



## Member Transfer Process

Members wishing to transfer chapters must submit a [Chapter Transfer Request Form](#) via their Regional website: Member & LT Resources > Chapter Transfer Resources

Once submitted, the form is routed to the Area Director (AD) overseeing the outgoing chapter. The Support Director Consultant (SDC) is responsible for:

1. Conducting due diligence, including informing and discussing the transfer with the outgoing chapter.
2. Approving the transfer by replying to the routed email from the Operations Team.
3. Communicating the decision to the member.

If the transfer is approved:

- The Regional Operations Team will drop the member from their current chapter and provide a link to apply to the new chapter.
- **IMPORTANT:** The member must:
  - Use the **same email address** as in their previous profile.
  - Select Certificate of Credit as the payment option.

New Chapter Application Process:

1. The New Chapter's Membership Committee processes the application
2. If approved, the Vice President (VP) approves the application in BNI Connect
3. The Regional Operations Team reconciles the application, reestablishing the membership

**Important:**

4. For Members with **less than 6 months of paid membership credit remaining, a renewal payment will be due to complete the transfer**. For those with more than 6 months of membership, no additional fees are owed.