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# WINDY CITY BUSINESS NETWORK GUIDELINES

## MEETING INFO

Our meetings are typically held the first Wednesday of each month at the Willis Tower, located at [233 S. Wacker Dr., Chicago, IL 60606](#), from 9:30-11:00 am. For the latest meeting information, visit our [Facebook page](#).

## MEMBER QUALIFICATIONS

You must have the following qualifications to become a member:

1. Be a business located in or around the Chicago area.
2. Be a member of our LinkedIn group.
3. Be a reputable business within our local community.

## MEMBER RESPONSIBILITIES

As a member of Windy City Business Network we ask that members:

1. Be the owner/co-owner or representative for their business.
2. Pay yearly non-refundable dues on time when invoiced.
3. Contribute to monthly meetings in a manner that helps other members.
4. Be courteous to other members within the group.
5. If a problem should arise, we ask that you first attempt to resolve it on your own.
6. Should a problem not be resolved on your own, please bring it to the attention of a designated board member.
7. Attend as many meetings and events as possible to get the most from the group.
8. Be professional when working with any referrals that you receive within this group.



## **MEMBER EXPECTATIONS**

When attending monthly meetings, we ask that each member:

1. Be punctual and arrive when meetings begin to get a seat.
2. Be prepared to introduce your company at each meeting.
3. Be prepared to give any referrals or to speak about referrals you have received.
4. Bring plenty of business cards to share with guests or current members who may want to refer your business.

## **MEMBERSHIP PAYMENTS**

New members must pay their yearly membership dues of \$399 in full before they can attend the following meeting.

Current members must pay their yearly membership dues of \$399 when they are invoiced on their anniversary date.

Payments include credit cards or a check made out to: **Windy City Business Network**

Membership dues cover the following:

1. Operational costs for meeting room each month (12 meetings a year).
2. Breakfast at each of the monthly meetings (12 meetings a year).
3. Entry fee to public monthly social networking event.
4. Cocktails at monthly social networking event.
5. Promotional/advertising costs throughout the year featuring your business.

Membership dues are non-refundable.

## **MEETING AGENDA**

The agenda for upcoming meetings will be published on the Windy City Business Network website ([www.windycitybiz.net](http://www.windycitybiz.net)) in the blog section as a new post. It will also be shared on the public Facebook page for the group (<https://www.facebook.com/pg/WindyCityBizNetwork/>).



## **PROMOTING GROUP MEMBERS**

Windy City Business Network will choose a few business members each month to feature on the group website in a blog post that will be shared on all social media platforms. If your business has something newsworthy to report, please let the designated board member know and we will be sure to publish on our group outlets.

## **QUARTERLY SOCIAL NETWORKING EVENTS**

Each quarter we will hold a social networking event for members and non-members to attend. The location, dates, and times will change for each event. We ask that members:

1. Be responsible and professional during the event as alcohol may be served.
2. Converse with non-members to gain business, and to promote our group.
3. Bring plenty of business cards in order to facilitate gaining new business.

## **REMOVAL OF MEMBERSHIP**

Members will be removed from the group if:

1. A problem arises between group members that cannot be resolved and affects the group from functioning in a professional manner.
2. Intoxication becomes an issue at a monthly social networking event.
3. Membership dues paid by check bounce and it is not resolved by the following month's meeting.

**THANK YOU FOR BEING A PART OF SOMETHING BIG.  
WINDY CITY BUSINESS NETWORK BOARD**