
5.7.11. Transfer & Membership Change Scenarios

Policies Relating to Transfers Include:

General Member Policies

- 11. Members who wish to change their classification must submit a new application and get approval from the Membership Committee for that classification change.

Administrative Policies

- 4. Fees are non-refundable. A Certificate of Credit will be given, upon request, to members in good standing for the unused portion of their time.
- 5. Fees cannot be transferred from one person to another unless the fees are from the same company.
- 8. A member requesting a transfer from his/her current chapter to a new chapter will be required to submit a completed new Membership Application to the Membership Committee of the new chapter. In addition, if the member has less than 12 months of paid membership credit, he/she must submit a renewal payment. Or, if the member has more than 12 months of membership, no additional investment is required. Upon acceptance into the new chapter, the credit from his/her previous chapter will be added to his/her membership in the new chapter as well as the renewal time, if applicable.

Definitions

- *Individual Membership*: A person who represents themselves as a business owner. A person who acts as an independent contractor to the company in which they are representing. In all cases, an individual membership is paid by personal check or credit card by the individual applying for membership.
- *Company Membership*: A person who is employed by a company, where the company pays for the membership using a business check.
- *Certificate of Credit*: Electronic certificate with a value of the number of months remaining on a member's membership. The Certificate of Credit number and value can be researched at the BNI Regional Office.
- *MSK: Member Success Kit*
- *MSP: Member Success Program*

Current Member Changes Company & Classification but Remains in Same Chapter

	Description	Application Required	Investment Due	MSK	MSP
1.	<p>Individual to Individual Membership</p> <p>Jerry sells nutritional products as an independent consultant for a direct sales company. Jerry has found his calling in floral design and is opening up his own floral shop. Current chapter has helped him reach his goals and has an opening for a florist.</p>	New Membership Application with full Membership Committee review	None, unless up for renewal in the next 60 days	No	Encouraged
2.	<p>Individual to Company Membership</p> <p>Jerry sells nutritional products as an independent consultant for a direct sales company. Jerry has landed a position as sales representative for Telefloral as an employee.</p> <p><i>Note: Jerry now has a Certificate of Credit to use should he change back to an individual membership. Alternatively, Jerry can choose to use this Certificate of Credit with his new employer if an annual commitment is made. Jerry is now forfeiting his Certificate of Credit from his individual membership to the new company.</i></p>	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes, if needed	Expected if not attended in last 12 months
3.	<p>Company to Individual Membership</p> <p>Mary is an employee for Payroll Processing Inc. She is ready to venture off on her own and is ready to begin selling cosmetics and skincare with a direct sales company full time. Current chapter has an opening for a skincare representative.</p> <p><i>Note: Payroll Processing Inc. now has a Certificate of Credit valued at the number of months remaining on Mary's membership. A new representative may submit this Certificate of Credit with their application to any chapter with an opening. (See applicable scenario).</i></p>	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes	Expected if not attended in last 12 months
4.	<p>Company to Company to Membership</p> <p>Mary is an employee for Payroll Processing Inc. She was downsized and has found a new job with Oswego Landscape Services. Current chapter has an opening for landscape design.</p> <p><i>Note: Payroll Processing Inc. now has a Certificate of Credit valued at the number of months remaining on Mary's membership. A new representative may submit this Certificate of Credit with their application to any chapter with an opening.</i></p>	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes	Expected if not attended in last 12 months

Current Member Changes Classification with the Same Company in the Same Chapter

	Description	Application Required	Investment Due	MSK	MSP
5.	<p>Johnny is a financial advisor with Financial Payroll Express. He has been transferred into the payroll division within the same company. His current chapter has an opening for payroll services. Johnny would like to change classifications within his chapter to his new industry.</p>	New Membership Application with full Membership Committee review	None, unless up for renewal in the next 60 days	No	Expected if not attended in last 12 months

