



CPRE Hertfordshire - 100 Club: Rules and Procedures

1. Membership

- a. Membership of the 100 Club is open to all residents of Hertfordshire, with priority afforded to members and supporters of CPRE Hertfordshire.
- b. Members may take up to five shares. Each share costs £12 a year.
- c. Each share will have a unique number. CPRE Hertfordshire will allocate share numbers on such basis as it determines.
- d. CPRE Hertfordshire will supply the application form for members to complete and return as a download from our website 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 mandatory: Members must pay a monthly sum of £1 for each share, with a maximum per member of £5 for 5 separate membership shares.
- f. CPRE Hertfordshire will supply applicants for membership with a standing order form that applicants use either to set up or send to their bank to make the monthly payments. This will be sent to applicants either by email or in an SAE supplied by the applicant.
- g. Members must provide an email address and details of a bank account so that they can be notified by email 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.
- i. If applications to join are such, the overall number of members may be increased but only by increments of 50. CPRE Hertfordshire will put a note on its website of any increase of the membership.
- j. If applications to join are received after launch, CPRE Hertfordshire may defer increasing the number of members until the anniversary of the launch.
- k. Employees of CPRE Hertfordshire and the Honorary Treasurer and their immediate families are ineligible for membership.

2. Licensing

- a. The 100 Club is regarded for licensing purposes as a lottery. CPRE Hertfordshire has obtained a licence held in the name of Richard Bullen, Honorary Treasurer, and will hold it for the duration.
- b. The Licensing Authority is Welwyn Hatfield 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 up to three prizes each month.
- c. If the monthly take is £100, the three prizes are expected to be £30, £15 and £5.
- d. CPRE Hertfordshire will notify by email all winners.

4. Timetable

- a. The 100 Club is launched on 1 January 2014
- 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 all prizes will be paid by the 22nd of each month.

5. Cancellation of membership

- a. CPRE Hertfordshire will suspend the membership of any member failing to make a monthly payment, pending enquiries.
- b. CPRE Hertfordshire will cancel the membership of any member who fails to make two sequential monthly payments, and notify the member concerned by email.
- c. CPRE Hertfordshire may cancel the membership of any member who confirms and then fails to make a payment upon enquiry.
- d. CPRE Hertfordshire 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 Hertfordshire's 100 Club by giving notice of not less than three months.
- b. Such members remain eligible to win prizes throughout this notice period.
- c. CPRE Hertfordshire will not accept any reversal of a member's withdrawal from the 100 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.