

# **Pensford Publow and The Stanton's Community Trust 100 Club**

## **RULES**

### **Overview**

The 100 Club will be known as The Community Trust 100 Club and will operate for the enjoyment and benefit of the members and will raise funds to benefit community projects in the Parishes of Publow with Pensford and Stanton Drew.

Each Member will pay into the Club on a monthly, six month or annual basis in advance.

Each month cash prizes will be paid and in December of each year special cash prizes will be paid.

Cash prizes will be determined by the application of percentages of funds raised.

Members must be over 16 years of age.

The day, venue and time of each draw event will be publicised in advance to all members. Any member may attend any and all draw events.

The Club will be administered by volunteers appointed by the Committee and approved by the members from time to time. No remuneration or expenses will be paid to the volunteer administrators.

The 100 Club Committee will publish to all Members an annual report to include a bank reconciliation and schedule of all receipts, prizes paid and funds application.

### **1. Number of Members**

The Club will have no less than 50 members at any time.

### **2. Subscription**

Membership subscription is £20.00 per month and will be reviewed by the members in general meeting from time to time.

Subscriptions will be collected either on a monthly Standing Order to be received no later than the 15<sup>th</sup> day of each month, or by 6 monthly or 12 monthly payments in advance.

### **3. Non-Payment of Subscription**

Any member whose payment is not received into the Club's bank by the end of the draw month will not be entered into the Prize Draw for that month.

Any member whose payment is not received into the Club's bank by the end of the draw month will have 1/12<sup>th</sup> of the annual prize (if won) deducted and in such instance a further draw will be made to award the deducted prize money.

Members who join after 30th November in any year will join in the Annual Prize Draw (Prize Money calculated on subscriptions received up to 30 November) subject to the following:

## **Publow Pensford and the Stantons Community Trust – 100 Club Rules**

Joiners in January will be entitled to 11/12<sup>th</sup> of the annual prize.

Joiners in February will be entitled to 10/12<sup>th</sup> of the annual prize.

Joiners in March will be entitled to 9/12<sup>th</sup> of the annual prize.

Joiners in April will be entitled to 8/12<sup>th</sup> of the annual prize

Joiners in May will be entitled to 7/12<sup>th</sup> of the annual prize

Joiners in June will be entitled to 6/12<sup>th</sup> of the annual prize

Joiners in July will be entitled to 5/12<sup>th</sup> of the annual prize

Joiners after end July will not be entitled to participate in this year's annual draw

In the event that the annual prize is won by a member joining between January and July the balance of the annual prizes after the winners reduced prize money is deducted will be provided for an immediate second draw. The process will continue until the annual prize money is fully paid out. This procedure will deliver prizes drawn in a descending value order (highest first to lowest last).

In the event that a member ceases to be a member before 30<sup>th</sup> November in any year that member will not take part in the annual draw.

#### **4. Procedure at Prize Draws**

Winners will be determined by the random selection of numbered balls by a person who is not a member, from a device where the person selecting is not able to determine the number before selection.

Each ball will be the same size and material.

Each member's club number will be recorded on a single ball and placed into the device before the draw.

The first ball drawn will be the winner of the first prize, the second ball drawn will be the winner of the second prize and the third ball drawn will be the winner of the third prize.

At the Annual Draw, the first ball drawn will be the winner of the first prize. In the event that the winner of the first prize is not a full member for the purpose of the annual draw and the residual of the first prize is greater than the second prize, the second ball drawn will be for the residual first prize. In the event that the residual first prize is less than the second prize, the second ball drawn will be for the second prize and the third ball drawn will be for the residual first prize. In the event that the winner of the second prize is not a full member for the purpose of the annual draw a fourth ball will be drawn to determine the winner of the residual second prize.

The administrator or such other committee member appointed in his or her absence will announce the prize winners and will record same on the monthly draw report.

Winning members will receive the prize within 72 hours of the draw taking place.

All draws will take place at local venues published in advance and on the last Sunday or Monday of every month at 7.30 pm unless publicised otherwise in advance. Should the last Monday in the month fall on a Bank Holiday, (for example New Year's Day), the draw will be held on the first available day that is not a Bank Holiday.

**5. Prizes**

The following prizes will be awarded:

Monthly prizes:

There will be 3 winners drawn each month.

First Prize = 20% of the total monthly subscriptions (e.g. £400.00 if there are 100 members).

Second Prize = 5% of the total monthly subscriptions (e.g. £100.00 if there are 100 members).

Third Prize = 5% of the total monthly subscriptions (e.g. £100.00 if there are 100 members).

Annual Prizes:

First Prize = 10% of the total subscriptions collected in the months since the last annual draw or since commencement of the club in the period to 30<sup>th</sup> November each year.

Second Prize = 5% of the total subscriptions collected in the months since the last annual draw or since commencement of the club in the period to 30<sup>th</sup> November each year.

A Booby Prize – to a cash value limit of £100 to be organised by the Committee each year for those numbers that have failed to win a prize since joining the Club. The member is to be physically present or represented by a person other than another member at the Annual Draw. (If the member or representative is not present a further draw will take place until a winner who is present in person or by a representative is found.)

**6. Bank Account**

A Bank Account will be administered specifically and only for the purposes of the 100 Club. Two Committee members are required to authorise all payments.

The funds required for the annual prize will be reserved until paid

The funds for the monthly prizes will be reserved on a month-by-month basis until paid

**7. Audit**

An independent person appointed by the Committee and approved by the members will audit the accounts each year and the results and will be available for inspection at the Annual General Meeting of members. Audited accounts will be made available to any Club member on request.

**8. Surplus Funds**

Surplus funds will be passed to the Pensford Publow and the Stanton Community Trust.

Monies accrued and passed to the PPSCT will be on the understanding that they may be used to fund local community projects strictly within the geographical Parishes of Stanton Drew (and Wick) Parish and Pensford & Publow Parish.

**9. Annual Review and General Meeting**

The Rules of the Club will be reviewed at the end of each 12-month period commencing in January 2014 and any recommendations for changes will be placed before members at the subsequent Annual General Meeting. Voting in respect of the resolutions will be by simple majority on a show of hands by those present at the meeting.

In the event that the Club is disbanded before the Annual Draw each year the Club Committee will arrange for all funds reserved for the annual draw prize to be returned to members by equally dividing the sum reserved by the number of members with the exception of those member who have not joined for a full period when such members will receive reimbursement on the basis of the subscriptions paid. All outstanding advance payments will be reimbursed.

**10. Application**

All members must complete the application form.

All members must either complete and sign a Standing Order instruction or provide a cheque payable to *The Community Trust 100 Club*

Upon cashing of the cheque or confirmation by the Club bank of Standing Order instructions the Club membership will be confirmed in writing and the member allocated a number between 001 and 100

Members must over 16 years of age.

**11. Committee Members and Administrators**

Committee members and Administrators will be appointed by the members each year at the Annual General Meeting

Nominations for membership of the Committee and for acting as Administrators can be made prior to or at the Annual General Meeting and appointments will be made by simple majority voting by a show of hands from all members attending.

End of Rules