



The countryside charity
Somerset

CPRE Somerset Lottery Club: Rules and Procedures

1. Membership

- a. Membership of the lottery club is open to all; members of CPRE Somerset and others.
- b. Each share costs £12 a year. Members may buy multiple shares with no upper limit.
- c. Each share will have a unique number. CPRE Somerset will allocate share numbers on such basis as it determines.
- d. CPRE Somerset will supply the application form for members to complete and return as a download from our website, as an email attachment or through the post to an applicant supplying an SAE. The return may be sent as an attachment to an email or by post.
- e. Monthly payments by bank standing order are strongly preferred: Members must pay a monthly sum of £1 for each share. Payment by cheque (payable to CPRE Somerset) or BACS is possible as an alternative but we much prefer standing order to keep admin costs to a minimum and raise more money for our charity.
- g. Members must provide an email address (or phone number) so that they can be notified if they are a prize winner, with all prizes paid to members' bank accounts.
- h. All of the joining procedures must be complete and a monthly payment made before any membership share is eligible for a monthly draw.
- k. The Branch Manager and Honorary Treasurer of CPRE Somerset and their immediate families are ineligible for membership.
- l. Members must be at least 16 years of age.
- m. CPRE Somerset reserves the right to cease operating the lottery club if it becomes unviable for any reason on the understanding that it will honour all current tickets and will complete draws and award prizes for the 12 month period in which those tickets have been sold.

2. Licensing

- a. The CPRE Somerset lottery club is regarded for licensing purposes as a lottery. CPRE Somerset has obtained a licence held in the name of Rebecca Collier, Branch Manager and will hold it for the duration.
- b. The Licensing Authority is Mendip District Council.

3. Prizes

- a. The prize money will be 50% of the monthly take, less any expenses.
This is within what is allowed by law.
- b. There will be one prize each month.
- d. CPRE Somerset will notify by email all winners, who will need to provide details of their bank sort code and account number so that payments of prizes can be done by BACS
- e. CPRE Somerset will list all prize winners in its next Newsletter and on our website and social media – unless the member has indicated they would prefer to remain anonymous .

4. Timetable

- a. The Lottery Club is launched on 1 March 2020
- b. All payments must be received within the first 7 calendar days of each month. A draw will be made before the 15th of each month and the winner notified within 5 working days. Prize money will be paid by the end of each month. This timing has been arranged to fit with the part time hours of staff and volunteers involved.

5. Cancellation of membership

- a. CPRE Somerset will suspend the membership of any member failing to make a monthly payment, pending enquiries.
- b. CPRE Somerset will cancel the membership of any member who fails to make two sequential monthly payments, and notify the member concerned by email.
- c. CPRE Somerset may cancel the membership of any member who confirms and then fails to make a payment upon enquiry.
- d. CPRE Somerset is able to transfer to a new member for the duration of the year, any membership number whose previous holder has cancelled their membership.

6. Withdrawal of membership

- a. Members may cancel their membership of CPRE Somerset's Lottery Club by giving notice of not less than three months.
- b. Such members remain eligible to win prizes throughout this notice period.
- c. CPRE Somerset will not accept any reversal of a member's withdrawal from the Lottery Club. Any member wishing to reverse a withdrawal decision may apply to join again, in accordance with these or the then current rules and procedures

7. Drawing winners

- a. No member may be eligible to make the draw.
- b. A member of the paid staff or, as necessary, a member of the Executive Committee who is not a member of the 100 Club (and neither is an immediate member of their family) to make the draw.
- c. The draw to be made using computer software that generates random numbers.
- d. CPRE Somerset will post a short video of the draw to their social media each month to prove authenticity of random number draw.