

# Control Letters

**Absence**

**Action**

1st

Phone Call

2nd

**Phone Call + Control Letter #03 Second Absence Letter**

Reminder of attendance and substitute policy

3rd

**Phone Call + Control Letter #04 Third Absence Letter**

Reminder of attendance and substitute policy

Mail Member Policies Brochure

4th

**Phone Call + Control Letter #10 Open Classification Letter**

Must have director approval before mailing

Immediately opens classification for a new, qualified, reliable member

**Control Letter Guidelines**

- These letters must be sent out equally to all members. There are NO exceptions.
- Do not alter these control letters. They have been approved by BNI attorneys.
- Always use the mailing address for the recipient found in BNI Net Plus.
- Always sign the letters from The Membership Committee; never use an individual name.
- Letters may NOT be sent to members via email or fax.
- Always use plain paper, not your business letterhead. Use plain envelopes or regional office envelopes provided.
- When mailing a probation or open classification letter, they must be mailed via First Class, certified mail.
- Always get your BNI Director's approval prior to sending an Open Classification or Probation letter.
- In all cases, these letters should be emailed to your BNI Assistant Director and the regional office (bni@bnioregon.com) at the time it is sent.
- Attendance records start over every six months beginning April 1 and October 1 of every year.

**Timing Is Everything!** Control letters for attendance must be sent in order the week in which an absence occurs. If a letter is missed, you must mail the next letter in line; you may not jump forward to the Open Classification Letter without making the appropriate phone calls and mailing the appropriate letters at the appropriate time.

**Letters for Non-Acceptance**

Control Letter #00	Multiple Applications
Control Letter #01	Classification Conflict
Control Letter #02	Objections Filed by Members

**Letters for Non-Attendance**

Control Letter #03	Attendance Warning Letter: Second Absence
Control Letter #04	Attendance Warning Letter: Third Absence

**Letters for Probation**

Control Letter #05	BNI Code of Ethics Violation: Probation
Control Letter #06	BNI General or Administrative Policies Violation: Probation
Control Letter #07	Lack of Participation: Probation
Control Letter #08	Time-Keeping: Probation
Control Letter #09	Disruptive Behavior in the Chapter: Probation

**Letter for Opening a Classification**

Control Letter #10	Policy, Code of Ethics or Member Activity
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**Letter for Declining a Member's Renewal Application**

Control Letter #11	Letter Declining a Member's Renewal
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