

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3023</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Rallies</b>	EFFECTIVE <b>5/19</b>	SUPERSEDES <b>6/18</b>
	SPECIAL DISTRIBUTION <b>Officer's Handbook</b>		

**POLICY**

To assist and lend support to the chapter rallies within each of its nine geographical areas and one international area. Chapters may hold chapter rallies or meetings to promote membership within the chapter, to enjoy each other's friendship and to share RVing experiences as well as conduct chapter business.

**PROCEDURE**

**PROVIDED AT NO COST TO THE CHAPTER**

1. **ADVERTISING** - The chapter rally will be listed in the Events Calendar of *Family RVing* magazine three months prior to the rally date at no charge to the chapter. Discounted rates will be extended to the chapter for any display advertising. Those rates are as described in the attachment. Any advertising should be sent to the attention of the national office 60 days prior to date of the issue in which the sponsoring chapter(s) wishes the advertising to run. (Ex: March issue, deadline is January 1)
2. **ANNUAL GIFT** - Annually the chapter will be entitled to the following: a prize package containing merchandise displaying the FMCA logo, provided that the annual budget funds this item.
3. **LIABILITY INSURANCE** - Chapter activities are covered under the association's general liability insurance policy which provides protection for bodily injury and property damage arising out of occurrences caused by negligent acts of the association. This coverage comes into effect only if the association is found to be legally liable or negligent, covers the expenses of the injured party only (the only property of the insured that is covered is the physical properties of the national office), and covers the occurrences of a non-automotive nature only. Certain standards must be met before the privilege of liability insurance will be extended to chapter rallies.
  - A. The rally must be sponsored by one chapter or a group of chapters.
  - B. Printed matter such as advertising, programs, news releases, etc., should be approved by the national office whenever possible.
  - C. A Certificate of Insurance shall be obtained from each vendor who services the chapter rally.

(Not applicable to associate chapters with a scope outside the United States and Canada)

**CERTIFICATE OF INSURANCE** - A Certificate of Insurance will be issued to the sponsoring chapter(s) upon the acceptance to abide by and perform the above standards. Requests for certificates of insurance that require a named additional insured, require a review of the contract with the named additional insured by the national office prior to the certificate being issued. All certificates of insurance should be requested of Chapter Services at least six (6) weeks prior to the opening day of the rally. (Not applicable to associate chapters with a scope outside the United States and Canada)