



Friends of Phoenix Clubhouse

The role of the **Friends of Phoenix Clubhouse** (“the Group”) is to provide advice and assistance to the clubhouse program, **Phoenix Clubhouse** (“the clubhouse”). The Group has no direct control over the operations of the clubhouse program.

I. General Purpose

The Group shall be responsible for helping to cultivate broad-based community support for Phoenix Clubhouse’s rehabilitative mission by providing assistance in such areas as:

1. Job Development
2. Sponsorships
3. Advocacy
4. Community Awareness

II. Structure¹

The Group is comprised of individuals who are committed to the clubhouse ideal of helping persons challenged by severe and persistent mental illness, to identify their needs and achieve their goals through participation in a variety of supportive, rehabilitative and restorative pursuits.

A. The Group shall consist of not fewer than seven or more than 21 members at any time. Upon onset, individuals in the community shall be invited by the clubhouse to join the Group. Thereafter, individual members shall be approved and elected by the Group. They may be nominated by individuals of the Group or the Clubhouse In-charge of Phoenix Clubhouse. The Clubhouse In-charge of Phoenix Clubhouse and two other individuals, to be appointed at the sole discretion of the Governing body of Phoenix Clubhouse (QMH), shall be the ex-officio members of the Group. Honorary members, to be proposed by any member of the Group and endorsed by the majority of the Group, can be elected in giving expert advice and rendering supportive assistance to the Group. They shall not be required to attend any of the meetings of the Group.

B. The Group shall elect a Chairperson, Vice-Chairperson and Secretary.

The duties and responsibilities of the officers shall be as follows:

1. The Chairperson shall lead meetings, prepare agendas, arrange for necessary reports, make committee assignments and coordinate follow-up of recommendations.

¹ Section E of the original Rules of Friends of PC was removed on 24 Sept, 2009

2. The Vice-Chairperson shall, in the absence of the Chairperson, temporarily assume his duties in all the meetings of the Group. The Vice-Chairperson may be appointed to other responsibilities by the Chairperson.
 3. The Secretary shall prepare and coordinate distribution of meeting minutes. Under the direction of the Chairperson, the Secretary shall prepare agendas for the various meetings and make them available to those attending. The Secretary shall also prepare written recommendations.
- C. Members of the Group shall be recruited according to specific affiliations or experiences that can be divided into three major categories. In general, these categories are comprised of individuals with:
1. Mental Health Expertise and Experience:
 - a. Consumers
 - b. Family members/advocates
 - c. Mental health professionals
 2. Business Expertise:
 - a. Local business people (involved in clubhouse vocational program)
 - b. Local civic group or chamber representatives
 - c. Employment specialists
 3. Community:
Established community members (e.g. local media, attorney, pastor, etc.).
- D. The Group members shall serve for a period of one year or longer either by reelection or reappointment. Any vacancy created by the resignation of or inability to serve by the Group member may be filled by the Chairperson with the advice and consent of the Group. They may also be recommended by any of the Group members. The person appointed to fill such a vacancy shall be subject to retirement at the same time as if he had become a member on the day on which the Group member in whose place he was appointed was last elected a member.
- E. At the meeting of the Group immediately before the retirement of the Group members, the members shall nominate and elect individuals to be the members of the Group for the next term.

III. Responsibilities

- A. Individual Group Member Responsibilities:
1. To become aware of issues pertaining to the rehabilitation of persons with mental illness.
 2. To provide clubhouse program development strategies and recommendations that are in the best interest of the overall clubhouse mission and objectives.
 3. To actively participate in discussions, work groups and committees charged with devising strategic plans for program and resource development.
 4. To attend meetings and to notify the Clubhouse In-charge if unable to attend. The Chairperson will contact the Group member after a maximum of three unexcused absences.
 5. To give due notice in writing to the Group of any change of his correspondence

address, otherwise the address previously given shall be deemed the correct address and notices and letters dispatched by post by the Group to such address shall be deemed to have been served.

6. To give notice in writing to the Group of his resignation.

B. Committee Responsibilities:

1. The Group shall discharge its formal responsibilities primarily through standing committees formed to identify employment, finding potential sponsorships, advocacy and community awareness needs and to prioritize these needs within a framework of a strategic plan which calls for both short and long term goals.
2. Committees shall review these goals on a quarterly basis, modify them as necessary and when appropriate, engage in regular evaluations when appropriate.
3. Committees are endorsed by the Chairperson. Each committee shall have a convener who is a Group member

IV. Authority

The Group shall:

1. Gather, evaluate, and disseminate information on community issues that impact the lives of men and women with mental illness.
2. Make recommendations regarding clubhouse program development and community relations.
3. Amend the rules of the Group as proposed by the Group members.

V. Meetings

A. The Group shall meet at least once every year commencing from the date of its formation and thereafter at such time and place as the Group shall decide at each Group meeting.

B. A quorum for the Group meeting shall consist of a minimum of 40% of the Group members.

C. A majority of those present at the Group meeting shall be sufficient for the passing of any resolution submitted to the meeting, save in case of resolution seeking to amend the rules of the Group, a three-fourths majority shall be required.

VI. Notices

- A. A notice may be given by the Group to any member either personally or sending it by electronic transmission, facsimile or post to him or to his address supplied by him to the

Group for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting on letter containing the notice, and to have been effected in case of a notice of the meeting at the expiring of 48 hrs after the letter containing the same is posted, and in any other case at the time at which the letter would be deemed in the ordinary course of post.

- B. The accidental omission to give notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

VII. Interpretation

In this context:

1. Words importing the singular number shall include the plural and vice versa.
2. Words importing the masculine gender shall include the feminine gender.

Revised as of October 2016