

# Lottery Club Rules



## 1. Name of the Club

The club will be known as the "The Ipswich Institute Lottery Club"

## 2. Purpose

The purpose of the Lottery Club is to raise funds for developing benefits for the members of the Ipswich Institute.

## 3. Membership

- Members must be members of the Institute
- Each member must be aged 18 or over.
- Members can purchase one or more ticket at £5 per number per month.
- Membership will be on an annual basis.
- Numbers will be allocated on purchase.

## 4. Payments

- Payments will be made either
  - by cheque or bank transfer for the complete year
  - by a monthly standing order
  - Failure to pay by the deadline will result in exclusion from the draw.
- Late payments will be allocated directly to the Institute.
- If you wish to cancel or amend your Standing Order, please give 1 month's notice to the Institute.

## 5. Draws

- All tickets that have been paid for within a calendar month will be entered into the month's draw.
- One draw will be held monthly.
- The draw will be conducted in a fair and transparent manner.

## 6. Prizes

- Prize money will be 20% of the monthly income.
- The remaining 80% less expenses will go to The Ipswich Institute.
- Winners will be notified by email, at a Chart Room event, published on the Institute website, and posted on Institute notice boards.
- Prizes will be paid by cheque or by bank transfer. Expenses incurred for reissuing cheques will be deducted from the prize money.

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## **7. Expenses will include but not be limited to**

- Bank charges
- Management software & license cost
- Stationary, communication, and advertising costs
- Staff costs
- Audit

## **8. Data Protection**

- Personal details will only be used for administering the club and will not be shared with third parties.

## **9. Termination**

- The Executive Committee of the Ipswich Institute reserves the right to end the Ipswich Institute Lottery Club at any time, with any remaining funds distributed fairly.

## **10. Amendments**

- These rules may be amended at any time by the organisers. Members will be notified of changes.