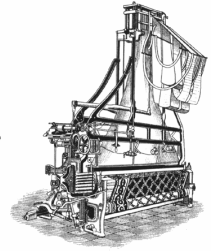


# Friends of The Museum of Carpet Kidderminster



## CARPET SWEEP APPLICATION FORM

Mr/Mrs/Miss/other \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### 1. Number and cost of shares

In order to keep the administration costs to a minimum we ask you to pay for ONE YEAR IN ADVANCE  
Tick the box to tell us how many shares [numbers] you would like. Each share is entered in the draw.

1	£12	<input type="checkbox"/>	2	£24	<input type="checkbox"/>	3	£36	<input type="checkbox"/>	4	£48	<input type="checkbox"/>	5	£60	<input type="checkbox"/>
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### 2. Method of payment

*please tick a box*

- a) **Cheque**   
Send a cheque for your yearly subscription - payable "Friends of the Museum of Carpet"
- b) **Cash**   
Hand your yearly cash subscription to a committee member. Your Share Card will be your receipt.
- c) **Standing Order** [this is our preferred method]   
Complete the Standing Order form below which is to be returned to the Carpet Sweep Treasurer.

Please return this completed form with your instructions to :  
Friends of the Museum of Carpet  
Carpet Sweep Treasurer, Museum of Carpet, Stour Vale Mill,  
Green Street, Kidderminster DY10 1AZ

For further information please email : friends@museumofcarpet.org.uk

*For standing order mandate  
this chart will be helpful*

	Monthly	Quarterly	Half-Yearly	Yearly
1 Share = £12	£1	£3	£6	£12
2 Shares = £24	£2	£6	£12	£24
3 Shares = £36	£3	£9	£18	£36
4 Shares = £48	£4	£12	£24	£48
5 Shares = £60	£5	£15	£30	£60

The Carpet Sweep Club is registered with Wyre Forest District Council.

### STANDING ORDER MANDATE

To : \_\_\_\_\_ Bank/Building Society

Postal Address : \_\_\_\_\_

Please pay : HSBC Bank Plc, Kidderminster  
for the credit of : Friends of the Museum of Carpet – No.2 Account

Sort Code : 40-26-08  
Account No : 71651420

The sum of £ \_\_\_\_\_ [amount in words] \_\_\_\_\_

commencing [date of first payment] \_\_\_\_\_ and thereafter [due date and frequency] \_\_\_\_\_  
until further notice or until I cancel in writing. Please debit my account accordingly.

Name of account to be debited : \_\_\_\_\_

Sort code : \_\_\_\_\_ Account No : \_\_\_\_\_

Signature(s) : \_\_\_\_\_ Date : \_\_\_\_\_

# Friends of The Museum of Carpet Carpet Sweep Club - the Rules

## 1. General

The name of the club shall be "Carpet Sweep Club" ("the club").

## 2. Administration

- (a) Administration of the club shall be in the hands of a committee ("the club committee") which shall comprise the chairman of the Friends of The Museum of Carpet, two other committee members and the treasurer who is called the "fund organiser". All shall be appointed at the Friends Annual General Meeting ("AGM") that is usually held in April.
- (b) The club's organiser's function shall be the day-to-day running of the club.
- (c) The signatories to the club's bank account shall be the chairman of the Friends, the secretary, the club organiser (treasurer) with any two of that number signing cheques.
- (d) The club's year shall run from 1 January to 31 December in any year. In its inception year the club would run from April 2008 (the AGM), assuming approval for the club and its rules at the Friends' AGM in April 2008.
- (e) The accounts of the club shall be audited by the Friends' auditors, who shall report to the Friends' AGM.

## 3. Membership

- (a) Membership of the club shall be open to members and supporters of the Friends and such others as may be approved by the club committee.
- (b) Each member shall acquire shares in prize draws to be made by the club (see clause 4 below) and the cost of each share shall be £1 per calendar month.
- (c) A Member may have up to five shares.
- (d) Payment for shares shall be either:
  - (i) by standing order monthly, quarterly, half-yearly, or yearly.
  - (ii) by cheque annually.
  - (iii) single annual cash payment.
- (e) The effective date of membership is from payment for the member's first share.

## 4. Prize Draws

- (a) The club shall hold four prize draws during the course of the year, taking place at the Friends committee meetings in March, June, September and December. There would be three draws in the inception year (in June, September and December).
- (b) The club committee shall have discretion to vary the dates of prize draws to suit the Friends calendar of events and meetings.
- (c) (i) All members who have paid for a prize draw shall be entered, save that a member may only win one prize per draw, irrespective of the number of their shares entered.
  - (ii) Where a member's standing order or cheque has not been met, that member's shares shall not be valid for that prize draw.
  - (iii) The Friends' meetings should be informed of all prizes which will be minuted. A prize list shall be available to any member requesting it, and will be included in the Friends' Newsletter.
- (d) Prize money shall be distributed as follows:
  - (i) Not more than 55 per cent of the money subscribed to a prize draw shall be dispensed as prize money to members taking part in the draw.
  - (ii) The number of prizes and the amount of each prize shall be in the sole discretion of the club's committee, having regard to the previous quarter's revenue, with a first prize of £50.
  - (iii) The remainder of the money subscribed shall be paid into the Friends account after payment by the fund of its administrative expenses. This money shall be to further the work of the Friends and the Trust.
- (e) If the club's revenue exceeds £200 in any month, the club's committee shall have discretion to arrange additional prize draws.

## 5. Change of rules and dissolution of the fund.

- (a) The rules of the draw may be changed only by resolution passed at the Friends' AGM
- (b) The club may be dissolved in one of the following ways:
  - (i) by not less than thirty percent of the club's membership petitioning the club's committee for the club to be dissolved, or
  - (ii) by decision of the Friends, expressed through a resolution of the Friends committee.
- (c) If sufficient shares are held in the club to sustain it, on receipt of a petition in subclause (b) (i) above, the club's committee shall hold a ballot of club members.
- (d) If the ballot in subclause (c) above is, on a simple majority, in favour of dissolution, the club shall be dissolved and its assets distributed as follows:
  - (i) half shall be paid to the Friends, and
  - (ii) the balance shall be paid out to the members at the time of dissolution in accordance with the number of shares each member holds.