



Certificate of Credit/Leave of Absence Request

Option 1: Certificate of Credit

A Certificate of Credit can be issued to members in good standing who drop from their chapter. A member who is dropped from their chapter due to attendance, participation, or a Code of Ethics or Member Policy violation will not be issued a Certificate of Credit. A Certificate of Credit is valued at the remaining months of a membership. It is valid for up to two years from the member's last recorded meeting date. When a member is issued a Certificate of Credit, their membership stops and their classification is opened for another qualified professional.

Option 2: Medical Leave of Absence

A Medical Leave of Absence MUST be pre-approved by the Membership Committee, and can ONLY be granted for personal medical reasons. During a Medical Leave of Absence, participation fees must be pre-paid for that time period. A Medical Leave of Absence may not exceed eight weeks in length. The member must attempt to find a substitute(s) for that time period. The membership continues to run, and the member's classification is held until the member returns at the end of the approved time period. If the member does not return after the completion of the Medical Leave of Absence and accrues their fourth absence during a rolling six-month period, the member automatically forfeits their used and unused membership time, as well as their classification within the chapter.

Instructions: Members should complete Step One, then submit this form to their chapter's Membership Committee. The Membership Committee should review this request, complete Step Two, and then submit it to the BNI Regional Office for final approval. If the BNI Regional Office does not receive this approved Request, then the Attendance Policy still applies.

Step One: Member's Request

Member Name: _____

Chapter Name: _____

I would like to request: Option 1: Certificate of Credit Option 2: Medical Leave of Absence

Last Meeting Date: _____ Return Date (for Leave of Absence): _____

Member's Official Renewal Date: _____ (Note: Must not precede Return Date)

Substitute Name (for Leave of Absence Option): _____

Reason:

Step Two: Membership Committee Approval

Membership Committee Approves: Option 1: Certificate of Credit Option 2: Leave of Absence

Vice President Signature: _____ Date: _____

Last Meeting Date: _____

Reason: _____

Please submit to the BNI Regional Office by fax or email.