WSBB Attendance & Category Exclusivity Policy

Approved Policy — Effective November 3, 2026

1. **Annual Attendance Requirement**

Members must attend at least 65% of scheduled meetings annually to remain eligible for membership renewal.

Attendance includes meetings attended by a qualified substitute. Failure to meet the annual requirement may result in non-renewal.

2. **Three-Month Attendance Rule**

Members who miss 50% or more of scheduled meetings in each of three consecutive calendar months will forfeit category exclusivity. WSBB may actively recruit and approve another qualified business or professional to fill the category.

This rule applies independently of the annual 65% attendance requirement.

3. **Corporate Sponsor Status**

Members who forfeit exclusivity will become Corporate Sponsors for the remainder of their paid annual membership term or until their category has been filled (whichever occurs first).

Benefits retained:

- Business listing under Corporate Sponsors on the WSBB website & weekly agenda.

Benefits forfeited:

- Exclusive category representation.
- Entitlement to referrals from WSBB members for their former category.
- Member presentations during weekly meetings.
- The right to dispute or block WSBB's approval of another business in the category.

Corporate Sponsor status is not an elective membership option. No refunds, prorated credits, or dues reductions will be provided.

4. **Restoration of Exclusivity**

After three consecutive calendar months as a Corporate Sponsor, exclusivity may be restored if both conditions are met:

- WSBB has not filled the category with another approved member.
- The sponsor has attended at least 65% of scheduled meetings during the same three-month period.

Restoration is subject to WSBB approval and written confirmation. If the category has been filled, exclusivity cannot be restored.

5. **Substitute Policy**

Members may send a qualified colleague, client, spouse, employee, or other approved representative. Qualified substitute attendance counts as attendance for the member.

Substitutes must represent the business professionally and be familiar with its services.

6. **Tardiness**

Arriving 10 or more minutes after the scheduled start time counts as a late arrival. Every three late arrivals count as one missed meeting.

7. **Administration**

WSBB will maintain attendance records and notify members of applicable status changes. Meetings canceled by WSBB do not count as absences.

Members may request a review of attendance discrepancies in writing within 10 calendar days of notification.

WSBB will administer the policy consistently and communicate material changes.