

## **NEW MEMBERSHIP PACKET**

Welcome to the Oxford House family.

Provided in this packet is some information that will be useful to you. As a new member of our Oxford House family we need this information to assist you in your new life here at Oxford house. This information is required by all members that move in to Oxford house as part of your rental agreement.

# Membership Contract



## Oxford Houses of Oregon "Opening Doors to a New Way of Life"

Congratulations! Your application for membership has been accepted by Oxford House \_\_\_\_\_ by at least 80% of the current members. Since membership involves you living in this house, below are the terms of this legally binding contract, which were created to protect this alcohol and drug-free environment and promote an atmosphere of rehabilitative support.

As a member of this Oxford House you are expected to read and familiarize yourself with the Oxford House manual, House Expectations and uphold the Oxford House Traditions.

Because the start-up loan funds used to establish this home were provided pursuant to Title 42 of the United States Code (USC), section 300x-25, stemming from the Federal Anti-Drug Abuse Act, this Oxford House is required by federal law to expel any member who returns to the use of alcohol or drugs. (A) The use of Alcohol or any illegal drug in the housing provided by the program will be prohibited; and (B) Any resident who violates such prohibition will be expelled from the house.

Also, as a member of this chartered Oxford House you have the responsibility to maintain the three Charter Conditions as required by Oxford House, Incorporated:

1. Each Oxford House must be democratically self-run (everyone has an equal voice and vote)
2. Each Oxford House must be financially self-supporting; and (all members must pay their equal share in order for the house as a whole to meet its financial obligations)
3. Any member of an Oxford House who returns to using alcohol or drugs must be immediately expelled.

These requirements mean that we have no choice but to expel you if you return to using alcohol or drugs. We must also ensure a safe and supportive environment, which means that behaviors that negatively impact the welfare and wellbeing of other members will not be tolerated. In the instance of expulsion for alcohol or drug use, or extremely disruptive behavior (to include the refusal of a urinalysis test) you will be asked to move out immediately and find someplace else to live that allows such behavior. Should you refuse to voluntarily move immediately, you will be served with a **24 Hour Notice of Eviction**.

- (ORS 90.44 (2)) Notwithstanding ORS 90.375 and 90.435, a group recovery home may terminate a tenancy and peaceably remove a tenant without complying with ORS 105.105-105.168 if the tenant has used or possessed alcohol or illegal drugs within the preceding seven days.

# Membership Contract

We believe that using alcohol and drugs or refusal to submit to a urinalysis in a designated alcohol and drug-free environment, or any sort of violence, would be considered by the courts as an act that is outrageous in the extreme and enforceable under Oregon Landlord Tenant Law.

- (ORS 90.396) if the member or someone in the member's control intentionally inflicts any damage to the premises or to other members of the house; or the member or someone under the member's control commits any act which is outrageous in the extreme.

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Failure to vacate the premises by the date and time specified on the notice will result in the legal action of filing an eviction, which may permanently mar your rental history, and include physical removal by a law enforcement officer.

If your behavior becomes so disruptive to the house that it affects the atmosphere of rehabilitative support, but is not so severe to warrant a 24 hour eviction, you may be democratically voted out by a majority vote of the current members. Depending on the circumstances, you may be asked to move as soon as is feasibly possible. Failure to voluntarily move may result in being served with a **Termination of Tenancy**, allowing you 30 days to vacate the premises, or 60 days if you have lived in the house over a year. Failure to do so will result in legal eviction action which again will render unfortunate consequences.

The monthly cost of membership at this Oxford House is \$\_\_\_\_\_, which includes your equal share of expenses such as the lease payment, utilities, staples, supplies and Oxford House membership dues. This equal share of expenses is due in advance on the \_\_\_\_\_ day of each month. Failure to pay this amount on time will result in a \$\_\_\_\_\_ late fee. If you are seven (7) or more days late you may be served with a **72 hour notice** to pay in full or your tenancy will be immediately terminated, once again jeopardizing your rental history.

