WSBB Membership Committee Charter

Effective Date: 11/1/2026

1. Purpose & Authority

The WSBB Membership Committee shall serve as the organization's quality control, member accountability, and policy enforcement board. The committee is responsible for protecting the integrity, reputation, professional standards, and overall value of WSBB for all members. Therefore, the committe is tasked with reviewing member concerns, investigating policy violations, facilitating conflict resolution, establishing corrective action plans, and making final decisions regarding member removal in accordance with this policy.

2. Committee Responsibilities

The Membership Committee shall be responsible for:

A. Membership Growth & Retention

- Overseeing membership growth and retention.
- Evaluating prospective member fit and category availability, in coordination with WSBB leadership.
- Identifying opportunities to improve member engagement and satisfaction.
- Helping maintain a balanced membership that provides value across professional categories.

B. Member Concerns & Complaints

- Receiving and reviewing member complaints and concerns.
- Providing a confidential process for members to communicate issues.
- Investigating reported violations of WSBB policies and expectations.
- Documenting findings and determining appropriate courses of action.

C. Conflict Resolution

- Facilitating constructive resolution of member disputes.
- Addressing interpersonal conflicts before they negatively impact the group.
- Establishing expectations for professional conduct and communication.
- Determining when unresolved conflicts warrant disciplinary action.

D. Attendance Monitoring & Enforcement

- Monitoring member attendance and compliance with WSBB attendance requirements.
- Enforcing the established attendance and category exclusivity policies.
- Addressing patterns of absenteeism or disengagement.
- Communicating attendance concerns and required corrective action to members.

E. Member Support & Development

- Identifying members who may need additional support to become successful within WSBB.
- Providing guidance on networking effectiveness, participation, and referral relationships.
- Encouraging engagement, collaboration, and reciprocal business development.
- Offering reasonable opportunities for members to address challenges before disciplinary action becomes necessary.

3. Committee Composition & Decision-Making

The Membership Committee shall consist of designated WSBB members appointed or approved by WSBB leadership.

The committee shall designate a chairperson responsible for coordinating meetings, maintaining documentation, and overseeing the review process.

Voting Requirements:

- Decisions shall be made by a simple majority vote of eligible, non-recused committee members participating in the decision.
- A quorum shall consist of more than half of the committee's eligible members.
- Committee members with a personal, financial, or direct business interest in a matter must disclose the conflict and recuse themselves from deliberation and voting.
- A tie vote on a membership removal decision shall be referred to WSBB leadership for a final tie-breaking determination.

The committee shall maintain written records of formal complaints, investigations, disciplinary actions, and membership decisions.

WSBB leadership retains oversight of the committee's adherence to this policy and may address procedural concerns.
