

[Insert Date]

Dear [BNI Member Name],

We have all made a commitment to ourselves and the other members to create a positive organization that should result in increased business for all. In order to do this, everything that happens in a Chapter meeting is geared toward making the members and visitors feel comfortable and welcome and ensuring that as much business as possible is passed through referrals.

There are BNI® Policies that must be followed in order to achieve this. Compliance with BNI® Policies is a condition of continued membership in BNI.

The Membership Committee has observed that you have been disruptive during several of the meetings in recent weeks, either by talking when others are having their moment to speak, making out-of-place comments during the meetings, or otherwise being disruptive to the meeting. The Membership Committee has decided to provide you with another

opportunity to comply with the commitment you made to the Chapter. You are now on probation for the next \_\_\_\_ months. We expect you to respect the rights of every member and the Leadership Team and you will not be disruptive during chapter meetings. If you are unable to make this commitment, or you otherwise violate BNI® Policies during the next \_\_\_\_ months, your current membership will end.

We look forward to helping you become a constructive and supportive member of the Chapter. If you have any questions or comments, please do not hesitate to contact us.

Sincerely,

The Membership Committee

BNI® \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter

cc: BNI® Chapter President

BNI® Regional Office

BNI® Director/Director Consultant