

Standing Rules of the
SANTA CLARA VALLEY QUILT ASSOCIATION
a non-profit corporation

The date given after each standing rule represents the SCVQA Board Meeting Minutes when this standing rule was adopted.

Membership

There is no pro-rating of dues for members joining after October 1. Individuals either may pay full fee or continue to attend meetings paying the non-member fee. 7-11-2011

Non-members pay a guest fee, established by the SCVQA Board of Directors, to attend any SCVQA General Monthly meeting. 7-14-2014

Non-SCVQA members participating in SCVQA Workshops pay a surcharge in addition to the workshop fee. 7-14-2014

It is a Standing Rule of SCVQA that we do not share our membership list outside of SCVQA. 11-7-2011

Meeting of Members

Announcements at general meetings are made by board or committee members unless preapproved. 7-11-2011

SCVQA's newsletter, The Valley Quilter, is sent electronically to members. There is an additional charge, as determined by the SCVQA Board of Directors, to cover the cost of printing and mailing for those members who want it mailed via USPS. 7-14-2014

The non-member electronic subscription rate for The Valley Quilter will be determined by the SCVQA Board of Directors. 7-14-2014

If soliciting for help in SCVQA newsletter articles, it is each writer's responsibility to include their telephone number and email address. 2-9-2011

Board of Directors

There shall be no board votes taken via e-mail; there is a provision for special board meetings in the SCVQA Bylaws. 7-11-2011

When a non-recording secretary takes the board meeting minutes, corrections of said minutes should be submitted to the author of the minutes, who then finalizes those monthly minutes. 8-8-2011

The Membership Chair, Treasurer and Newsletter Chair are each to have a SCVQA USPS box key and pick up the their mail relating to their responsibilities. 7-11-2011

Monthly SCVQA Board meeting agendas and minutes shall be posted on the SCVQA website. 3-12-2012

When a SCVQA board member temporarily delegates their duties and responsibilities to another SCVQA member, this action, with stated time period, must be reported to the entire Board of Directors via e-mail. If you provide SCVQA usernames and passwords to this person you need to inform the SCVQA Webmaster. If you provide access to your e-mail to this person, you need to notify those board members and others who routinely communicate with you. 9-10-2012

Contracts, Checks, Deposits and Funds

To protect SCVQA's 501 (c) 3 status, no one benefits monetarily from membership in SCVQA. All checks are written to SCVQA. Disbursements are made to committees in accordance with the budget. Committees may ask the board for an increase over the approved budget for board consideration. 7-11-2011

No monies shall be carried over from year to year by any one person or committee. 7-11-2011

Funds collected should be transmitted to the SCVQA Treasurer within three days of the class or other event. 7-11-2011

Reimbursement for mileage is not allowed. 7-11-2011

All funds and or donations generated by any committee get deposited into the SCVQA treasury and are disbursed in accordance with the approved budget. 2-9-2011

SCVQA does not hold raffles. Word "raffles" and "chances" should not be used unless permission is granted for each special occasion raffle by the California State Attorney General. Fine print on the bottom of any "opportunity" sign should read: Donations appreciated but no purchase is necessary to obtain ticket. 7-11-20

SCVQA's collapsible quilt stands are loaned only to SCVQA members doing official SCVQA work because of their fragility and the expense of replacing them. 7-11-2011 This Standing Rule was amended to read, "The President has discretion regarding Westgate Church and other situations." 11-7-2011

A formal review of the treasurer's books will be done annually. 1-9-2012

Contracts, Checks, Deposits and Funds Continued

The monthly detailed Treasurer's Report will be printed and attached to the approved board meeting minutes and placed in a binder to be held at the membership table at the monthly general meetings. 2-13-2012

Activities

All SCVQA special activities must be self-sustaining unless pre-approved by the board. Examples are Retreats, Quilt Groups, Quilt 'Til You Wilt, Sew-Ins. 7-11-2011

If the SCVQA Board of Directors approves a special SCVQA project, it is an official SCVQA event. 7-11-2011

If a small quilt group is to be listed in the newsletter or on the SCVQA website, the contact person for that group must be a current SCVQA member. 7-11-2011

For the twice yearly Marin Headlands Quilt Retreat, all participant fees must be paid in full before committing to the Marin Headlands to guarantee coverage of fees. 6-13-2011

SCVQA Standing Rules First Edition, January 9, 2012

SCVQA Standing Rules, revised, September 10, 2012

SCVQA Standing Rules, revised, November 13, 2012

SCVQA Standing Rules, revised, July 14, 2014

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