

# BNI<sup>®</sup> APPLICATION

Please return form to Membership Committee of the BNI Chapter to which you are applying

Braxxus Pty Ltd ATF Brandy Bay Trust ABN: 44 659 716 301 t/a  
**BNI Melbourne**  
 Suite 341/51, Robina Town Centre, QLD 4230  
 P:(03) 9449 8277 F: 1300 232 628  
 Email: bni@bnimelbourne.com.au Website: www.bnimelbourne.com.au

Please attach applicant's business card here 

PART 1 PERSONAL DETAILS
Chapter Name:
Date:
Applicant's Name:
Business Name:
ABN:
Business Phone:
Business Fax:
Mobile:
Email:
Website:
Postal Address:
Post Code:
Business Address:
Post Code:
Sponsor's Name:
Describe your product or service (be specific):
Category allocated by BNI Membership Committee:

INVESTMENT OPTIONS / TAX INVOICE
<input type="checkbox"/> <b>Option One - 12 Months</b> <input type="checkbox"/> <b>New Member</b> Registration A\$ 341.00 (incl. GST)      Membership A\$ 715.00 (incl. GST) Membership A\$ 715.00 (incl. GST) <b>Total A\$ 1056.00 (incl. GST)</b> <input type="checkbox"/> <b>Member Renewal / Company Transfer</b> Membership A\$ 715.00 (incl. GST) <input type="checkbox"/> <b>Late Fee A\$ 55.00 (incl. GST)</b>
<input type="checkbox"/> <b>Option Two - 24 Months</b> <input type="checkbox"/> <b>New Member</b> Registration A\$ 341.00 (incl. GST)      Membership A\$ 1342.00 (incl. GST) Membership A\$ 1342.00 (incl. GST) <b>Total A\$ 1683.00 (incl. GST)</b> <input type="checkbox"/> <b>Member Renewal / Company Transfer</b> Membership A\$ 1342.00 (incl. GST) <input type="checkbox"/> <b>Late Fee A\$ 55.00 (incl. GST)</b>
<input type="checkbox"/> <b>Change of Membership</b> (*additional fees may apply) If membership has less than 12 months paid credit, please submit renewal payment. <input type="checkbox"/> Intercompany member change - previous member's name: _____ <input type="checkbox"/> Change of Chapter - previous Chapter name: _____
<input type="checkbox"/> <b>Change of Category</b> (subject to Membership Committee approval) <input type="checkbox"/> Change of category to: _____
<b>Method of Payment</b> <input type="checkbox"/> EFT <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Expiry: [ ][ ] [ ][ ]      CCV No. [ ][ ][ ] Date: [ ][ ] [ ][ ] [ ][ ]      (3 digit security code on back of card) [ ][ ][ ] Name on Card: [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] Please note: Only Visa and Mastercard credit cards are accepted and a 1.5% surcharge applies. A separate tax invoice for the surcharge is available on request. <b>Signature:</b> <b>X</b> .....
For EFT Transactions please use Member Name as payment reference. BNI Account Name: BNI Melbourne BSB: 014-536      Account #: 4987 11028

**UPON ACCEPTANCE TO BNI, FEES ARE NON-REFUNDABLE WITHOUT EXCEPTION**

PART 2 BNI CODE OF ETHICS
<b>BNI Code of Ethics</b> 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 live up to the ethical standards of my profession.* 6. I will display a positive and supportive attitude with the members and Directors of BNI. *Note: Professional standards outlined in a formal code of ethics supersede the above standard.

PART 3 APPLICATION PROCESS
1. A prospective member may attend two meetings as a visitor. At the second meeting, prospective members obtain a sponsoring member. Prospective members must have a sponsor. Prospective members then complete this application and submit it with payment to the Membership Committee for review. 2. The Membership Committee completes the screening process and notifies the prospective member of acceptance or non-acceptance before the next meeting. 3. The Membership Committee notifies the President. 4. The President announces new member at the Chapter meeting following acceptance by the Membership Committee.

PART 4 MEMBERSHIP QUALIFIERS (Please answer all the questions)
1. Do you belong to other networking organisations? e.g. Chamber of Commerce, Service Club/s, Sports Club/s <input type="checkbox"/> Yes <input type="checkbox"/> No    (if yes, please list)
2. Are you prepared to invite people from these organisations to your BNI Chapter? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted of an act of dishonesty?

I have read and understood all BNI General Policies, BNI Administrative Policies, BNI Programme Guidelines and the BNI Code of Ethics and further understand that upon acceptance to BNI that fees are non refundable without exception.

