

# ADMINISTRATIVE POLICIES

1. There is an initial registration fee. Fees are paid annually or biennially. Contact the local Secretary/Treasurer for amounts. Fees may be paid with VISA, MASTERCARD, **DISCOVER**, **AMERICAN EXPRESS**, **CASH OR CHECK**.
2. BNI may establish chapters in any city or community with people interested in developing a referral-based business. In addition, BNI reserves the right to open more than one chapter per community or city where BNI's services are requested.
3. Membership fees are payable 60 days before the due date. Fees not paid by the first meeting of the month they are due are considered **late** and will be subject to a late charge. If fees are not paid within 15 days, the member will be officially **dropped** by BNI.
4. Fees are nonrefundable. 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.
6. BNI has a strict policy on returned checks. A member has three working days in which to contact his or her Regional BNI office and resolve the matter. Any returned checks not resolved within this period will be turned over to collections. All returned checks will be assessed a minimum \$25 returned-check fee. If a member passes a second NSF check, that member will be subject to immediate termination.
7. BNI is a marketing service provided by BNI Enterprises, Inc. BNI or any of its franchisees reserves the right to discontinue a member's participation in this program.
8. A member requesting a transfer from their current chapter to a new chapter will be required to submit a completed new member application to the Membership Committee of the new chapter. In addition, if the member has less than 12 months of paid membership credit, they must submit a renewal payment. Or, if the member has more than 12 months of paid membership credit, no additional investment is required. Upon acceptance into the new chapter, the credit from their previous chapter will be added to their membership in the new chapter as well as the renewal time, if applicable.