



## Relocating/Chapter Change Checklist Guidelines and Procedures for Change

Below are the guidelines for members to follow when they wish to relocate as a member from one chapter to another. Reasons for the change could include: you have relocated to another city and wish to join BNI there; your territory has been reassigned and the chapter in which you are is no longer your service area; you have changed jobs and have a new classification which is filled in your current chapter; or your region has opened a new chapter which is more central to your work area (in this case, you need to **aggressively attempt to replace yourself** in the current chapter). This process should be completed on a two to three week timetable.

**Remember, you may not be a member in any two BNI chapters at any time and must alert your chapter's Secretary/Treasurer to drop you from membership at the start of this process. Note:** You may not have a chapter if the application is not accepted by the chapter applying to.

- Contact your chapter's Secretary/Treasurer to determine how many months paid dues to the International Organization you have coming for your Certificate of Credit. ***They can only get this information once the DROP for the existing chapter is processed by the respective regional office.***
- Visit the chapter into which you wish to join after the Drop from the original chapter is completed. Then fill out an application and submit it to the Membership Committee. BNI Global may require a minimum of 1 Year payment.
- eMail or fax a letter of intent to resign to your Director Consultant; include the reason(s) why you wish to relocate. Cc: your current chapter leadership and the new chapter leadership.
- (Optional)** Upon acceptance by the new chapter, notify your chapter's Leadership Team that you have been accepted into the new chapter.
- Attempt to replace yourself in the chapter from which you are relocating with either someone in your profession or in another profession.
- (Optional)** Obtain a Certificate of Credit from the BNI4Success Regional Office via your Secretary/Treasurer to submit as dues payment to the new chapter.
- Provide the dues information to your new chapter.

**Note:** If you are accepted into a new chapter, you will not receive a *New Member Packet* due to the fact that you were previously inducted into BNI and received the Packet at that time.