



Request to Transfer Form

A Member in good standing, requesting to transfer their membership to another chapter, must complete and submit this form for approval and signature of their Executive Director or Regional Office staff.

To qualify for transfer the below listed member agrees to the following:

1. Recruit a new member of any category to be a “replacement” in chapter, which is being transferred “from”.
2. The member should then submit this completed form along with a completed new BNI Membership Application for consideration to the Vice President of the chapter they wish to transfer to. (Transfer of chapter is a courtesy and privilege, not a right of membership).
3. To make a long-term commitment to the new chapter, along with the approved Request to Transfer Form and the completed new BNI Membership Application, the member will be required to submit a minimum one-year membership fee to their new chapter if they have less than 6 months remaining on their current membership. Upon acceptance by the Membership Committee of the new chapter, the remaining months the member has left from their former chapter will be added.
4. Upon approval of this Request to Transfer, by the Membership Committee, the Treasurer will submit this form and the new BNI Membership Application to the BNI Atlanta Regional Office for approval.

Step One: Member’s Request

Member Name: _____

Company Name: _____ BNI Category: _____

Phone: _____ Email: _____

Chapter Transferring FROM: _____ Last Date Attended: _____

Vice President Name: _____ Phone: _____

Request to Transfer TO: _____ Effective Date: _____

Reason for Transfer: _____

(TREASURER: This form must be attached to your chapter membership report along with the transferring member’s application and submitted to the BNI office PRIOR to proceeding with transfer of membership to your chapter.)

Step Two: Executive Director Approval

Approved Denied

Discussed with Chapter’s Director Consultant

Executive Director Signature: _____ Date: _____

Number of Months Remaining to Transfer: _____ *(Will be officially determined when application is received in the BNI Atlanta Regional Office.)*

Comments: _____