



## **Member Transfer Process**

Members wishing to Transfer Chapters must submit a Member Transfer Request Form to the Regional Office and pay a 12-month renewal.

Once submitted, the form will be routed to the Chapter Director Consultant over the *outgoing* Chapter. It will then be the responsibility of the Chapter Director Consultant to:

1. Conduct due diligence on the transfer including:
  - A. Informing and discussing transfer with outgoing Chapter and
  - B. Reviewing the requesting member's most recent traffic light score.
    - a. Member must have a Traffic Light Score of 50 or better to be considered eligible for a transfer.
2. Approve/Denying the transfer by replying to the routed email from the Regional Office.
3. Chapter Director Consultant then communicates the decision to Member.

If transfer request is approved, the Regional Office will drop the Member from their current Chapter and send them a link to apply to the new Chapter. The New Chapter will then:

1. New Chapter Membership Committee processes the application and if approved, VP approves the application in BNI Connect.
2. Regional Office reconciles the application which reestablishes the Membership.

Member Transfer Request Form: <https://form.jotform.com/230787184804160>