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# Agreement

**FRANCIS HOUSE**


**Wadsworth Men's House I**



**Standard Agreement for**

***Membership in Good Standing***

***“Code of Conduct”***

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## I. PURPOSE

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The Membership in Good Standing “Code of Conduct” Agreement is to help convey the responsibilities, accountability and consequences of the Members actions. This document is to provide an Awareness and Understanding of what is expected of a “Member in Good Standing”, with signed acknowledgement.

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## II. ORGANIZATION STRUCTURE

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Francis House is structured as a Communal Aid Group or (CAG), It is an organization that offers voluntary participation membership. It is founded upon the values of love and kindness, and the principles and practices of Alcoholics Anonymous (AA) or Narcotics Anonymous, with a strong emphasis on recovery community participation. Mutual beneficial assistance is shared among the members. The members are encouraged to work a rigorous program of recovery, and their recovery efforts are supported and nurtured with the assistance of all Francis House members.

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## III. MEMEBERSHIP LEVELS

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”Member in Good Standing” is the status of an active membership that entitles a member to all “Membership Privileges”. Compliance to the “Code of Conduct” is mandatory. There is a Probationary period prior to the granting of a Full Active Membership. A member that is found in violation of the “Code of Conduct” risks the loss of their “Membership in Good Standing” status. They may have their membership placed on probation or immediate membership suspension, depending on which specific code infraction was conducted.


**Active Member in Good Standing:** All Privileges apply

**Active Member on Probation:** All Privileges apply, but may have restrictions

**Inactive Member Voluntary Status:** The decision to no longer be a member, for whatever reason, but they maintained a Member in Good Standing status.

**Inactive Member Involuntary Status:** Relapse, but they were proactive in divulging and in seeking recovery treatment. Or, on Probation and did not reconcile issues.

**Alumni Member:** was Active in good standing, transitioned to independent living, wants to maintain Membership and participate in meetings, events and functions.

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**Suspended Membership:** A member is not forth coming in relapse, for breaking any Code of Conduct that By-pass probation. All rights and privileges are suspended, they could reapply and be reinstated after the necessary treatment, etc. but requires Committee Approval.

**Suspended Membership Permanent:** Extreme violation of Code of Conduct, discovered drugs or alcohol on property, or used on property, or extreme violate action, etc. not able to have membership reinstated.

**Note:** There are various degrees of Membership Code of Conduct infractions; each carries consequences, from Active member on Probation status, to Immediate Membership Suspension, etc.

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#### **IV. MEMBERSHIP CODE OF CONDUCT**

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1. There will be no use or possession of drugs or alcohol, either on or off the premises. All Members are subject to random toxicology testing and a property search at any time. No drug paraphernalia or items promoting drug use are permitted on the premises.

(Note: If there is a refusal of a search or test, or if drugs or alcohol are found or detected, Membership Privileges will be automatically suspended and dismissal from the house will result.)

2. Member Restriction protocol is as follow:

a. Weeks 1 and 2


- i. Leaving the house with approved, sober supportive family members; house manager; other resident; sponsor; recovery support specialist; or approved sober support friend.
- ii. Complete calendar and abide by schedule that has been approved by Member Steward. (MS)
- iii. The only time they will leave the house by themselves is for work, school, treatment or therapy.

b. Weeks 3 thru 4

- i. Restriction will lessen on a case by case basis.
- ii. Member will continue to complete calendar as well as have schedule approved by MS.

c. Ongoing

- i. Calendars will continue until deemed unnecessary by the MS.
- ii. Restriction protocols will lessen as the resident meets goals of working with a sponsor, obtaining a home group, securing employment or entering school, engaging in volunteer service work and other recovery goals on recovery plan.

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3. Each day Members will work on their recovery plans in coordination with the MS and/or other supports to modify and update recovery plan as necessary.

4. Each Member will attend 4 support meetings per week if the Member is working and in outpatient treatment. It's required one of the 4 weekly meetings is a Home Group meeting. If the Member is in IOP they will still attend 4 support meetings per week. The support meetings can be 12 step based, SMART recovery, faith based etc. This requirement will help to build a new stronger support system.

5. Members will obtain a sponsor or mentor of their choosing with whom they will consistently work with, seeing the sponsor at least once per week. They may also accept support from an assigned Peer Support Coach, Spiritual Mentor and Job / Career Coach.

6. All members must be employed, actively participating in job searching, attending school or volunteering at least 20 hours per week unless they have other extenuating circumstances that have been discussed and approved in advance by the MS and the Francis House Operations Director.

7. Members will maintain their personal hygiene, by showering regularly, wearing clean clothing and keeping personal living areas clean and orderly.

8. Members will complete assigned chore on a regular basis. All Members will clean up after themselves when they have made any mess in all areas of the house- interior and exterior. A Member will ask the MS or other Members for instructions on how to complete a chore if uncertain how to perform the task,. etc.. Cleaning hours are from 9:00AM to 9:00PM.

9. Overnight passes will be granted after the resident has lived at the house for more than 30 days. Passes will be granted on a case by case basis. A full description of overnight passes will be reviewed in another signed document.


10. Lock box code or house code will not be shared with anyone, including but not limited to family, friends, other members or support people.

