

GMC Great Lakers Rally Guidebook 15June21

The Rally host is responsible for the following:

Pre-Planning:

1. Selecting a suitable campground for the rally, making the necessary arrangements with the facility management. Arrange for individual campsites to be reserved and paid for by each club member, directly with the campground.
2. Determining the start and end dates and communicating all pertinent rally details to the club wagon master and newsletter editor, as early in the year as possible.
3. Establishing the rally structure – activities, tours, meal times, etc. Typically the club provides at a minimum a light continental breakfast (pastries) each morning of the rally, arranges at least one group dinner. We encourage members to provide their own place settings & utensils for meals
4. Establish Rally budget and set rally participant fee with approval from the club treasurer and/or Executive Board to assure the rally is self funded and does not require financial support from the club treasury. If necessary, campground, caterer and other significant deposits may be requested from the club treasurer.

Rally Registration:

1. Sending a rally registration information/ signup form to the club newsletter editor for inclusion in the newsletter, once rally fees and campsite registration information is completed.
2. Receiving the rally registration forms and payment from those members planning to attend the rally. Rally fees are payable to “GMC Great Lakers Motorhome Club, Inc.” by the date specified on the registration form. *NOTE: Rally Refunds will be only be approved after the Rally is completed by the Treasurer per the GMC Great Lakers Rally Refund Policy (Feb. 2018).*
3. Establishing parking arrangements and provide travel directions, as necessary, to the newsletter editor and attendees.

At the Rally:

1. Provide copies of a written rally schedule, list of attendees and local points of interest to the club participants, upon their arrival at the rally.
2. Remind Rally attendees to wear their club Name Badges at all times.
3. Retaining receipts of all out-of-pocket expenditures. No expense will be reimbursed without providing a bonafide receipt for the items or services to the treasurer.
4. Reviewing the rally receipts and expenditures with the Club Treasurer before the rally ends and passing the documents on to the treasurer before payment is made.
5. The Rally Host may, with good cause and for general good, recommend the suspension or expulsion of any member who willfully and unreasonably

disobeys a proper request in matters involving the health, welfare, or safety of the assembled group or the public at large.

6. Such recommendation for the suspension or expulsion shall be made to the club President, who shall then promptly convene a special meeting of the Executive Board, plus not less than four (4) additional club members, not a party to the proceedings, to hear the charges and defense. The participants of the special meeting shall, after due deliberation and upon a two-thirds vote, take such action as it deems appropriate to the situation.

After the Rally:

1. Write a Rally Summary Report and send it to the club newsletter editor. The report should present a recap of the rally, including photographs whenever possible, for those members unable to participate. The report will be included in the next newsletter.