

Attendance and Participation

Attendance is one of the most critical aspects of BNI. If a member misses their second or third meeting within any six-month period, a written warning **must** be given on each occasion. A member may be terminated by letter after their fourth absence within any six-month period as measured from April 1st thru September 30th and again from October 1st to March 31st. **If you do not follow this policy, it will weaken your chapter.** Experience has shown that the more successful chapters have very good attendance and the less successful chapters have poor attendance.

On the next page is a sample Summary Attendance and Participation Report from BNIWMASS. It uses the "**PALMS**" system: Present, Absent, Late, Medical/Military and Substitute. It is important to complete a PALMS report in BNIWMASS as soon as possible after every meeting. Printing out a blank PALMS report before the meeting makes it easy to record this information at the meeting.

Note: Legitimate medical/military leaves are allowed by BNI Policy # 9. If medical/military leave applies, use **M**.

The BNI attendance policy/ BNI General Policy #5 is :

"Attendance is critical to the group. If a member cannot attend, they may send a substitute (not a member of their chapter) to the meeting. This will not count as an absence. A member is allowed three absences every six months (April through September and October through March). More than this and the member's classification is subject to being opened by the chapter's Leadership Team or Membership Committee."

The BNI participation policy/BNI General Policy #6 is:

"Members are required to bring bona-fide referrals and/or visitors to their chapter of BNI. Chapters may establish a minimum number of referrals and/or visitors that is acceptable to maintain membership."

The BNI Leaves of Absence Policy/BNI General Policy #9 is:

"There are no leaves of absence except for medical/military leaves. A member may take up to eight weeks medical/military leave with the Membership Committee's prior approval if their fees are pre-paid for that period of time and they attempt to have someone "fill-in" during their leave."

**All members should aim to participate by bringing either referrals or visitors
at least four times per month.**