

KELVEDON INSTITUTE 200 CLUB

RULES & REGULATIONS

- 1 The object of the Club is to raise funds for the maintenance and improvement of Kelvedon Institute.
- 2 The Club will run under the supervision of the Administrator who, until notified otherwise, will be Tony Franchi. Any questions or queries should be addressed to him by e-mailing secretary@kelvedoninstitute.co.uk.
- 3 The subscription to the 200 Club shall be £2 per month.
- 4 Subscriptions will be accepted on the basis of Standing Order payments at monthly, 3-monthly or annual intervals. Payments for 12 months subscriptions will also be accepted by cheque or cash.
- 5 Members may have and are encouraged to have multiple subscriptions. Anybody over 18 years of age can become a member of the 200 Club and are encouraged to get family and friends to join.
- 6 Subscriptions must be paid by 5th of the month in order to be included in that month's draw – subscriptions paid later than the 5th will be included in the following month's draw.
- 7 Unless otherwise advised, a member will be deemed to have left the Club if his or her subscription remains unpaid for a period of more than one month.
- 8 Each member is allocated a number in the monthly draw. This number shall remain the member's provided that their subscription is up to date.
- 9 Members wishing to leave the 200 Club can do so at any time but no refund will be given for monies paid in advance and they will continue to be included in the draw until the Subscription expires.
- 10 There shall be one prize draw each month. The draw shall be made on the last day of each month and the winners will be notified, normally by e-mail, and payment made by cheque within a reasonable time.
- 11 Monthly prizes will be awarded according to membership of the 200 Club for that month as follows:
 - 50% of the month's subscriptions shall make up the prize fund.
 - The prize fund will be paid out each month as 3 prizes (60% first prize, 30% second prize, 10% third prize). As an example, if there are 40 members in the draw, the prizes will be £24, £12 and £4 respectively.
 - The remaining percentage of subscriptions, less expenses, will be transferred to Kelvedon Institute (Charity no 272790).
- 12 Only one prize can be won per number per draw.
- 13 The allocation of numbers and draw results will be available from the 200 Club Administrator by contacting the e-mail address given above. Updates will be placed on the website and on the Institute notice board and results can be e-mailed if required.
- 14 A register will be held recording the ticket numbers, payment records and holders' contact details.
- 15 If a winner cannot be contacted, from the contact details provided, the winnings will be placed into Institute funds after 6 months.
- 16 The decision of the Administrator together with two members of the Institute Management Committee shall be final in any matter requiring Adjudication.