Awards Committee

# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
4	2 years	1	NO	5/2026

Purpose

The work of the Awards Committee recognizes the achievements and contributions of LQG members.

Awards

LQG Life Member: This is the highest honor given to an LQG member. It is awarded for a lifetime of achievement and significant contributions to the Guild. (This is an award that is infrequently given.)

LQG Bright Star: This honor is awarded to an LQG member for consistent achievement and continuing involvement for the betterment of the Guild over a period of time (for achievement beyond the Shining Star level but less than the level of a Life Member.)

LQG Shining Star: This honor is awarded to an LQG member for a significant contribution to the Guild. It may be for a single project or for an ongoing project.

Duties

1. The Awards Committee Chair will make an announcement at the July LQG meeting to remind members about the availability of Awards and about the Awards nomination process. Inform LQG members that nomination forms are available 1) from Committee members and 2) on the LQG website.
    a. The deadline for nomination forms to be submitted is September 1. Forms should be postmarked on or before September 1and mailed to the LQG PO Box **or** hand-delivered to the current LQG President on or before September 1.
    b. All nomination forms that are submitted by the September 1 deadline will be gathered by the LQG President and given to the Awards Committee for review.
2. The Awards Committee will compare nominations to the list of previous award winners. An LQG member should not receive 2 awards for the same activity.
    a. Based on the award categories and descriptions, the following guidelines apply to nominees:
        i. LQG Life Member – a member may receive this award only one time
        ii. LQG Bright Star – a member may receive this award only one time
        iii. LQG Shining Star – a member may receive this award multiple years for different projects or for work on an ongoing project.
3. Members of the Awards Committee may write a nomination if they feel there is a deserving LQG member who has not been nominated.

a. Award nominees must receive more than one nomination before an award is given. If more than one LQG members signs a nomination form, each signature is considered a separate nomination.

b. If the Awards Committee reaches consensus that an LQG member should receive a different award than the one for which the member was nominated, the Committee may change the award designation.

4. The Chair of the Awards Committee will present a list of award nominations to the LQG President for discussion and concurrence at the October Board meeting.

    a. The Board will review the nominations and provide concurrence of the awards to the Chair of the Awards Committee. If members of the Board are included in the list of recommendations, they will **not** be presented to the full board. The President will review the nominations with the board members (except those nominated) outside of the meeting to provide maintain confidentiality and gain final concurrence of awards for the Board member/s nominated.

5. All nomination forms for awards not given will be destroyed.

6. Prior to the October LQG meeting, the Chair will ask the President to get the required award pins from the container in the locked cabinet in the Resource Room.

7. A member of the Awards Committee will present pins to award recipients during the October LQG meeting.

8. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.

9. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

Reviewed by the Board & Approved 5.2026