

MEMBERSHIP COMMITTEE RESPONSIBILITIES

Each chapter must establish a Membership Committee. There should be 3 or 5 members on this committee, including the Vice President, who have been with BNI at least 6 months, (unless it is a new chapter). The Membership Committee is a 6-12 month service that coincides with the Leadership Team's term. Attendance to the most recent Chapter Success Training breakout for Membership Committees is a requirement. The Membership Committee is chaired by the Vice President, who is a voting member of the committee. Below is a list of Membership Committee responsibilities:

1. Screening persons applying for membership in your BNI chapter according to the following procedures and in accordance with the Membership Committee Application Review procedure:

A. A prospective member may attend two meetings as a visitor, i.e. two visits to the same chapter or one visit each to two different chapters. **The prospective member must have a BNI sponsor.** The prospective member then completes the membership application and submits it with payment to the Vice President for their review. **The application date is the official date of membership.** Inform prospective members of the required Member Success Program presentation. They **must** attend within 60 days of acceptance.

* **Special Note: Always review an applicant's classification very carefully.** If there are conflicts, these **must be resolved prior to acceptance.** If the applicant has a wide range of business activities, ensure that their application states clearly which single category that are applying to represent in the chapter. **If necessary, ask them to amend the form and countersign it.** For a list of classifications, please refer to the appendix at the back of the Membership Committee Handbook.

B. The Membership Committee completes the screening process following the suggested guidelines and notifies prospective members of acceptance or non-acceptance **before** the next meeting. **No applicant should wait more than one week before notification of the status of their application.** In the event an applicant is not accepted, the committee returns the application and payment **immediately.** When considering acceptance of a new member, think "**attitude, attitude, attitude.**" Accepting business people with good attitudes can go a long way towards keeping other problems to a minimum!

C. The Membership Committee reminds the newly accepted member to prepare to stay after the next meeting for a New Member Orientation by the President or designee.

D. The Membership Committee notifies the President of the status of the application.

E. The President announces and welcomes the **new members** at the chapter meeting **following** acceptance by the Membership Committee.

F. Reasons for not approving an applicant include conflict in classification, not marketing primary occupation, and incomplete information on the application.

2. Evaluating the participation of existing members using the summary PALMS report from BNIWMASS for an appropriate time period (provided by the Vice President prior to the meeting). The Membership Committee should give warnings to members who do not bring

referrals or visitors to the meetings on a consistent basis. Any members who frequently disrupt the meeting or are consistently late should be sent the relevant Control Letters.

- 3. Reviewing attendance records.** The Membership Committee must phone and send written warnings (**these should not be e-mailed**) to members who have missed two or three meetings within any six month period, and they should consider opening a member's classification on the fourth absence*. The Committee should also give warnings to members who are consistently late and/or leave early. Each week use the summary PALMS report from the BNIWMASS for reviewing attendance and timekeeping records and send any necessary letters week by week - **do not wait until the monthly Membership Committee meeting for action to be taken.**

(* Always notify your BNI Director when it becomes necessary to open a member's classification.)

- 4. Evaluating complaints about members.** When the Membership Committee receives complaints (or notices) about a member's bad referrals, poor attendance, policy violation or failure to uphold the Code of Ethics, the Membership Committee is to take action. If the quality of a member's service or professionalism is in serious question, **the following steps must be taken before opening the member's classification** (the committee may, however, open a member's classification without probation if it is warranted):

Privately and discreetly, outside of the weekly BNI meeting:

A. First, the Membership Committee must hear all sides of the story, directly from the members involved, in writing, via phone call, or in person.

B. At this point, the Membership Committee has three options:

- They must say, "**How can we help you resolve this issue?**" at they are really doing is getting the people involved to resolve it themselves.
- The Membership Committee **alone** may decide to put the member on probation with majority votes in favor of this action. Probation is appropriate specifically for a violation of any **policy or BNI Code of Ethics** item other than for attendance, when the appropriate Control Letters should be used.
- The Membership Committee may open the member's classification without probation, if warranted. (* See above)

C. If the majority has voted for probation status, the member should be counseled outside the meeting. Discuss the reason for probation, and inform the member that he/she has 60 days to rectify the situation. The Membership Committee must also put the probation notice in writing and send the member the appropriate control letter and the BNI Director a copy, and keep a copy in the Membership Committee Confidential file.

D. If after 60-days the problem is not rectified, the Membership Committee of the chapter must meet to determine opening the classification to someone else. Always inform your BNI Director before actually opening the classification. (The Membership Committee must stay informed and involved with every probationary issue until it is resolved, to satisfy the policies and/or BNI Code of Ethics.)

5. **Evaluate all members** up for renewal 90 days prior to their renewal date. Determine the status of a renewing member as (a) accepted, (b) accepted with conditions, or (c) declined. If a member's renewal is accepted with conditions or renewal is declined they must be informed in writing using the appropriate Control Letter.

***Special Notes:**

1. Your chapter members should be aware of what the Membership Committee does and who is on the committee. Make sure new members are briefed on the Membership Committee's authority. This information would make good Membership Committee reports to give during the meeting.
2. Be sure your prospective members are thanked for their interest in joining and told that the Membership Committee will review their applications. Also, be sure to tell them that they will be notified BEFORE the next meeting regarding their application's status.
3. In the absence of a Membership Committee, the Leadership Team may act as an ad hoc Membership Committee until one is established.