

PROGRAM GUIDELINES

Program Guidelines are not policies, but are recommended practices that allow chapters to run more smoothly and effectively.

VISITING CHAPTERS

- Members visiting other chapters should announce that they are from another chapter.
- Visiting members must not do or say anything that competes with a member of that chapter.
- The chapter should be cautious in giving referrals to individuals they don't know, including visiting members.
- Visiting members should pay for their own breakfast.
- Before visiting another chapter, the visiting member should call that chapter's President first. A visiting member should visit on the same basis as a regular visitor, i.e., no more than twice.
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ABSENCES AND TARDIES

Absences and tardies mean less business for members; therefore, the Membership Committee of a chapter may give warnings to members who are consistently late or leave early. If the problem continues, the member's classification may be subject to being opened by the Membership Committee.

SUBSTITUTE PROGRAM

- Chapters should develop a substitute list. This list should consist of people who are available to substitute for any member on an as-needed basis.
- People to consider for substitutes include your customers, clients, patients, friends, family, employees, and former members.
- If there is no conflict with a member, the substitute can mention his or her own business, understanding, however, that the primary purpose is to represent the member.
- The chapter should be aware that a substitute will be attending the meeting. The Visitor Host should be there to greet the substitute and welcome him or her to the meeting.
- Utilize Meeting Stimulant #28, "Substitute Day," occasionally.
- A member should have a substitute come when they are absent, but not replace them on a continuous basis.

MULTILEVEL MARKETING

Multi-level marketing members of BNI should represent their products and services in BNI, not the business opportunity element of their business.