



Oxford House Chapter Promissory Note

Oxford House TRADITION SIX:

Each Oxford House should be financially self-supporting although financially secure houses may, with approval or encouragement of Oxford House, Inc., provide new or financially needy houses a loan for a term not to exceed one year.

Tradition six has three important principles: (1) It emphasizes that each house should be self-supporting and not need a loan; (2) it recognizes that sometimes new houses or existing houses may need a loan to get on track or back on track with respect to self-support, and (3) it recognizes that a loan should be for a limited duration (no longer than one year) in order to make sure that some houses do not become dependent upon the chapter or other houses.

To make certain that both the Chapter and the individual house asking for a loan understands the principles of Oxford House and the terms of the loan for repayment, the Promissory Note becomes an important way to keep things clear.

Oxford House TRADITION FIVE:

Each Oxford House should be autonomous except in matters affecting other houses or Oxford House, Inc., as a whole.

When a house fails to meet its financial obligations, it is in direct violation of the Charter issued by Oxford House Incorporated and is in danger of having the Charter revoked, which results in the closing of the house. This puts the reputation and integrity of Oxford House into question, which according to Tradition Five, takes away the houses autonomy.

By signing below, the members of Oxford House _____ agree that the house and all current and future residents will be placed on Charter Probation and, that by receiving the loan, agree to the following stipulations until the loan is paid in full:

1. One or more members of the house must attend ____ presentation(s) each month and report back to the chapter which presentation they attended and the outcome.
2. The members of the house must remain financially current with the house. Anyone behind in EES is subject to immediate eviction, either by a majority vote of house residents or members of the Chapter, HSC, Alumni or Outreach Rep.
3. The house will agree to forfeit the house checkbook if the Chapter officers, HSC representatives, Alumni or Outreach Services Representatives feel the security of the finances is in jeopardy.
4. The house agrees to allow random and regularly scheduled visits by Chapter officers, HSC reps. Alumni or Outreach Services Reps. to check on the status of the house stability, structure, unity, and finances.
5. The house agrees to allow Chapter officers, HSC reps, Alumni and Outreach Reps. to override the autonomy of the house if the visiting representatives feel it is in the best interest of the house or Oxford House Inc. This includes acceptance and dismissal of members, changes in guidelines, implementation of individual contracts, and financial decisions for the house.
6. The house agrees to Chapter implemented fines associated with non-payment or late payment of the loan.
7. The house agrees to provide a plan of action to the Chapter on what steps they will take to correct the financial problem, which will include: Adjusting member EES, attending presentations, eliminating luxuries, providing new-member interviews on a more frequent basis, conducting phone interviews, working with DOC applicants, assigning members to purchase house supplies, planning, preparing, and implementing a fundraiser, completing and following a viability calculator form.

CHAPTER _____ ON THIS _____ DAY OF _____ IN THE YEAR _____ DOES HEREBY LOAN

OXFORD HOUSE _____ THE SUM OF \$ _____. LOAN REPAYMENTS ARE \$ _____

EACH MONTH BEGINNING ON MONTH _____ OF THE YEAR _____ AND ARE DUE EVERY MONTH THERE

AFTER FOR _____ MONTHS.

SIGNED _____ CHAPTER CHAIRPERSON

SIGNED _____ CHAPTER TREASURER

SIGNED _____ HOUSE PRESIDENT

SIGNED _____ HOUSE TREASURER