

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3000/A</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Area and Chapter Contract Review</b>	EFFECTIVE <b>8/2024</b>	SUPERSEDES <b>05/23</b>
	SPECIAL DISTRIBUTION		

**POLICY**

All contracts for area and chapter rallies must be reviewed by FMCA’s attorney and/or insurance agent of record before being signed.

**PROCEDURE**

1. To minimize the timeline, all communications shall be by electronic means.
2. Allow a minimum of 30 days for this process from the time unsigned contracts are submitted until a certificate is issued.
3. All areas and chapters of FMCA must submit contracts to the FMCA national office for review before signing the contract. The contract should be sent to the Chapter Services Department.
4. FMCA’s insurance agent of record will be the first to review the contract with the goal of completing the review in five (5) working days. FMCA’s insurance agent of record will send any feedback about the contract to the Chapter Services Department.
5. The feedback, along with the contract, will be sent to FMCA’s attorney for legal review.
6. If there are any changes to, or questions about the contract from FMCA’s attorney, they will be sent back to the Chapter Services Department, who then would send it to the person who originally requested the review.
7. The original requestor will consult with the vendor to have changes from FMCA’s attorney implemented, or questions answered. The person who originally requested the review will report back to the Chapter Services Department the status of the suggested changes or questions from FMCA’s attorney and send a copy of the updated contract to the Chapter Services Department.
8. The updated contract will be submitted to Chapter Services staff. The goal is to have this review completed within five (5) working days. Upon final review of the contract(s), FMCA’s attorney will recommend whether to issue or to deny issuing a Certificate of Insurance to the staff person who originally requested the review. The Certificate of Insurance ultimately will be issued by FMCA’s insurance agent of record.
9. If the attorney recommends against issuing a Certificate of Insurance, or if the contract is signed before review by the FMCA national office, only the FMCA National President has the authority to direct FMCA’s insurance agent of record to issue the certificate.