Current Member Changes Company in the Same Classification in the Same Chapter					
	Description	Application Required	Investment Due	MSK	MSP
6.	<p>Individual to Individual Membership</p> <p>Jane is an office organizer. Her company name was Jane to the Rescue. She re-branded and her new company name is Organizing Strategies by Jane.</p> <p>OR</p> <p>Penny went from representing one direct sales cosmetics company to representing another direct sales cosmetics company.</p>	<p>Request Name Change on BNI Connect® Profile</p> <p>New Application with Membership Committee approval of company change</p>	None, unless up for renewal in the next 60 days	No	No
7.	<p>Individual to Company Membership</p> <p>Jane is an office organizer. Her company name was Jane to the Rescue. She is now employed by The Container Store as their office organizing expert.</p>	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes, If needed	Expected if not attended in last 12 months
8.	<p>Company to Individual Membership</p> <p>Jane is an employee of The Container Store and has decided to branch out on her own and start her own company called Jane to the Rescue.</p> <p><i>Note: The Container Store now has a Certificate of Credit valued at the number of months remaining on Jane's membership. A new representative may submit this Certificate of Credit with their application to any chapter with an opening.</i></p>	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes	Expected if not attended in last 12 months
9.	<p>Company to Company to Membership</p> <p>Jane was an employee of The Container Store. She quit her job, changed companies and is now employed with Storables.</p> <p><i>Note: The Container Store now has a Certificate of Credit valued at the number of months remaining on Jane's membership. A new representative may submit this Certificate of Credit with their application to any chapter with an opening. (See applicable scenario).</i></p>	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes, If Needed	Expected if not attended in last 12 months

Current Member Changes Chapters and Continues to Represent Same Company					
	Description	Application Required	Investment Due	MSK	MSP
10.	<p>Meaghan is a current member in good standing of the BNI ABC Chapter. She is employed by Tasty Bites Gluten-Free Catering. Meaghan moved from Salem to Vancouver. She is applying to a chapter in Vancouver.</p>	Completed and approved Request to Transfer Form and new Membership Application with full Membership Committee review	If less than 12 months' membership to transfer, submit participation fee + Certificate of Credit number; No application fee	No	Expected if not attended in last 12 months

Current Member Changes Chapters and Changes Company &/or Industry					
	Description	Application Required	Investment Due	MSK	MSP
11.	<p>Individual to Individual Membership</p> <p>Jerry sells nutritional products as an independent consultant for a direct sales company. Jerry has found his calling in floral design and is opening up his own floral shop. There is currently a florist in his chapter; Jerry has found a new chapter.</p>	Completed and approved Request to Transfer Form and new Membership Application with full Membership Committee review	If less than 12 months' membership to transfer, submit participation fees + Certificate of Credit; No application fee	No	Expected if not attended in last 12 months
12.	<p>Individual to Company Membership</p> <p>Jerry sells nutritional products as an independent consultant for a direct sales company. Jerry has landed a position as sales representative for Telefloral as an employee.</p> <p><i>Note: Jerry now has a Certificate of Credit to use should he change back to an individual membership. Alternatively, Jerry can choose to use this Certificate of Credit with his new employer if an annual commitment is made. Jerry is now forfeiting his Certificate of Credit from his individual membership to the new company.</i></p>	Completed & approved Transfer Request Form and New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes, If Needed	Expected if not attended in last 12 months

Current Member Changes Chapters and Changes Company &/or Industry (Cont'd)

	Description	Application Required	Investment Due	MSK	MSP
13.	<p>Meaghan leaves the catering company where she was employed to open her own event planning company. There is currently an event planner in her BNI ABC Chapter, and Meaghan found a new chapter with the event planner classification open.</p>	Completed and approved Request to Transfer Form and new Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes	Expected if not attended in last 12 months
14.	<p>Mary is an employee for Payroll Processing Inc. She was downsized and has found a new job with Oswego Dental Services. Current chapter does not have an opening for a dental products representative; Mary has found a new chapter.</p> <p><i>Note: Payroll Processing Inc. now has a Certificate of Credit valued at the number of months remaining on Mary's membership. A new representative may submit this Certificate of Credit with their application to any chapter with an opening. (See applicable scenario).</i></p>	Completed and approved Request to Transfer Form and new Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes, If Needed	Expected if not attended in last 12 months

