



## Member Transfer Process

Members wishing to Transfer Chapters require the Member to submit a [Chapter Transfer Request Form](#) via their Regional website > Member & LT Resources > Chapter Transfer Resources.

Once submitted, the form will be routed to the Chapter Success Coach over the *outgoing* Chapter. It will then be the responsibility of the CSC to:

1. Conduct due diligence on the transfer, including informing and discussing transfer with outgoing Chapter.
2. Approve the transfer by replying to the routed email from the Ops Team.
3. Communicate the decision to Member.

If transfer request is approved, the Regional Ops Team will drop the Member from their current Chapter and send them a link to apply to the new Chapter.

***\*\*IMPORTANT NOTE: Member should select Certificate of Credit as the payment option and use the same email address that was in their previous profile.***

4. New Chapter Membership Committee processes the application and if approved, VP approves the application in BNI Connect.
5. Regional Ops Team reconciles the application which reestablishes the Membership.

There is no longer a minimum requirement of months on a Certificate of Credit for Member to transfer to transfer. Additionally, no application fee is due when there is a COC used for a new Member.