- Pursuant to ORS 90.394 if your rent is not paid within the time indicated, your rental agreement will be terminated and the landlord will proceed to take possession by filing an eviction.

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In the case of abandoned property, you will be issued a **Notice of Abandoned Property** either by personal delivery or first class mail. You will have 5 to 8 days to make arrangements to remove your property and 15 days from that date of contact to physically remove all of your property or it will be disposed of as provided by Oregon Statutes.

# Membership Contract

In the case that a decision is made by majority vote of house members to expel you from the premises, you have the right to file a grievance within the Oxford House network if you feel a bad decision was rendered. This Oxford House is part of a local Chapter, State Association or affiliation with Oxford House, Inc. (the national chartering non-profit organization). To grieve an expulsion decision you may first contact the appropriate local Chapter representative, then the appropriate State Association representative and finally, Oxford House Inc. You will be expected to follow this chain of command as it will be followed by those investigating any grievance. Should local Chapter or State Association officer's contact information change, the President of this house or Oxford House, Inc. will provide you with current contact information.

Chapter contact: Name \_\_\_\_\_  
Title \_\_\_\_\_ Phone # \_\_\_\_\_  
State Assoc. contact: Name \_\_\_\_\_  
Title \_\_\_\_\_ Phone # \_\_\_\_\_  
Oxford House, Inc. contact: Name \_\_\_\_\_  
Title \_\_\_\_\_ Phone # \_\_\_\_\_

In addition to the grievance procedure, we would like to offer those asked to leave with the opportunity to predetermine where they would go should circumstances require the termination of membership and subsequent immediate expulsion. Please describe below who you would contact or where you would go that would address your basic human needs so you will not become homeless or in an unsafe situation because of an expulsion. We call this an Emergency Departure Plan (EDP).

Name of resource \_\_\_\_\_ Type of resource \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name of resource \_\_\_\_\_ Type of resource \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name of resource \_\_\_\_\_ Type of resource \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Please explain the steps you would take and time required accessing the resources above in seeking another residence if you are required to leave this Oxford House on short notice. You may only have 24 hours to relocate, and you will be strongly encouraged to follow this plan should you be expelled, so please give it some serious thought and research resources and time frames if necessary.

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# Membership Contract

Finally, by signing below you agree to submit to a urinalysis test if requested by at least two members of the house, and that you have read, or have had read to you, the terms of this Membership Contract, this House's Expectations, and the Oxford House manual. By signing below you will also be stating that you clearly understand your rights and responsibilities as a member of this Oxford House, including the grievance procedure and Emergency Departure Plan, and will ensure a copy of this contract is provided to you.

New Member (please print) \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

House Officer (please print) \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Witness (please print) \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

# *New Member Privileges...*



## *And Responsibilities*

*Presented to* \_\_\_\_\_

*Welcome to the* \_\_\_\_\_ *Oxford House.*

- 1. As a member of our house you have the privilege and responsibility to expect and maintain a safe, alcohol and drug-free environment.*
- 2. As a member of our house you have the privilege and responsibility to vote on all issues even if it involves you.*
- 3. As a member of our house you have the privilege and responsibility to expect all of us to pursue a program of recovery.*
- 4. As a member of our house you have the privilege and responsibility to expect equality despite length of sobriety or residency.*
- 5. As a member of our house you have the privilege and responsibility to know and to question the financial condition of all house accounts.*
- 6. As a member of our house you have the privilege and responsibility to act as a family and to treat each other with respect and dignity.*
- 7. As a member of our house you have the privilege and responsibility to bring your concerns to us, and freely share your experience, strength and hope.*

*Oxford House* \_\_\_\_\_

**NEW MEMBER  
My Plan for Recovery**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My Plans for Follow Up In Recovery : \_\_\_\_\_

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If enrolled in an Aftercare Program, my plans for After Care Attendance: \_\_\_\_\_

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I do \_\_\_ do not \_\_\_ have a sponsor at this time. If you do not, how soon can you obtain a sponsor? \_\_\_\_\_

I plan to attend AA/NA Meetings Per week (fill in number). \_\_\_\_\_

I am using \_\_\_\_\_ Book for my Daily Meditation.