**Signature:** **X**..... **Date:** \_\_\_\_\_



SECTION 5 AND 6 ARE NOT REQUIRED ON RENEWALS

**PART 5 REFERENCES & BACKGROUND (Please complete for new applications - not required on renewal)**

Both references must be from someone who has known you in a business relationship for more than 12 months, is not your employer and is not a member of the Chapter to which you are applying for membership.

<b>Business Reference one:</b>	<b>Business Reference two:</b>
Name:	Name:
Position:	Position:
Business:	Business:
Phone:	Phone:
Business Relationship (describe):	Business Relationship (describe):

**BACKGROUND:**

1. Is the occupation under which you are applying for a full or part-time occupation?
2. How long have you been with the company you are representing?
3. Have you ever been denied membership in another BNI Chapter?
4. Are you able and willing to make the commitment to arrive at our weekly meeting on time and stay throughout the 90 mins?
5. Is there a person who would be willing and able to attend at our weekly meetings on your behalf if you can't attend?
6. What is your ability to bring qualified referrals and visitors?

**PART 6 EXPERIENCE (please answer both questions for new applications - not required on renewal)**

1. Experience in field / occupation (be specific):

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2. Education background in field / occupation or Degrees, Licences or Credentials required to perform in field / occupation:

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**PART 7 PRIVACY STATEMENT / TERMS / APPLICANT ACCEPTANCE (Please sign)**

**Privacy:** BNI will collect personal information about you. Our primary purpose in collecting this personal information is to enable us to provide services to you. We require this information for the purposes listed below, and if you choose not to provide the information requested, we may not be able to provide services to you. This information may be used for related purposes, such as: to assist in providing goods and services to you, to assist with any enquiries you make to us, for any purpose made known to you at the time of collection of your personal information, to communicate promotional offers, business referrals and special events, for our internal administrative, marketing, planning, product development and research requirements, in connection with law enforcement, national security and airport surveillance and in relation to business referral program. We usually disclose information of this kind to: The BNI Australia Trust and to BNI of Upland, California, third parties such as consultants, auditors, legal advisors and the like, third parties we are required by law to disclose to. Under the National Privacy Principles, you may access your personal information held by BNI. You may contact us if you think any of this is inaccurate, incomplete or out of date. There are some limited situations, which are set out in the National Privacy Principles, where you will not have this right. In agreeing to the above, I acknowledge that the National Privacy Principles are set out under the Privacy Act 1988 [Cth] do not apply to the collection, use and disclosure of my personal information by entities outside of Australia.

**Terms:** Please note that the primary function of BNI is to promote business through its members networking and giving referrals to each other. The prospective member ("applicant") acknowledges that BNI does not endorse the capabilities or professional expertise of any of its members and that the Applicant in choosing to conduct business with or refer clients to any other member of BNI does so at its own volition and risk. BNI specifically accepts no liability in relation to business conducted or standards as between any of its members.

**Continuing Membership:** When applying to join BNI, I understand that I will be allocated to a chapter. I acknowledge that the growth and success of any chapter is the responsibility of the chapter members. BNI may be obliged to close or restructure chapters from time to time and if so, BNI may nominate another chapter for the member to attend, in which case the balance of my membership will be transferred to that chapter upon the approval of the Membership Committee of that chapter. If a suitable chapter is not available then BNI will issue a certificate of credit for the balance of the membership under the published guidelines for such certificates.

**Mediation:** If a dispute arises in connection with this Agreement, a party to the dispute must give to the other party a dispute notice specifying the dispute and requiring its resolution under this mediation clause (Notice of Dispute). The executive director or responsible person of each party must confer within 3 days after the Notice of Dispute is given to try to resolve the dispute. If the dispute is not resolved within 7 days after the Notice of Dispute is given, the dispute is by this clause submitted to mediation, conducted in the city closest to where the party giving the Notice of Dispute is located. The Institute of Arbitrators and Mediators Australia Mediation and Conciliation Rules (at the date of this Agreement) apply to the mediation. Despite anything in this clause, a party may at any time commence court proceedings in relation to any dispute arising under or in connection with this Agreement where that party seeks urgent interlocutory relief. This clause applies even where the Agreement is otherwise void or voidable.

