

# Oxford House State Association 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 Association and the Chapter 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.

In the situation where a loan is needed to keep or get a house going and is needed in order to protect the reputation of Oxford House, as a whole, this form should be completed in triplicate; one copy to the Chapter getting the loan; one copy to the Association, and one copy should be sent to the local OHI Outreach Manager.

By signing below, the members of Oxford House Chapter \_\_\_\_\_ agree that the Chapter will be placed on probation and, that by receiving the loan, agree to the following stipulations until the loan is paid in full:

1. The Chapter may only open houses with approval by majority vote within the Association.
2. State Association Officers will have a maximum of three (3) votes within your chapter meetings and must be notified of any emergency Chapter Meetings.
3. The Chapter agrees to allow regularly scheduled visits by Chapter officers, HSC reps. Alumni or Outreach Services Reps. to check on the status of the Chapter stability, structure, unity, and finances.
4. The Chapter will present fundraising ideas to be approved by the Association prior to execution of the fundraisers.
5. The house agrees to Association implemented fines associated with non-payment or late payment of the loan.
6. The Chapter agrees to provide a plan of action to the Association on what steps they will take to correct the financial problem, which will include: Attendance at house meetings, assigning houses to attended presentations, holding any houses on a Chapter Promissory note responsible for abiding by stipulations of said promissory note.
7. Chapter Officers must attend all training hosted by the State Association.

\_\_\_\_\_ ASSOCIATION ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR \_\_\_\_ DOES HEREBY LOAN

OXFORD HOUSE CHAPTER \_\_\_\_\_ THE SUM OF \$ \_\_\_\_\_. LOAN REPAYMENTS ARE \$ \_\_\_\_\_

EACH MONTH BEGINNING ON MONTH \_\_\_\_\_ OF THE YEAR \_\_\_\_\_ AND ARE DUE EVERY OTHER

MONTH THERE AFTER FOR \_\_\_\_\_ MONTHS.

SIGNED \_\_\_\_\_ ASSOC. CHAIRPERSON

SIGNED \_\_\_\_\_ ASSOC. TREASURER

SIGNED \_\_\_\_\_ CHAPTER CHAIR

SIGNED \_\_\_\_\_ CHAPTER TREASURER