I understand that if I drink or use in or out of this House, I will be expelled immediately.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Oxford House

## Emergency Medical Information Release Form

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Blood type: \_\_\_\_\_

Primary Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hospital or Clinic: \_\_\_\_\_

Insurance: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical History (major surgeries, contracted diseases, hereditary health problems, etc.):

\_\_\_\_\_

\_\_\_\_\_

In case of medical emergency contact:

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

I hereby give my consent for emergency medical treatment:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## THE 3 "R'S" OF OXOFRD HOUSE LIVING

PRESENTED TO \_\_\_\_\_

WELCOME TO THE \_\_\_\_\_ OXFORD HOUSE

You have been voted into our house by at least 80% of our members. We would like to welcome you.

The first Tradition of Oxford House states "that Oxford House has as its primary goal the provisions of housing and rehabilitative support for the alcoholic and addict that wants to stop using or drinking."

Oxford Houses combines **Recovery, Responsibility** and **Replication** to enable each of our members to live a life free of the disasters of drug and /or alcohol addiction. How you use it will make a difference in your own recovery and the stability of the house.

The simple key factors of the Oxford concepts and charter requirements that can ensure your success are:

1. Pay your share of expenses on time
2. Do not use drugs or alcohol in or out of the house
3. Share in the democratic procedure of the house

Each house is guided by the simple guidelines of our manual and traditions and the individual house set of by-laws, guidelines or house expectations. You are expected to read these and acquaint yourself with them. If you have any questions a house member will explain them.

### RECOVERY

Each member is responsible to follow his or her own plan of recovery. This should include completing your treatment plan (if applicable) participating in a 12-step program or related recovery program, and using an outside sponsor or your housemates to help you.

Healthy recovery is about change. This means making an effort to change your old behaviors.

You may be asked to write out a plan for your recovery when you move into the house.

Many of the houses may require that you attend a certain number of meetings weekly.

Many years of research have shown that our successful members attend 4 to 5 AA or NA meetings weekly. All of our guidelines have been designed to support you in your recovery and to ensure a healthy home.

### RESPONSIBILITY

Each house holds weekly house business meetings. As a member you will participate in these meetings, have full voting rights and may even be elected by the other members to hold an office. New House Officers are elected every 6 months. Your house will help you learn the procedure of their Oxford House meetings. We encourage you to learn the duties of each House Officer, the Oxford House Traditions and to read the manual.

You will be expected to pay your share of expenses on time, to complete your assigned chores, to follow your plan of recovery and to abide by the house guidelines. You may be asked to fill out some forms. Please do so as soon as possible.

As you grow in your own recovery and comfort level in the house you can help other new members. Your growth will be enhanced by your willingness to participate.

### ***REPLICATION***

As you grow in your Oxford House experience, you may be asked to share your experience at treatment centers and other agencies. You may have the opportunity to assist in the opening of a new house. This has many aspects to it, such as recruiting new members, sending out flyers, finding household donations and teaching the new house how an Oxford House functions.

We are happy that you have chosen to be a member of our house and share in all of our recoveries. You will be joining a family of more than 9000 people around the world that currently live by the Oxford House Traditions, Principles and Concepts.

Oxford House is a time-tested model, with 28 years of helping thousands of successful recovering alcoholics and addicts. Oxford House allows you to stay as long as you like as long as you don't go back to using drugs or alcohol, and abide by the guidelines.

Your success depends on your own honesty, open mindedness and willingness to change and share in your recovery.

