

# Irresistible Woman™

## ENTREPRENEURS CLUB

Powered by Business Guides™

### **Policies & Procedures • Solicitation & Recruiting • Creed of Excellence**

The Irresistible Woman Entrepreneurs Club™ is a service provided by Business Guides.

The Irresistible Woman Entrepreneurs Club™ is where women network & businesses grow!

This entire document is a reflection of what we hold ourselves to as irresistible women in business, professional women of the highest caliber and ethical standards. We are the best!

Questions related to the following content can be directed to one of your IWE Club Group leaders.

Irresistible Woman Entrepreneurs Club – Where Women Network & Businesses Grow!

[www.IWEClub.com](http://www.IWEClub.com)

#### *Business Guides Contact Information:*

Address: 524 Merchant St, Ste A, Vacaville, CA 95688

Phone: 707.689.5675 Toll-free Phone/Fax: 888.493.2582

Online Help Desk/Support: [www.BusinessGuidesHelpDesk.com](http://www.BusinessGuidesHelpDesk.com)

# Irresistible Woman Entrepreneurs Club

## Member Policies & Procedures

Irresistible Woman Entrepreneurs Club is a service provided by Business Guides. In the following simplified policies and procedures Business Guides may be referred to as “Business Guides” and Irresistible Woman Entrepreneurs Club may be referred to as “IWE Club”, “Club” or “Group”. An active membership signifies agreement with these policies and procedures.

1. **Meeting Times.** IWE Club groups will meet twice a month in their local area for networking. Meeting times are at the discretion of the group leader, but will consistently be held at the same time and day of the week.
  - a. Virtual Groups meet monthly online via webcast or chat room or via telephone (conference call) at the same time and day of the month.
2. **Guests.** Guests can attend up to two local meetings for free
  - a. Guests can register for a monthly membership to attend again (they can cancel at any time)
3. **Groups.** Members are part of one IWE Club group while representing a specific business or profession
  - a. Members can have multiple IWE Club memberships (one membership for each group they want to participate in) to a maximum of **two** Groups
  - b. In addition members may also have a Virtual Stars membership where they may represent up to two businesses
4. **Exclusivity.** IWE Club Groups can only have one member from each profession or each network marketing/direct sales company
  - a. Example: There cannot be two Tupperware reps in one group
  - b. It is up to the individual IWE Club group leader as to whether two network marketing/direct sales reps “compete” and can deny individual membership to the Group. The denied prospective member may contact Business Guides to inquire about starting an IWE Club Group in her area at a different time and day of the week or join as a Virtual Stars member.
  - c. Exclusivity does not apply to Virtual Groups
5. **Club Materials.** IWE Club leaders and members may not create their own IWE Club related business cards or other materials. Business Guides is committed to minimizing



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our impact on the environment. Therefore printed marketing materials will be kept to a minimum.

- a. If Leaders or members create materials using the name or logo of the Irresistible Woman Entrepreneurs Club or any derivative thereof, it **must** be submitted to Business Guides for review via the Help Desk prior to use or distribution
6. **Additional Fees.** Members will not be charged a separate fee to attend regular monthly networking meetings. When meeting at a restaurant or eating establishment members are responsible for their individual meals. Members may incur additional fees to attend or participate in other meetings or events that take place in addition to regular monthly networking meetings.
7. **Meetings.** Members should do their best to arrive at meetings and events promptly as not to be disruptive by coming in late.
8. **Attendance.** Members should notify one of their Group leaders when they will miss a meeting. When a member misses two-three local networking meetings within a three month time period they may be replaced by another IWE in the same profession or representing the same company. After two missed meetings within a three month time period, a member may be placed on probationary status by the IWE Club Group leader.
  - a. Miss two meetings within a three month time period – member receives warning email and is placed on probation
  - b. Miss three meetings within a three month time period – member receives second email that they may be replaced and membership terminated at any time
  - c. If the replaced member’s membership is canceled in the IWE Club Group, the replaced member may join another IWE Club group with the approval of Business Guides. If the member misses three more meetings within the following six months, they may be removed from that Group and may not join another IWE Club Group for six months. All actions must be documented by Leaders and submitted to Business Guides through the Business Guides Help Desk at [www.BusinessGuidesHelpDesk.com](http://www.BusinessGuidesHelpDesk.com).



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- d. Exceptions will be considered on a case by case basis. If a member will miss three meetings or more within a three month time period, they should discuss their situation with their IWE Club Group Leader. The Group Leader will discuss the member's situation with her other leaders to determine appropriate action. The Group leaders may contact Business Guides in writing through the Help Desk concerning their member's request for missed meeting exceptions if it is deemed necessary.
9. **Billing.** Membership is on an automated process. Monthly memberships are processed every 30 days. Due to this there may be times when memberships will process twice in one month.
- a. Upon the first - third failed attempt to process a member's card the member will receive a notification email with instructions to update their payment information.
  - b. When memberships process each month and a member's card is declined for any reason an additional fee will be charged. Declined payments will be reattempted automatically three days in a row. An **additional fee of \$15** will be charged for banking and processing fees for failed membership transactions.
    - i. If a member's card is still declined on the third attempt and the member does not make arrangements to remit payment within 10 business days, their membership will be terminated and their position within their IWE Club Group will be made available. The member may be able to rejoin as a new member
    - ii. It is the member's responsibility to contact Member Support at Business Guides in writing through the Help Desk at [www.BusinessGuidesHelpDesk.com](http://www.BusinessGuidesHelpDesk.com) in regards to late and declined membership payments.
10. **Membership Termination** – membership in the IWE Club can be terminated at any time for any reason and without refund or compensation by the member or Business Guides.



