



# Women's Business Network

## WBN Membership Information and Application

WBN Bylaws *Revised January 4., 2024*

### **About WBN**

The Women's Business Network is a group of women who either own or represent a business in Lake County, IL. This group of women come together as a resource for each other by providing a network of referrals, business education, and generating professional ties and lasting friendships. WBN is open to all women, in all fields of business, who find networking mutually beneficial.

### WBN Meetings

When: The fourth Wednesday of every month from 11:15am-1:00pm

Where: The Board Room 137 Lake Street (Rte 21 Milwaukee Ave.) Libertyville, IL 60048

Cost: \$25 for lunch

### Purpose:

We come together as resources for each other by providing a network of referrals, personal introductions, leads and business discussions in order to promote commerce and generate professional ties and friendship.

### Membership:

We are an open group for all women whose attendance would be mutually beneficial, with a restriction of one member per business category, and a maximum of 48 members. Each member may occupy only one business category. If a current, active member has a life changing event (loss of job, etc), they will be allowed to switch categories, if their new category is not already taken. Members are restricted to publicly discussing only their designated business category within the formal context of a WBN meeting. If a member wishes to switch categories, she will be required to submit a new application indicating what new category she wishes to represent. If that category is already taken, they will be placed on a waitlist. Membership applications are pending board approval and will be reviewed monthly. The board decision on a membership application is final.

### Guests:

All members are encouraged to bring guests. A guest may attend twice and then is expected to either join or refrain from further attendance. The purpose of a guest is for potential membership. Guests in currently unoccupied categories only. Guests will have 60 seconds to introduce themselves and their business.

### Attendance:

We strongly encourage steady attendance in order to benefit from the group and benefit others. If you are unable to attend a meeting, you may send a substitute in your place. They will “be you” during the 60 second introductions to help promote your business. Then they will have the opportunity to introduce themselves and what business they represent if they desire. If a member is absent from 3 meetings within the calendar year their category will be opened to the waiting list. Any waitlisted applications take precedence, and should there be no wait list, the member may request to be reinstated with a \$25 fee. If an extended leave is needed, a leave of absence may be requested. A member can only send a sub a maximum of 2 out of the 12 months in a calendar year. A member must attend a minimum of 7 meetings per calendar year in order to keep their active status.

Attendance protocol: Attendance will be tracked by membership and will be listed on the sign in sheet so members are aware of their numbers. After their second absence, they will be notified with an email or phone call from the board. After the third absence, they will be notified by a member of the board and will be informed that they can pay the reinstatement fee of \$25 (only if no one is on the waitlist), but if they miss another meeting, then they will no longer be an active member. If someone is on the waitlist, the absent member will be notified that they are no longer an active member and they can apply to be on the waitlist themselves if that category opens up in the future.

A member will be considered late if they arrive after 11:45 am. We understand extenuating circumstances happen on occasion. When you will be late, please reach out to a board member and let them know. If a member is late (after 11:45) more than twice, they will be considered absent.

### Referrals:

No restrictions. We believe that referrals and their benefits come to those who attend, and those that give shall in turn receive.

### Meeting Agenda:

Meetings occur the fourth Wednesday of each month. The meeting will start promptly at 11:30 a.m., but members should arrive at 11:15 in order to check-in and allow for networking time. The meeting begins with a round of introductions (30 second infomercials). Up to four speakers are allowed six minutes for a presentation and questions from the group, depending on the meeting agenda. Referrals are exchanged. Old and new business follows, including announcements of other activities, events, or organizations of interest. A final round of closing comments/announcements concludes the meeting. Optional networking may follow the meeting.

### Location:

The Board Room 137 Lake Street (Rte 21 Milwaukee Ave.) Libertyville, IL 60048.

Lunch is \$25 for everyone

### Dues and Fees:

Dues to be collected annually at the December and January meeting (\$90). Dues for members who join in the interim will be prorated. Lunch fees can be prepaid, \$250 for 10 lunches giving the member 1 free lunch equaling 11 lunches, (December lunch is paid by WBN.) All dues are non-refundable. Nonpayment of dues assumes termination of membership. Members may not be on the speaker schedule if their dues are not up to date. Dues are used to print materials, promotions, mixers, special events and for regular charitable donations as decided upon by the membership.



# Women's Business Network

## Membership Application

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

Business Name: \_\_\_\_\_ Birth Day: \_\_\_\_\_  
Anniversary (any you want to acknowledge) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

What Business category would best describe you? \_\_\_\_\_

What/Who would be a great lead for you? \_\_\_\_\_

The following description will be used on the WBN website. If you prefer any of the above information not be publicly listed on the website, please indicate that. Upon board approval, you may provide a logo or profile picture for the WBN website if you desire.

Business Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please note: Each member may only occupy one business category. Members are restricted to publicly discussing only their designated business category while within the formal context of a WBN meeting. Membership applications are pending board approval and will be reviewed monthly. The board decision on a membership application is final.)*

Please email this application to [WBNLakeCounty@gmail.com](mailto:WBNLakeCounty@gmail.com). You will be contacted regarding approval and next steps. Thank you