

Updated January 19, 2025

I. General Policies

A. Dues/fees:

1. LNCQ's annual membership dues are determined by the Executive Board and are subsequently approved by the membership.
2. Members must renew before March 1 to continue getting LNCQ communications.
3. Annual membership dues must be paid before registering for that year's events or attending that year's meetings.
4. Guest fees are set by the Executive Board and may vary by event.
5. Fees for workshops, retreats, and other events will vary by event and require approval by the Executive Board.
6. Payment Policy: Payment for LNCQ retreats, workshops and special events are due at sign up or when an email notice is sent out. For retreats the payment is due at the time that the email notice is sent asking for payment. Members can pay using PayPal (payment can be made by credit card using PayPal without signing into PayPal). For members who use checks, the checks must be received by the treasurer within 7 days of the email being sent out. For workshops the payment is due when people sign up. Members can pay using PayPal (payment can be made by credit card using PayPal without signing into PayPal). For members who use checks, the checks must be received by the treasurer within 7 days of when the member indicates on the signup form saying they are paying by check. When payment is not received in the 7 days the workshop/retreat spot will be opened up and the organizer will go to the next person on the Waiting List. The purpose of this policy is to ensure fairness so people on the Waiting List can get access to our programming. Prior to deleting a person from the registration list the organizer will reach out to the participant via email to see if the check was just tied up in the mail, or there is another logical explanation.
7. The Executive Board must approve all LNCQ commitments.
8. [Anyone newly registering for membership the following year has a non-voting membership for the remainder of the current year. \(September 2023\)](#)

- B. According to the IRS, LNCQ may NOT list member businesses, as listing implies endorsement. (Further details about this will be kept with the Treasurer's files.). LNCQ does not offer business memberships.
- C. Reimbursement requests must be approved in advance by a member of the Executive Board. A completed request form, with attached receipts, is submitted to the Treasurer after being signed by either the President or 1st Vice President. The Reimbursement Form will be published on the LNCQ Website.
- D. Show and Tell is NOT for business promotion.

- E. Every LNCQ member is encouraged to participate in making at least one quilt each year for LNCQ to donate to another organization serving the community.
- F. Use of LNCQ's non-profit status by LNCQ Small Groups:
 - 1. To use this, 100% of the small group's members must be current members of LNCQ.
 - 2. This may be used to secure, at no cost, a venue eligible only to tax-exempt organizations; it may not be used for other purposes (e.g. purchases).
 - 3. If the venue's use by a tax-exempt organization is limited, the small group will yield its meeting slot to LNCQ in the event of a conflict.
- G. Small children are not to attend general meetings unless they are present to show their own completed quilt project. Children and pets are not allowed at retreats or other LNCQ sponsored events.
- H. At the General meetings of the League and any other League sponsored functions, no selling, soliciting or other commercial enterprises will be allowed, except by the Ways and Means committee. Members may advertise used quilting-related products on the website. On the day of their presentations or classes, program speakers will be exempted from this and will be allowed to sell printed materials, kits and/or quilting tools.
- I. Official email addresses for specific LNCQ roles (e.g. President, Small Groups chair) will be set up, as needed, with LNCQ's master email address as the account's recovery email.
- J. A Google Drive has been set up for LNCQ record keeping/documentation. Those with official email addresses will be given access to portions of the Drive relevant to their role. Documents and folders added to the Drive should be "owned" by the LNCQ Board or by an official LNCQ email account, not by anyone's personal email account. Archived documents should be "viewable", but not "editable" to preserve an accurate record.
- K. The only advertising allowed is for a used, quilting-related item (not service) for sale by a LNCQ member. There is no charge for such an advertisement.

II. Policies re: Executive Board members

- A. A representative of the Executive Board must review and approve all communications to membership.
- B. An audit should happen no less than every three years or with a change of treasurer. The audit committee should consist of members who are not on the board.
- C. Both the Programs Vice President and the Treasurer will sign contracts with speakers.
- D. The Treasurer will ensure that LNCQ has liability insurance.
- E. The Secretary or designee is responsible for ensuring that this policy document is kept updated.
- F. The President and Treasurer must review and approve the contract for all retreats.
- G. Executive Board members are expected to attend scheduled board meetings and should keep the president informed when that is not possible.
- H. All contracts are to be reviewed by the treasurer in advance.

- I. Upon request, the Programs Vice President may stay on the General Board as Programs Host the following year. (Added 2022.11.21)

III. The 501.c.3 designation for LNCQ means

- A. People who donate money or goods to LNCQ can get a receipt for a tax deduction.
- B. LNCQ can apply for grants.
- C. LNCQ is exempt from paying state and federal income taxes and sales taxes associated with charitable and educational purposes.

IV. The Standing Committees of the League are:

- A. Community Service
- B. Membership
- C. Publicity
- D. Retreats/Events
- E. Show and Tell
- F. Small Groups
- G. Website
- H. Newsletter
- I. Hospitality
- J. Ways and Means (Fundraising)

V. General duties of Committee Chairpersons/General Board Members

- A. Some duties are specified in the League by-laws.
- B. Committee Chairpersons/General Board Members who cannot attend a general board meeting should send a written update to the Board President in advance.