**Limitations on Liability:** Notwithstanding any other provision of this Agreement, any liability to you involving BNI, its franchisees, and their officers, directors, agents and representatives for any cause whatsoever arising from the breach of the conditions or warranties, if any, in this Agreement, related to this Agreement, or membership or participation in BNI or both, and regardless of the form of the action, will to the extent permitted by law be limited to the amount of annual membership dues paid by you for the membership in BNI. Except in jurisdictions where such provisions are restricted, in no event will there be a liability to you or any third party for any indirect, consequential, exemplary, incidental, special or punitive damages.

By signing this application form I confirm that all details are true and correct and I agree to be bound by the terms and conditions of this application and by the Policies, Programme Guidelines and Code of Ethics of BNI, including as amended from time to time. I acknowledge that if I breach these terms and conditions, including the Policies, Programme Guidelines and Code of Ethics of BNI, BNI may terminate my membership in which case I will not be entitled to a refund.

I have read and understand all BNI General Policies, BNI Administrative Policies, BNI Programme Guidelines and the BNI Code of Ethics and further understand that upon acceptance to BNI, fees are non refundable.

**Signature:** **Date:** .....

Please check and ensure the front page has been signed and also creditcard authority (if applicable)

To obtain a copy of the BNI Policies and Programme Guidelines, please ask the Membership Committee of the Chapter to which you are applying or send an email to admin@bni.com.au with the subject line "Policy & Guidelines Request"

**PART 8 MEMBERSHIP COMMITTEE USE ONLY**

Verified Information and References: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accept <input type="checkbox"/> Decline
Membership Committee representative:	Signature:
Comments:	Date:

## BNI GENERAL POLICIES

1. Only **one person from each professional classification** is permitted to join a chapter of BNI. Membership Committees of each chapter have final authority relating to classification conflicts.
2. Members must represent their **primary** occupation, not a part-time business.
3. The weekly meetings last for 90 minutes. Members need to arrive on time and stay for the entire meeting.
4. An individual may be a member of only one chapter of BNI at any given time.
5. **Attendance is critical to the group.** If a member cannot attend, you may send a substitute (not a member of your chapter) to the meeting. This will not count as an absence. A member is allowed 3 absences every six months. More than this and the member's classification is subject to being opened by the chapter's Leadership Team.
6. Members are required to bring bona-fide referrals and/or visitors to their BNI chapter. Chapters may establish a minimum number of referrals and/or visitors that is acceptable to maintain membership.
7. Visitors may attend chapter meetings up to 2 times.
8. Speakers must bring a door prize. Only members bringing a visitor or a referral are eligible for the door prize.
9. **There are no leaves of absence except for medical leaves.** A member may take up to eight weeks medical leave with the Membership Committee's prior approval **if fees are pre-paid** for that period of time and an attempt is made to have someone "fill in" during the medical leave.
10. It is the member's responsibility to file a concern with the Membership Committee of the chapter if a visitor "who submits an application in any way conflicts with their classification". This should be done **before** the visitor is approved for membership. If there are no complaints, the Membership Committee will "assume their consent".
11. Members who wish to change their classification must submit a new Membership Application and get approval from the Membership Committee for that classification change.
12. In case of problems with a member, Membership Committees may, at their sole discretion, put a member on probation relating to the member's business practices or commitment to the chapter.
13. A member's classification may be opened for failure to comply with the policies and/or code of ethics of BNI. Membership Committees of any chapter may open classifications. In the absence of a Membership Committee, the Leadership Team may fulfil that responsibility.
14. If the Leadership Team fulfils all responsibilities throughout their term, then they will receive compensation for their fees. The Leadership Team **must** agree to the terms and conditions outlined in the Leadership Team Agreement in order to hold a position and must go through training before participating.
15. In the absence of a Membership Committee, the Leadership Team may act as an ad hoc Membership Committee until one is established.
16. An individual member cannot be a member of any other group that allows only one person per profession and whose primary purpose is to pass referrals to one another because it substantially reduces the commitment to the Chapter members. Membership Committees have full authority in this area.
17. BNI membership lists are for the purpose of "giving" referrals and not for soliciting (via email, direct mail, or other means) BNI members or Directors without their prior approval.
18. All new members must attend Member Success Program (MSP) training in their region within the first 60 Days of their membership. Only after attending the MSP training may the new member be added to the 'speaker rotation' for the chapter. Any new members not attending MSP training within the first 60 days of being inducted into the chapter will be subject to having their classification opened by the Membership Committee.
19. Policies are subject to change. All proposed policy changes need to be reviewed first by the Executive Board of Advisors, at the discretion of the Chief Executive Officer of BNI in Upland, California. The current version of these policies can be found any time in the BNI member section of [www.bni.com.au](http://www.bni.com.au) or can be requested by e-mail from [admin@bni.com.au](mailto:admin@bni.com.au).