# 10 Insights for the New Oxford House Member

1. Oxford Houses are a missing link for many in the recovery process. They provide the time and support each of us needs to develop comfortable sobriety.
2. Oxford Houses work only if the systems of democratic operations and financial self-support are strictly adhered to. Read the Oxford House manual and learn your rights and responsibilities as an Oxford House member.
3. House meetings must take place once each week, and you should attend every meeting. The reason for weekly house meetings is to ensure the house runs smoothly, and your voice and vote are welcome, wanted and needed. The weekly meetings are the place and time to resolve any disputes among the “family”, and to work together to keep recovery at the heart of all house operations.
4. Pay your equal share of expenses on time. Put first things first. Old behavior often put our rent low on our list of priorities, and today’s new, responsible, behavior puts it on the top of that list. Shelter is among our essential basic human needs, and being self-supporting leads to higher self-esteem, healthy recovery, and a healthy house.
5. Pride that is earned is worthwhile, but false pride causes conflict. A house where all the members work together with each other to gain comfortable sobriety is one that generates worthwhile pride.
6. Open financial records of the house helps overcome any suspicion we may have in early recovery, and protects the groups’ security. The house finances should be discussed at each weekly meeting and posted openly for everyone to see.
7. Do your household chores thoroughly and on time. Showing that you respect and care about the environment you live in shows that you respect and care about yourself and those you live with.
8. Don’t isolate. Loneliness and self-pity lead many of us back to drinking or using drugs. Don’t be afraid to speak up or ask for help. Others can’t always know what you’re thinking or feeling and being true to yourself means being “a part of, not apart from”.
9. Attend a lot of 12-Step Recovery meetings. Regular meeting attendance and using the 12 steps of recovery with the help of a Sponsor is a good habit to develop to make behavior change comfortable and to gain comfortable sobriety forever...one day at a time.
10. Inform the house about any fellow member who relapses. The old “code of silence” only hurts the house by enabling relapse and jeopardizing everyone’s personal recovery. The house can lose its Oxford House Charter if relapsers are not expelled immediately, which threatens everyone’s security. Remember, we are only as sick as our secrets, individually or as a group.

Oxford House \_\_\_\_\_  
Acknowledgement of Policies and Expectations

I, \_\_\_\_\_, have read or have read to me all existing Policies and Expectations of the above-mentioned Oxford House. I fully understand that I must abide by these policies and expectations for the duration of my residency. I also understand that it is my responsibility to stay abreast of any changes, addendums, deletions, or special restrictions brought about by a majority vote of the house membership. I am aware that I am to read and familiarize myself with the Oxford House Manual within two weeks of my being accepted as a member of this house. I understand that it is my responsibility to let the other house members know if there is a part of these policies and expectations that I do not understand, so they may explain it to me.

I understand and agree that failure to comply with and abide by all policies and expectations of this house could result in expulsion if deemed disruptive by a majority vote of the house members.

I also understand that the house members will support me in my journey through recovery.

New House Member's Signature

\_\_\_\_\_ Date \_\_\_\_\_

President's Signature/witness

\_\_\_\_\_ Date \_\_\_\_\_

Secretary Signature/witness

\_\_\_\_\_ Date \_\_\_\_\_

**This Document is to be attached to application and filed in house records.**

# UA'S

As a member of Oxford House you will be required to partake in random and regular UA's. There may be times that you will be asked for a UA. When that time comes you will be required to provide a UA in a timely fashion. You will be accompanied by at least 2 members of the house, chapter or state association when doing so. You will not be allowed to leave the common areas of the house. If needed to leave the common areas such as going to your bedroom you will be accompanied by 2 or more houses members. Any refusal of a UA sample or positive sample or caught tampering with a sample you will be served with a 24 hour notice to vacate or have the right to fill out a voluntary departure notice. There will be times that some UA's are mailed off to a lab and if found that the UA is diluted you may be served with a notice to vacate.

