



## BNI Policies and Guidelines Overview

Membership Committees of each chapter have final authority related to enforcement BNI Policies. Membership Committees may put a BNI Member on probation or open a Member's classification for failure to comply with the Member Policies, the Code of Ethics or BNI Core Values.

1. Only one person from each BNI classification can join a chapter of BNI. Each Member can only hold one BNI classification in a BNI Chapter.
2. BNI Members must only represent their professional classification approved by the Membership Committee.
3. BNI Members must arrive on time and stay for the entire published meeting time.
4. An individual can only be a Member of one BNI Chapter. A Member cannot be in any other program that allows only one person per profession and/or where referral generation is the goal of membership.
5. A BNI Member is allowed three absences within a continuous six-month period. If a Member cannot attend, they may send a substitute; this will not count as an absence.
6. Members are expected to be engaged in the BNI Chapter by bringing qualified referrals and/or visitors.
7. Visitors may attend BNI Chapter meetings up to two times.
8. Only BNI Members who have completed the Member Success Program, and BNI Directors/Director Consultants can do Feature Presentations during the BNI Meetings.
9. Leaves of absence are possible for certain extenuating circumstances (e.g., extended medical issues of self or family, that prevents member from working) at the discretion of the Membership Committee.
10. Members who wish to change their BNI classification must submit a new membership application for approval.
11. All BNI membership lists are for the purpose of giving referrals only. Before sending any marketing or business solicitation communications to BNI Members outside your chapter or Director/Director Consultants, the recipient must give their consent. Consent must be freely given, specific, informed and unambiguous.
12. Membership renewal is subject to approval by the Chapter Membership Committee.

*Policies are subject to change. All proposed policy changes need to be reviewed first by the International Board of Advisors.*

## BNI Code of Ethics

1. I will provide the quality of services at the prices that I have quoted.
2. I will be truthful with the Members and their referrals.
3. I will build goodwill and trust among Members and their referrals.
4. I will take responsibility for following up on the referrals I receive.
5. I will display a positive and supportive attitude.
6. I will live up to the ethical standards of my profession.\*

\* Professional standards outlined in a formal code of conduct for any profession supersede the above standards. This means that a Member belonging to a profession that has a more stringent standard must adhere to that higher standard.

## Administrative Policies

1. There is an initial application fee. Participation fees are paid annually or biennially. Contact the local Secretary/Treasurer for amounts and payment instructions.
2. BNI may establish Chapters in every 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 demand of BNI's services are requested. BNI has the right to decline a member application new or renewing.
3. Membership fees are payable **30 days prior to the due date**. Members not paid by the first day of the month they are due, are considered late and will be assessed a late charge. If fees are not paid within 30 days, the Member will be officially dropped by BNI.
4. Fees are non-refundable. A Certificate of Credit will be given, upon request, to Members in good standing for the unused portion of their time. This certificate of credit will be valid for a duration of 2 years from the issue date. This certificate is not transferrable between individuals unless the person is from the same company.
5. Fees cannot be transferred from one person to another unless the fees are from the same company.
6. BNI has a strict policy on returned checks. A Member has three working days in which to contact their 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 Global, LLC. BNI or any of its franchisees reserve 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 6 months of paid membership credit, they must submit a renewal payment. Or, if the Member has more than 6 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.

## **Non-Discrimination Policy**

BNI Global requires that Chapters review and select persons for membership in all classifications based on qualifications without regard to actual or perceived race (including hair texture and natural hair styles), color, gender, gender identity or expression, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, marital status, domestic partner status, sexual orientation, age or physical or mental disability, legally protected medical condition or information as defined by local or state law, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other classification protected by applicable law (referred to as “protected characteristics”). BNI will support no Chapter’s action when in violation of this non-discrimination statement.

## **No Harassment Policy**

BNI does not tolerate harassment of our Franchisees, regional teams, leadership teams or members at the hand of another. Any form of harassment on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, religion, marital status, disability, military service or veteran status, genetic information or any other classification protected by applicable federal, state, or local laws and ordinances is prohibited and will be treated as a disciplinary matter. BNI is committed to freedom from harassment within our network.

In addition, as BNI is a global organization with a diverse Membership, we all need to be culturally sensitive so that we can best relate to each other. It is the responsibility of all Members, Directors, Franchisees, regional teams, and leadership teams to promote mindfulness of and sensitivity to cultural differences. Doing so ensures BNI is best able to serve its Members by creating a welcoming environment.