

Secretary/Treasurer's Member Application Process

Processing of New Member Application Forms:

- Ensure that the application is filled out completely, **including the chapter name**, the application date, all contact details, position applied for and sponsoring member.
- Check that credit card details are filled out correctly, or that the check is for the correct amount and made payable to BNI.
- Upon approval by the Membership Committee, send office copy of the application and payment to your BNI Regional Office. Chapter portion of application form is given to the Vice President for following up the references and Membership Committee Approval.

Do NOT send an application form without the relevant payment.

Do NOT hold onto new member payments for any reason.

Processing of Renewing Members:

- 1st meeting of the month** - Announce members whose membership will have expired by the 1st day of the following month and then repeat that announcement every week thereafter. (Advise member(s) of late payment policy if member(s) has not paid by the expiration date.) **Read out the statement about renewals verbatim from the Agenda.**
- After the meeting, hand out renewal forms to renewing members in the next couple of coming months and advise to complete fully and return as soon as possible to the Secretary/Treasurer **for submission to the Membership Committee for approval**, along with the relevant payment.
- The renewal form is to be given to the Vice President for the Membership Committee to approve. **Remember that renewals are not automatic.** Send renewal form with payment to your BNI Regional Office as soon as the Membership Committee has approved it.

Do NOT send a renewal form without the relevant payment.

After approval Do NOT hold onto renewal payments for any reason once the Membership Committee has approved them.