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(Member) Print Name, Signature, Date

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(House Officer) Print Name, Signature, Date

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(House Officer) Print Name, Signature, Date



## **(General) House Expectations**

The following is a list of expectations that house members, both new and old, are expected to abide by. The keys to living together in harmony are courtesy, respect and common sense...all of which we lack from time to time. Remember, we all should be trying to live a new, better life, and our actions should reflect as much as we embark on this journey called recovery. We wouldn't be doing our members any favors by enabling them to exhibit behaviors that are detrimental to their recovery or the recovery of others. As well as a friendly reminder, these expectations serve as the guidelines of responsibility and accountability for our members. Failure to adhere to these expectations could result in behaviors that may be considered disruptive to the household and ultimately be cause for a member to be asked to leave.

- 1.) Do unto others, as you would have them do unto you.
- 2.) Know your rights and responsibilities. Read the Oxford House manual and learn these House Expectations. If you are not sure about something ask someone who knows. Assume nothing.
- 3.) Upon admittance, new members will be required to partake in a 4 week "orientation". The purpose of this orientation period is to allow the current house members the opportunity to become aquatinted with the new member, discovering their personality and patterns, and helping them become aquatinted with all aspects of living in this Oxford House. These House Expectations must be read before a key is issued. The new member may not spend nights away from the house during this period, but may have overnight guests if they wish, and must be in for the night by 10 p.m. on weekdays and midnight on weekends.
- 4.) Weekly House Business Meetings are mandatory. Important decisions are made at these meetings, and your voice and vote are equally as important. Our meetings begin at 8 a.m. on Sunday. You are expected to be on time. Chronic tardiness is not acceptable. Excused absences may include after-care treatment, work, or medical emergencies only. Unexcused absences will result in a \$25 fine.
- 5.) Violence will not be tolerated. Authorities will be called if necessary, and both members may be asked to leave.
- 6.) It is strongly recommended that all members regularly attend 12 Step meetings, use a sponsor and work the steps. Meetings may be made mandatory on a case-by-case basis.
- 7.) Think safety. Be responsible with irons, cigarettes, heaters or anything that might burn down our house. Don't leave objects lying around that others might trip over or otherwise injure themselves.
- 8.) If, for any reason, your Doctor prescribes a medication, narcotic or otherwise, for you to take; the house must be notified immediately. Any apparent abuse of any medication will be considered a relapse. All medications must be stored in your bedroom.
- 9.) Do not steal or "borrow without permission" anyone else's personal belongings, such as food, toiletries, tools etc.
- 10.) Pick up after yourself in all common areas, such as the kitchen, bathrooms and living rooms. This includes personal items such as shoes, jackets, books, food and dishes. Leaving a mess behind for someone else to deal with is disrespectful and irresponsible.
- 11.) Keep your bedroom sanitary at all times, and preferably clean and tidy. Remember, someone else will occupy it someday.
- 12.) Do not keep House Property in your room. Replace items promptly after using them. Someone else may need to use them too. This includes cups and dishes, cleaning supplies, Lysol, vacuum cleaners etc.
- 13.) Do not take House Property off the premises without approval from a majority of the house members.
- 14.) Do not enter another member's bedroom without their permission except in an emergency situation, while accompanied by another house member.
- 15.) Absolutely no firearms, live ammunition or explosives are allowed on the premises at all.
- 16.) Keep shower time to a minimum. Others like hot water too.
- 17.) House chores must be done thoroughly and in a timely manner, Thursdays and Sundays.
- 18.) Anyone suspected of using drugs or alcohol by a majority vote of house members will be

immediately asked to leave, but may reapply for membership after a period of, usually, 30 days. This is contingent on the circumstances of their departure.

19.) Keep noise levels at an acceptable level, especially between the hours of 10 p.m. and 9 a.m. Be aware of other member's work/sleep schedules. "Noise" includes TV's, stereos, voices, stomping, slamming, vacuuming etc.