11. The door is to be locked behind them whenever a Member enters or leaves the house.

12. Former Members are not allowed in Francis House unless the MS pre-approves.

14. Members will not go into the private space (i.e. bedrooms, storage cabinets, automobiles, etc.) of others without that Member's permission.

15. Modesty will need to be demonstrated at all times, for example window curtains will be drawn while dressing, members will not leave their rooms unless fully dressed. Common courtesy, respect for oneself and others, is required at all times.

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16. Members will respect others property at all times. Stealing will not be permitted at any time. Theft or damage to Francis House or the property of others is cause for immediate Membership Privilege Suspension and may result in legal proceedings.

17. The house must be a safe place to live. No weapons (guns, knives, martial art devices, etc) are permitted on the premises. No violent, threatening or dangerous behavior, no offensive language and/or deliberate abuse to another member or to the house property is permitted. This is cause for immediate Membership Privileges to be suspended and may also result in legal proceedings.

18. Each Member is responsible to secure and rent their own personal Post Office Box at the local Post Office. The Member Steward is the only person allowed to bring mail in from the mailbox.

19. Members that have a vehicle on the property must be licensed and insured with current registration. Auto repair or general maintenance on the property or surrounding areas will not be permitted without permission from the Member Steward and the House Operations Director.

20. Member Relationships with others in the house will be respectful and supportive of everyone.

Any romantic, sexual or business relationships with other Members will not be permitted.

21. Curfew is at 10:00 PM Sunday-Thursday and 11:00 PM Friday and Saturday. Curfew may be extended under certain circumstances only with prior approval from the Member Steward. Each resident will check in with the MS on a nightly basis.


22. Weekly house member meetings are mandatory.

23. Visitors are permitted on a limited basis with authorization approved by the MS with prior notice of the intended visit. (Please see Guest Visitation Procedure). Overnight visits will not be permitted and visiting areas are restricted to the front house living room, kitchen-dining area, office area and the back & side yards.

24. Francis House is NOT responsible for lost or stolen property, and lending or borrowing from other Members is to be avoided.

25. All Members will abide by all recycling waste requirements determined by Francis House's recycling policy and the local city's regulations.

27. Smoking is permitted only in designated areas (the back yard). Smoking is not allowed inside the house, or in front of the house. Vaping is permitted with minimal restrictions. All cigarettes must be disposed of in the safe-disposal containers provided.

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28. Food will not be permitted in bedrooms at any time.

29. All residents are responsible for reading and understanding the posted information on Fire Safety and Fire Procedures, including familiarity with the designated escape routes and safe gathering locations.

30. No open flames on the premise including but not limited to candles, incense and bonfires.

31. Member Steward will inspect and/or search room and belongings for cleanliness and/or contraband at any time without notice to maintain the health and safety of all Members living in the residence.

32. Gambling in any form is not permitted, including but not limited to poker and lotto.

33. Pets (i.e. dogs, cats, etc.) are prohibited. Possible Exception: A House pet maybe approved by the Member Steward and Executive Director as a pet to be shared in responsibility by the entire House versus a single Member's owned pet.

34. Illegal activity of any kind is strictly prohibited.

35. Weekly Membership dues must be paid on time in order to maintain a Member in Good Standing status. A Member in Good Standing (MGS) active status is required to remain living at Francis House.

If financial issues arise, the Member will speak to the MS and the Francis House Director to evaluate agreeable solutions to help resolve financial issues.

36. Physical or verbal abuse of other Members or Francis House staff is never permitted. If at any time, there are displays of violent or aggressive behaviors; law enforcement may be called upon to intervene. Making these choices will result in review of Membership Status, and may result in temporary or permanent dismissal from Francis House.


37: The Good Neighbor Agreement must also be agreed to, signed and followed. Please see Good Neighbor Agreement.

38: HIPPA Release of Medical, Counseling / Treatment Plans must be agreed to and signed.

39: All Legal Documentation with Courts, Parole Officers or Legal Counsel pertaining to substance abuse will be freely shared with the Francis House staff.

40: The consumption of energy drinks is prohibited while at the recovery house, because they are mood altering and can induce cravings.

Note: Francis House reserves the right to immediately remove anyone from the house for infractions of the Code of Conduct, other signed Agreements or Policies of Francis House. If applicable, a prorated refund of the current Membership dues will be repaid.

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Note: Having a positive attitude is very important to the well being of all Members and the Francis House Staff. By continuously exhibiting a poor attitude toward other Members, Staff, or Neighbors, may result in active Membership in Good Standing being revoked and all Membership privileges suspended.

Note: The Code of Conduct may be amended or modified in writing when Francis House Management deems necessary. All active members will be notified of changes.

**Signature Section:**

The Membership in Good Standing “Code of Conduct” Agreement is a document to foster awareness, understanding, responsibility and accountability of the rules that govern Francis House member’s daily living behavioral standards.

By signing this agreement, I, \_\_\_\_\_, am stating I fully understand the Code of Conduct, the consequences if they are violated, and pledge to live by the Code of Conduct standards, with integrity and honesty.

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

Member Signature: \_\_\_\_\_

FH Staff Witness (print) \_\_\_\_\_

FH Staff Witness: \_\_\_\_\_

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**V. CHANGE HISTORY**

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Rev Number	Change Description	Effective Date	Previous Rev. No.
Rev.5	Signature line add witness name print	12/12/2023	NA