

**REGION 12, WBCCI
REGION POLICY**

Number 5

March 25, 2024

Supersedes all previous versions.

SUBJECT: REGION 12 RALLY

1. References
 - A. WBCCI Blue Book, Policies, Policy 16.6.4 Rallies, Paragraph C. Region Rallies
 - B. Region 12 Policy No. 2, Region Finances
 - C. Region 12 Rally Toolkit
2. A Region 12 Rally and Business meeting shall be held each year during the fall, unless a change of date is proposed by the Region 12 Executive Committee with input from the Region 12 Rally Planning Committee.
3. The Region Rally and Business Meeting will be organized by the Region 12 Rally Planning Committee, which is responsible for planning, organizing and executing the annual Rally. The Committee is composed of one or more Region Executive Committee members, and one to two volunteers from each Region 12 Local Club to assure representation of the interests of the Local Clubs.
4. The Region 12 Planning Committee will organize, plan and host the Region 12 Rally, but, if approved by the Region 12 Executive Committee, Local Clubs may be asked to plan and host the Region 12 Rally.
5. The Region 12 Planning Committee will follow the guidelines established in the Region's Rally Toolkit.
6. The Region 12 Rally Planning Committee shall select, within the constraints of Item 2, the dates and location of the Region 12 Rally and Business Meeting. These dates will be approved by the Region 12 Executive Committee. All Club Presidents and 1st Vice Presidents will be notified of this information no later than seventeen (17) months prior to the Rally start date. In the event the business meeting needs to be changed, all Club Presidents and 1st Vice Presidents will be notified at least 60 days prior to the Region Rally to allow for alternative plans.
7. The Region 12 President will be responsible for coordination of all Region requirements in support of the Region 12 Board Meeting with the Region 12 Rally Planning Committee Chair(s).
8. The Region Rally Planning Committee shall prepare a rally budget and submit to the Executive Committee prior to member announcement. Advance financing is available from Region 12 funds upon submission of a written request from the Region 12 Rally Planning Committee and the approval of such by the Region 12 Executive Committee or the Region Board, as appropriate. Rally disbursement requests will be submitted to the Region 12 Treasurer by the Planning Committee Chair(s) with budget support as backup.
9. All funds received and disbursed in connection with the Region 12 Rally will be accounted for. A final financial statement for the Region 12 Rally will be submitted to the Region 12 President and Treasurer no later than forty-five (45) days following the close of the Rally.

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10. Net income from the Annual Region 12 Rally, if any, shall remain within Region 12 to be used for future Region Rallies as determined by the Region Rally Planning Committee (i.e. Site, caterer, and/or equipment deposits, special activities, meals, Region donation, etc.). It is the responsibility of the Region Planning Committee to inform the members of what the funds are used for. Payment of these funds will be made upon acceptance of the final financial statement. If a loss should occur, Region 12 will assume the loss.
11. WBCCI shall provide a copy of the Certificate of Insurance if required.
12. Refunds will be made following the Region 12 Policy 2, Region Finances, Article 4.
13. The Region 12 Planning Committee shall have its rally budget reviewed throughout the planning process by the Region 12 President and Treasurer to minimize any possible losses.

I certify the above policy was approved at the Region 12 Board meeting via Zoom on March 25, 2024 and supersedes all previous Region 12 Policies on the same subject.

Region 12 President: Shawn Blom

Signed by: 

Date: 3-25-2024