20.) If you damage or break something, whether it belongs to the house or another member, fix it correctly, replace it with the same item, or if it needs the attention of the house, notify the House Coordinator.

21.) Turn off lights, heaters, TV's, stereos, coffee pots etc. when not in use.

22.) If you plan on spending the night or several nights (as in the case of vacations or camping trips etc.) away from the house, you are expected to inform the other members of your intentions, both as a courtesy and to avoid suspicion. If no one is available to notify, write a message on the message board or leave a message on the voice mail. Make sure your house responsibilities are taken care of prior to leaving, such as chores, shared expense payment, and officer duties. Leave a contact number in case of house emergency.

23.) When doing laundry do not expect others to finish what you started. You should be available to move clothes from the washer to the dryer, or arrange to have someone do it for you. Do not wash more than one load at a time if others are waiting to use the facilities.

24.) Be courteous when answering the phone. Do not answer, "Oxford House", for it is up to each individual to disclose that information, and do not divulge information about others without their permission. Take messages thoroughly, and write them on the message board. Do not erase others' voice mail messages before they have had a chance to hear them. We have call waiting, so if a "beep" interrupts your conversation, either push flash to take the incoming call or check the voice messages after you are off the phone so you can inform others they had a call while you were on the phone. If others are waiting to use the phone, limit your calls to 10 minutes.

25.) You are responsible for your guests. If your guests exhibit disruptive or relapse behaviors, you will be held accountable and face the consequences for their actions, so be careful of who you invite over. Guests will not be allowed to stay overnight for more than 3 nights a week. Members of the opposite sex, other than your children, must be at least 18 years of age. Be respectful of others' guests.

26.) When someone moves out, under any circumstances, their personal property will be stored for no more than 30 days. Every effort will be made to return property, including contacting family and contacts on application.

27.) An emergency house meeting may be called when a crisis arises. All house members should be given the opportunity to attend, and should be informed of such a meeting by phone and/or message board if at all possible. Everyone's vote is important in these situations.

28.) All terms and conditions of the house's lease must be adhered to. Ask to see and read the lease.

29.) You may be asked to give a urine analysis (UA) at any time. You may not leave the house before giving it, and refusal to give one will be considered the same as if it were a positive result. At least two house members must agree to request a UA from another member.

29.) Written contracts will be drawn up for members exhibiting behaviors that are not conducive to recovery or the general welfare of the house. These contracts are intended to eliminate disruptive behaviors so being asked to leave doesn't become necessary.

30.) The monthly share of expenses (membership dues) must be paid on time. At this house, the monthly share is \$\_\_\_\_\_. Also, a membership fee in the amount of \$\_\_\_\_\_ will be required upon moving in. This fee is not refundable. A late fee of \$50 will be assessed for shared expense payments made after the first of the month, and if over 7 days late, a contract to remedy the situation will be drawn up. The fee shall be deducted from any initial payments before membership fees are tallied.

31.) Weekly house chores must be done thoroughly and in a timely manner, per chore descriptions, and

checked-off by the House Coordinator. Failure to do so may result in a fine. First offense constitutes a verbal, documented warning. 2nd offense constitutes a \$10 fine. 3rd offense doubles to a \$20 fine, and a contract to remedy the behaviors will be drawn up. If a member goes 90 days without any offenses, their slate will be wiped clean as if no fines were ever issued.

32.) All house members are expected to take on an equal share of the responsibilities of operating this household. This means they are expected to do their fair share of work, and uphold the duties and responsibilities of house officer positions when they are called on to do so.

33.) Members may only park one vehicle on the premises. Additional vehicles will require a house vote.

I, \_\_\_\_\_, have read and understand these House Expectations, and agree to abide by them. Any questions I may have had have been answered and explained to me.

\_\_\_\_\_  
New House Member's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' signature

\_\_\_\_\_  
Date