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11. **Conflict Resolution.** If an issue arises between members, the members should do their best to work it out among themselves in a positive manner. If the members are not able to resolve an issue, they should take the issue to their Group Leader. If the issue is with their Group Leader, they should contact their Group Co-Leader or Group Assistant. If the issue is with the Group leadership, the member may contact Business Guides in writing through the Help Desk at [www.BusinessGuidesHelpDesk.com](http://www.BusinessGuidesHelpDesk.com).
- First Step** – Speak with the offending member in a calm, professional, non-confrontational manner (do not complain to other members or the leader about your issue – go straight to the source of your issue)
  - Second Step** – If the issue is not resolved after speaking directly with the offending member, take the issue to one of your Group leaders (do not complain to other members about your issue – go straight to your leader)
  - These steps are in place to minimize friction and eliminate gossip within the Group. Failure to follow these steps creates a negative Group environment and it will not be tolerated.
12. **Suggestions, Comments, & Kudos.** If you have a question or suggestion related to your local Group, please contact your Group leaders. If you have a suggestion, comment, or kudo you'd like to pass on to Business Guides, please submit it through the Help Desk at [www.BusinessGuidesHelpDesk.com](http://www.BusinessGuidesHelpDesk.com). If you need assistance with your membership, please contact your Member Liaison, Marilyn Barker at [marilyn@iweclub.com](mailto:marilyn@iweclub.com).



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### Solicitation & Recruiting Addendum

This is something that is very important that we all need to remember and lead by example in. The purpose of the Irresistible Woman Entrepreneurs Club is not to solicit our own members. Our purpose is to generate referrals for each other.

Yes, we can refer ourselves to each other, but that does not mean we add members to our contact list, email list, prospect list without them asking us to.

This is what we do not want to see within the Club...

"She'll only do business with me if I do business with her."

"I didn't ask for more information, but she keeps calling me."

"I didn't even talk to her, but now I'm receiving her offers in my email inbox."

"She keeps calling me about her business opportunity and I'm not interested."

"I never said I was interested in listening to a presentation or hosting a party, but she is asking me to do this."

"I don't like being pressured and she is pressuring me."

"It seems like all she cares about is making money off me."

"She'll host a party for me, but only if I host one for her."

Again, we do not exist to solicit each other like this. We are irresistible women entrepreneurs and that means we network and do business differently - better.

Members can make special offers during their commercial or presentation, but this should NOT be the focus of IWE Club participation. We exist as a safe, comfortable place to build relationships. We exist to support each other through referrals, sharing tips, creating strategic alliances and cheering each other on in business.



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So what can we do?

We can ask our members and guests if they would like to meet with us so we can get to know each other (get together for coffee or something). No sales pitches, no offers, just getting to know more about each other and what each other does. **Friends first.**

We can ask members or guests ONCE if they'd like to receive updates about our business/special offers so they can be kept informed about what we are doing and offering.

We can ask members to attend a party, presentation, training event, meeting, other event, etc. to get a better understanding about what we do - no sales pitches (to them), no pressure, no ulterior motive, no follow-up about buying/joining/hosting/enrolling, just education. The purpose is so that they are more informed about what we do in order to make better referrals to us.

Failure to follow these guidelines is grounds for membership termination. Every woman's actions are not just a reflection on her, but on the entire IWE Club membership. If you question whether or not you should do something, please discuss it with your Group Leader.

If Group leaders are approached about one of their members being aggressive, pushy or contacting people without having been asked to, leaders should have a chat with them. They are violating the Irresistible Woman Entrepreneurs Creed of Excellence and in danger of losing their membership. We value every member and do not have a desire to terminate any membership, but we will do what we must to protect the integrity of the Club. Members will receive one warning and then termination.

We hold ourselves to a higher standard in the IWE Club. We will not be vultures and we will not be entirely self-focused. We are here to serve. We are here to build relationships. We are here to grow personally and in business. We are here to thrive in every way possible!



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### Creed of Excellence Addendum

As a Member in the Irresistible Woman™ Entrepreneurs Club you have the opportunity to lead by example and to exemplify the high standards of excellence, toward which we all aspire.

As an important part of our family we ask that you uphold the honor and integrity of this position by adopting these qualities of excellence.

As an IWE Club Member I will ...

- ❖ Create a sense of family and belonging among my sisters
- ❖ Lead by example by "doing first, what I ask others to do"
- ❖ Promote a shared vision for who we want to be as a Club
- ❖ Create a sense of trust and mutual respect among my sisters
- ❖ Make all new Club members feel welcome and appreciated
- ❖ Connect with other Club groups' members online and at virtual and in-person events
- ❖ Conduct myself in an ethical and professional manner
- ❖ Encourage goal setting and goal sharing among the Members
- ❖ Make every effort to attend events offered by my leader and the Club
- ❖ Support the Club policies and procedures as I participate in my group
- ❖ Strive to achieve Club contests so that I set an example for my sisters
- ❖ Encourage participation in training and personal development
- ❖ Be a leader in referral marketing for the Club and my sisters

