ministries are being funded, the project being funded, and the dollar amount.

Exhibitors should be ministries and NOT businesses. You can use ministries from your Union or others.

Excellent Christ centered music

Suggested Reading:

Madison, God's Beautiful Farm by Ira Gish and Harry Christman



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