Member Leaves & Company Sends New Representative to Same Chapter

	Description	Application Required	Investment Due	MSK	MSP
15.	<p>Meaghan leaves Tasty Bites Gluten-Free Catering, and a new representative wants to fill the seat. Jackie is now applying to the BNI ABC Chapter to fill this catering classification to represent Tasty Bites Gluten-Free Catering.</p> <p><i>Note: Once Meaghan announces her departure from the chapter, this classification is now open to any applicant regardless of the company.</i></p> <p><i>Note: Representatives from direct sales companies are considered independent and may not transfer their membership to anyone outside their own personal business, including their downline.</i></p>	<p>New Membership Application</p> <p>Must have full Membership Committee review</p>	<p>If there are 1 or more months remaining on the Certificate of Credit from the company-paid membership that Meaghan used, no additional fees are due. Certificate of Credit number must be submitted with the Membership Application. However, if the company plans on renewing its membership, renewal fees along with a Renewal Application will need to be submitted.</p> <p><i>Note: Membership Committees may, at their discretion, ask members to make a longer term commitment.</i></p> <p><i>Note: A Certificate of Credit is only valid for 2 years from last meeting date. After 2 years, full application fee and participation fees are required.</i></p>	Yes	Required within the first 60 days

Member Leaves & Company Sends New Representative to a Different Chapter

	Description	Application Required	Investment Due	MSK	MSP
16.	<p>Meaghan leaves Tasty Bites Gluten-Free Catering, and a new representative wants to use the remaining Certificate of Credit. Jackie, the new representative, lives over an hour from Meaghan's chapter and would like to apply to BNI XYZ Chapter closer to her home to represent Tasty Bites Gluten-Free Catering.</p> <p><i>Note: Representatives from direct sales companies are considered independent and may not transfer their membership to anyone outside their own personal business, including their downline.</i></p>	<p>New Membership Application with full Membership Committee review</p>	<p>If there are 12 or more months remaining on the Certificate of Credit from the company-paid membership that Meaghan used, no additional fees are due; If there are less than 12 months remaining on the Certificate of Credit, only additional participation fees are due. In the latter case, the Certificate of Credit may be added to their annual commitment for the new representative in the new chapter.</p> <p><i>Note: A Certificate of Credit is only valid for 2 years from last meeting date. After 2 years, full application fee and participation fees are required.</i></p>	Yes	Required within the first 60 days

Member Leaves Chapter & Returns to Same Chapter ...

	Description	Application Required	Investment Due	MSK	MSP
17.	No Certificate of Credit Joe leaves his chapter at the end of his membership term with no time remaining. Upon returning to BNI® more than 90 days later ...	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes	Yes
18.	Within Two Years with Certificate of Credit Joe takes a 4-month sabbatical and travels Europe with his family. Upon returning, he applies to fill same position in the same chapter, assuming the classification is still open.	New Membership Application with full Membership Committee review	If less than 6 months remaining on Certificate of Credit, submit participation fee + Certificate of Credit; No application fee	No	Expected if not attended in last 12 months
19.	After More Than Two Years with Certificate of Credit Joe takes a 30-month leave for medical reasons. Upon returning, he applies to fill the same or different classification in the same chapter.	New Membership Application with full Membership Committee review	If more than 24 months has lapsed between memberships, the Certificate of Credit has expired; Submit application fee + participation fee	Yes	Yes

Member Leaves Chapter, Time Lapses & Returns to Different Chapter in Same Classification ...