I have read and understood all BNI General Policies, BNI Administrative Policies, BNI Programme Guidelines and the BNI Code of Ethics and further understand that upon acceptance to BNI that fees are non refundable without exception.

Signature: 

Date: \_\_\_\_\_

## BNI ADMINISTRATIVE POLICIES

1. There is an initial registration fee payable for all new members. Membership fees are payable in advance for 1 year or for 2 years. Contact the chapter Secretary/Treasurer or [admin@bni.com.au](mailto:admin@bni.com.au) for details of current fees. All BNI fees may be paid with EFT, VISA, MASTERCARD or CHEQUE. Payments by credit cards attract a surcharge of 1.5%.
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 city or community where BNI's services are requested.
3. Membership fees are due and payable 30 days before the membership expiry date. Fees not paid by the due date are considered **late** and will be subject to a late charge. If fees are not paid within 15 days of expiry, 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.
5. Fees cannot be transferred from one person to another unless they are from the same company.
6. BNI has a strict policy on returned cheques. A member has 3 working days in which to contact his or her regional BNI office and resolve the matter. Any returned cheques not resolved within this period will be turned over to collections. All returned cheques will be assessed a minimum \$50 returned cheque fee. If a member passes a second returned cheque that member will be subject to immediate termination.
7. BNI is a marketing service provided by The BNI Australia Trust. BNI, or any of its Franchisees, reserves the absolute right to discontinue a member's participation in the organisation or chapter.
8. A member requesting a transfer from their current chapter to a new chapter will be required to submit a completed new member Application Form to the Membership Committee of the new chapter. In addition, if the member has less than 12 months of paid membership credit, they must submit a renewal payment. If the member has more than 12 months of paid membership credit no additional investment is required. Upon acceptance in to the new chapter, the credit from their previous chapter will be added to their membership in the new chapter as well as the renewal payment time, if applicable. This also applies to transfers in a chapter from a member to another member from within the same company.
9. Policies are subject to change. All proposed policy changes need to be reviewed first by the Executive Board of Advisors, at the discretion of the Chief Executive Officer of BNI in Upland, California. The current version of these policies can be found any time in the BNI member section of [www.bni.com.au](http://www.bni.com.au) or can be requested by e-mail from [admin@bni.com.au](mailto:admin@bni.com.au).

## BNI PROGRAMME GUIDELINES

1. A member's membership expires at the end of the selected period. Following application for renewal, Membership Committee approval, and the member's payment of the next period's fees the membership will be extended.
2. A company that has paid the membership fee for their representative has the first right to replace their Membership Committee approved representative. The "new" representative must also be approved by the Membership Committee. If the company does not exercise this right within 14 days the "current" member representative has the first option to become a member in their own right or as a representative of another company by submitting a new Application Form with payment, if applicable. We suggest that contractual arrangements regarding BNI membership be clarified between the representatives and their companies "before" submitting an Application Form.
3. Fees paid or unused certificates of credit are only transferable from one person to another if they are from the same company, and cannot be transferred between existing members (ie memberships cannot be merged). The replacement applicant must be approved by the Membership Committee, and a renewal payment is required if less than 12 months of paid membership credit remains.
4. Each chapter is part of BNI's operation and intellectual property.
5. Members are not agents of BNI, but are permitted by BNI to be involved in a chapter and use the BNI system strictly under the terms of the policies and guidelines and only while a member.
6. All members are expected to contribute to the Chapter's management by serving at least one term on the Leadership Team.
7. BNI is the only entity entitled to represent BNI in any relationship with the public via the media.
8. Each member agrees not to take any action or make any claim against any member of the Leadership Team for any matter relating to BNI.
9. Each member will indemnify BNI against any liability etc. for statements or actions the member may make or take that result in liability for BNI.
10. Multi-level marketing members of BNI should represent their products and services and not the business opportunity element of their business.
11. BNI Programme Guidelines are subject to change. The current version of these Guidelines can be found any time in the BNI member section of [www.bni.com.au](http://www.bni.com.au) or can be requested by e-mail from [admin@bni.com.au](mailto:admin@bni.com.au).

I have read and understood all BNI General Policies, BNI Administrative Policies, BNI Programme Guidelines and the BNI Code of Ethics and further understand that upon acceptance to BNI that fees are non refundable without exception.

Signature: 

Date: \_\_\_\_\_