

Calgary Jewish Family Loan Association – Policies

1. Membership Eligibility

- Individual members are required to pay an annual membership fee of \$20. Fees are subject to review and are set annually.
- Membership is reviewed annually and members must remain in good standing to be eligible for a loan.
- Good standing is defined as full payment of annual fees and no default on loans.

2. Expulsion of Membership

- Members may be expelled for reasons of non-compliance including non-payment of annual membership fees, default on loans or separation or divorce resulting in the non-Jewish spouse no longer being married to or living common law with a Jewish member of the Association.

3. Loan Eligibility

- Must be members in good standing of the Association
- Applicants must be at least 18 years old, have a steady source of income
- Applicants must have legal Canadian residency status, such as citizenship, permanent residency or a work permit (no student VISAs).
- Applicants must be permanent residents of Alberta.
- An individual loan application fee of 1% of the loan amount to a maximum of \$50 will apply to all loans. This fee is subject to review and is set annually.
- An institutional loan application fee of 1% of the loan amount to a maximum of \$500 will apply to all loans. This fee is subject to review and is set annually.

4. Guarantors

- Applicants requesting loans up to \$1000 do not need a guarantor. Applicants requesting loans up to \$2000 require one (1) guarantor. Applicants requesting loans over \$2000 require two (2) guarantors.
- Guarantors must be residents of the province of Alberta.
- The Association is not responsible for providing guarantors.
- A member of the Loan Committee will complete a check on the guarantors and obtain a Promissory Note and Certificate in the presence of a lawyer as per Alberta Law. The guarantor will be made aware of his or her liability for repayment in the event the loan holder does not repay the loan as stated in policies 5 and 6 below.
- One guarantor cannot guarantee loans of \$2000 or more for more than two (2) applicants.
- Spouses, adult interdependent partners and common-law partners may not be guarantors for each other.
- A credit check will be completed for each guarantor, each time they consent to be a guarantor.

5. Loan repayments

- Repayment takes place on a monthly basis by post-dated cheque.
 - i. Post-dated cheques for the entire term of the loan must be provided at the time that the loan is given.
- Upon written request of the borrower and review by the Loan Committee, repayment may be deferred:
 - i. By one (1) month once over the term of a loan up to \$1000;
 - ii. By two (2) consecutive months twice over the term of the loan up to \$2000; or
 - iii. By two (2) consecutive months twice over the term of the loan over \$2000.
- Loan repayment may be accelerated upon written notification.

6. Loan Default

- A borrower is deemed to be in default when:
 - i. Cheques from two (2) consecutive months bounce with no written request for an extension; or
 - ii. The applicant is unable to continue payments after the extension period has expired.
- Guarantors will be required to assume the debt after two (2) consecutive months of missed payments.
- Guarantors may assume the monthly repayments by providing post-dated cheques or pay the loan in its entirety at once.
- Any bank fees incurred by the Association due to bounced (NSF) cheques will be passed on to the applicant and/or the guarantor(s).
- Defaults will be reviewed by the Loan Committee on a case-by-case basis and a suitable repayment plan will be devised.

7. Annual General Meeting (AGM)

- Motions for new business must be submitted by a member at least two (2) weeks prior to an AGM.

8. Standing Committees

- Committees are assembled at the first board meeting following the AGM.
- Committees comprise at minimum one (1) Director from the Board of Directors and at minimum one (1) member of the Association to maximum of five (5) Committee members.
- Members of the committee must be members of the Association in good standing.
- Members may apply or be invited by the Board of Directors to be on a Committee.
- The standing committee will propose the names of potential new members or any withdrawals from the committee to the board. The board will make the final recommendation for any such new appointments and or withdrawals.
- The term of office of members of all committees shall commence with the announcement of their appointment at the AGM. The term of office of the members not appointed by virtue of their positions is three years.

- Members may be reappointed for only one additional successive term at the discretion of the Association board.
- Standing Committee meetings may take place by video or teleconference.

A. Audit and Finance Committee

- This standing committee is mandated to review and report on the Association financials to the Board of Directors every quarter.
- This committee is responsible for keeping a record of all loans and repayments in hard copy for a minimum of seven (7) years.
 - i. After seven years, a scanned e-copy of loan applications and repayments will be maintained to ensure that defaults are noted for future application status.
 - ii. All hard copies will be destroyed to ensure confidentiality.

B. Membership Committee

- This is a standing committee responsible for the development of the Association's membership at large.
- The objectives of the committee are as follows:
 - i. Review membership privileges and eligibility
 - ii. Review the obligations associated with the membership
 - iii. Develop membership recruitment drives and develop incentives for membership
- The Membership Committee reports to the Board. The Committee will provide an annual written report to the Board prior to the AGM that should include, but not be limited to, reporting net growth in membership figure.
- The Membership Committee will liaise with other committees when appropriate.

C. Loan Committee

- The Loan Committee reviews applications, interviews applicants, and issues recommendations to the Treasurer.
- The Loan Committee shall report regularly to the Board. The Board shall ensure that the committee has adequate resources and authority to act on its responsibilities.
- The Loan Committee will meet bi-weekly or as necessary to discuss any new applications or issues arising with current loans.
- The Loan Committee is responsible for keeping a list of borrowers who have defaulted on loans.

9. Marketing

- At the first meeting following the AGM, a budget will be set by the Membership Committee for marketing the Association.
- Social media advertising is the responsibility of the Membership Committee.
 - i. The Director and one Member-at-Large on this committee will have administrative rights to post to social media.

- ii. Social media will only be used to promote the Association and distribute relevant information regarding events/meeting of the Association.
- iii. Misuse of social media will result in the termination of the committee member's position, and possible expulsion from the Association.

10. Disbanding

- In the event that the Association disbands, all assets will be distributed to the Calgary Jewish Community Foundation.

11. Privacy Policy

- All information gathered on members of the Association, including loan applicants and Board/Committee members, is to remain confidential unless requested by the appropriate authorities.
- In the case of loan default, only as much information as is necessary is distributed to the Loan Committee to assist in the recuperation of funds.