	Description	Application Required	Investment Due	MSK	MSP
20.	No Certificate of Credit Michelle leaves her chapter at the end of her membership term with no time remaining. Upon returning to BNI® more than 90 days later ...	New Membership Application with full Membership Committee review	Application Fee + Participation Fee	Yes	Yes
21.	Within Two Years with Certificate of Credit Michelle leaves her chapter to focus on moving her family across town. Upon returning to BNI® 3 months later, she applies to fill same position in a chapter closer to her new home.	New Membership Application with full Membership Committee review	If less than 12 months remaining on Certificate of Credit, submit participation fee + Certificate of Credit; No application fee	No	Expected if not attended in last 12 months
22.	After More Than Two Years with Certificate of Credit Michelle leaves her chapter to focus on moving her family across town. Upon returning to BNI® 3 years later, she applies to fill same position in a chapter closer to her new home.	New Membership Application with full Membership Committee review	If more than 24 months has lapsed between memberships, the Certificate of Credit has expired; Submit application fee + participation fee	Yes	Yes

Chapter Closes & Member Transfers to Another Existing Chapter (with Same Company/Industry)

	Description	Application Required	Investment Due	MSK	MSP
23.	Mary is an employee for Payroll Processing Inc. Her chapter closed after her third month of membership. Mary believes in BNI® and would like to find another compatible chapter in her area.	New Membership Application with full Membership Committee review	If there are 1 or more months remaining on the Certificate of Credit, there are no fees required unless the Member plans on renewing. Certificate of Credit number must be submitted with the Membership Application. <i>Note: A Certificate of Credit is only valid for 2 years from last meeting date. After 2 years, full application fee and participation fees are required.</i>	No	Expected if not attended in last 12 months

Transfers from Out-of-Region

24.

Description	Application Required	Investment Due	MSK	MSP
Vince was a member in good standing in Nebraska. He has a Certificate of Credit to apply to a chapter in Oregon with an opening for his profession.	New Membership Application with full Membership Committee review	If there are 12 or more months remaining on the Certificate of Credit, there are no fees required. If there are less than 12 months remaining on the Certificate of Credit, participation fees are due. Certificate of Credit number must be submitted with the New Membership Application. <i>Note: A Certificate of Credit is only valid for 2 years from last meeting date. After 2 years, full application fee and participation fees are required.</i>	No If needed, Business Card Holder and Gray Name Badge can be purchased through the BNI Regional Office	Required within the first 60 days

Shared Memberships

25.

Description	Application Required	Investment Due	MSK	MSP
BNI® defines a shared membership as a membership between a married/life partner couple representing the same company and classification in the same chapter. <i>Note: Should the couple part ways, the membership remains with the party who legally owns the company.</i> <i>Note: No other types of shared memberships are recognized in BNI®.</i>	New Membership Application with both parties' names listed as the member with two signatures and must answer all questions for both parties	Same as new member	One If needed, Business Card Holder and Gray Name Badge can be purchased through the BNI Regional Office	Required for both parties within the first 60 days
<p>Notes:</p> <ul style="list-style-type: none"> • Due to their complex nature, Shared Memberships are discouraged. • The preferred arrangement is one where one party takes ownership and responsibility of the membership and the other party be available as their substitute, pursuant to the Substitute Guidelines. • Current Shared Memberships that do not fit this definition are grandfathered in up until their next membership renewal, at which time the decision is up to the Membership Committee on whether or not to allow the Shared Membership under these clarified guidelines. <p>Should a Shared Membership exist, please be advised that:</p> <ul style="list-style-type: none"> • One Weekly Presentation is delivered at each meeting. • One Member Contribution is delivered at each meeting. • Attendance is considered PRESENT if either party attends the chapter meeting. • Membership Committees reserve the right to coach and mentor either party at any time regarding actions, behaviors and attitudes. 				

If you have questions or cannot find the scenario to which your situation applies, please contact your Director/Director Consultant or the BNI Regional Office.