VI. LNCQ Committees/General Board Members

- A. Community Service
 - 1. The Community Service Committee is charged with:
 - a) *Locating organizations in need of quilts/quilt art.*
 - b) *Promoting service projects with the membership.*
 - c) *Deciding to which organizations LNCQ's quilts will be donated.*
 - d) *Coordinating the donation of items for community service projects.*
 - 2. The Community Service Chairperson will report regularly to the League the number of quilts donated and the organizations to which they have been donated.
 - 3. Donations receipts
 - a) *This form will be available on the Members Only section of the website.*
 - b) *At the time of the donation, the member must get the form signed by a member of the Executive Board or by the Community Service chairperson.*
- B. Membership
 - 1. The Membership Committee chairperson will
 - a) *Receive all applications for membership in the League.*

- b) *Submit records and money from dues to the Treasurer*
 - c) *Maintain accurate and updated records of the League members to include at least name, address, telephone number and email address.*
 - d) *Ensure that an updated, accurate copy of the roster is on the member's page of the website.*
 - e) *Ensure that an updated, accurate copy of the roster is available during registration at General Meetings.*
2. The Membership Committee will
- a) *Register members and guests at General Meetings.*
 - b) *Ensure each person attending a General Meeting has a name tag.*

C. Publicity

1. The Publicity Committee chairperson will
- a) *Prepare flyers/notices that promote the League, its meetings and its activities.*
 - b) *Advertise LNCQ activities on its social media accounts.*
2. The Publicity Committee will
- a) *Distribute LNCQ flyers/notices to area shops, other area quilt guilds, and other outlets as are appropriate/available (e.g. news media, quilt-related events).*
 - b) *Notify the guild of non-LNCQ quilt-related events.*

D. Retreats/Events

1. The Retreats/Events Liaison will
- a) *Be the point of contact between the Executive Board and retreat organizers.*
 - b) *Ensure that all approved retreats and events have an organizer from the general membership.*
 - c) *Provide information concerning each retreat/event throughout the year at the General Board meetings.*
 - d) *Research new/alternative venues for retreats and inform the Executive Board of possibilities.*
 - e) *Inform the Executive Board of the costs and suggested registration fees for retreats*
2. To attend any LNCQ retreat, one must be a LNCQ member at the time of registration.
3. All retreats must be self-funding.
4. ~~LNCQ requires COVID vaccinations and boosters for attending an out-of-town retreat.~~
5. *LNCQ will not require COVID vaccination for retreats EXCEPT as required by the venue or location. (January 2023)*

E. Show and Tell

1. The Show and Tell Committee Chairperson will
- a) *Coordinate show and tell at each meeting.*
 - b) *Be responsible for sign-in of members with quilts to show at each meeting.*
 - c) *Provide show and tell records and photos to the appropriate web coordinator.*

2. The Show and Tell Committee will
 - a) *Assist the Chairperson by photographing quilts shared at the meeting.*
 - b) *Assist members with holding larger quilts being shared at the meeting.*

- F. Small Groups
 1. The Small Groups Coordinator will:
 - a) *Provide leadership for the formation of new small groups.*
 - b) *Be responsible for keeping small groups records up to date with LNCQ contact person, meeting time(s), group focus (if applicable), and meeting location.*
 - c) *Provide a listing of small groups with openings for the website.*
 - d) *Remind each small group's contact person to notify the Community Service Chairperson of donations of quilts directly to a charitable organization by the small group.*
 2. LNCQ Small Group Contacts will
 - a) *Be a current member of LNCQ.*
 - b) *Ensure that if LNCQ's non-profit status is used to arrange a meeting venue, all members of that small group are current LNCQ members.*
 - c) *Notify LNCQ's Community Service Chairperson of the group's donation of any quilts directly to a charitable organization.*

G. Website

1. Maintain and update LNCQ website
2. Maintain the membership email list for club-wide communications.
3. Coordinate with General Board members to obtain current information.
4. Format and publish the newsletter.
5. Report and submit expenses related to the Website to the Treasurer.
6. The website should maintain the privacy of member information and use the membersonly section of the website for any documents that containing members' private information.
7. A website coordinator will work with the secretary to ensure that board members have access to the generic LNCQ email address associated with their position.
8. Ensure that at least two LNCQ board members are able to generate and send club-wide email communications.

H. Newsletter

1. The Newsletter Editor will
 - a) *Submit to the Website Coordinators edited articles and photographs in the proper format.*
 - b) *Remind General Board members of submission deadlines for the newsletter.*
2. If another guild requests it, a notice of that guild's events may be included in the LNCQ newsletter.

I. Hospitality

1. The Hospitality Chairperson will work with the Executive Board to plan food and/or member-welcoming activities at League general meetings.

J. Ways and Means (currently non-existent)

1. The Ways and Means Chairperson will
 - a) *Propose ways to raise money for League activities.*
 - b) *Coordinate all fund-raising activities of the league not specifically covered by another committee.*
 - c) *Account for all funds received, by item, and forward such funds to the Treasurer. (This is to include sales tax information if required.)*