

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

(The date given after each standing rule represents the Santa Clara Valley Quilt Association (SCVQA) Board of Directors 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. 7-07-2011

The membership chair will allow anyone presented as a caregiver to attend the meeting free of charge and will have the discretion to issue a blank fob for said caregiver. 3-10-2014

SCVQA allows dual individual and affiliate memberships with all rights and privileges associated with these memberships. 3-10-2014

Members of the Association consent to have their name, photos and likenesses of themselves and their work published by SCVQA in association with its work on social media sites (Facebook, Instagram, etc.), our web site, press, advertising and in any publications SCVQA may produce from time to time. 3-14-2016

Minors must be accompanied by a parent or guardian who takes responsibility for the minor's participation in SCVQA activities. 5-09-2016

Minors may become individual SCVQA members by filling out and returning the Individual Membership Form with parental/guardian permission. 5-09-2016

### Meetings 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 phone number and email address. 2-09-2011

### Board of Directors

There shall be no board votes taken via email; 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. 8-08-2011

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

Monthly SCVQA Board of Directors meeting agendas and minutes shall be posted on the SCVQA website. 3-11-2012

When an 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 email. If you provide SCVQA usernames and passwords to this person, you need to inform the SCVQ Webmaster. If you provide access to your email 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

All funds or donations generated by any committee get deposited into the SCVQA treasury and are disbursed in accordance with the approved budget. 2-09-2011

A formal review of the Treasurer's books will be done annually. 1-09-2012

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

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

### Activities

All SCVQA special activities must be self-sustaining unless preapproved by the Board of Directors. 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

SCVQA does not hold raffles. Words "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. 7-11-2011

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

The President has discretion regarding Westgate Church and other situations regarding lending SCVQA's collapsible quilt stands. 11-07-2011

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  
SCVQA Standing Rules, revised, October 1, 2016