

**CFB BORDEN  
TRI-MESS  
CONSTITUTION**



## **MESSES**

Steeped in a rich military heritage and tradition, Messes have been part of the Canadian Armed Forces (CAF) history to foster morale and promote military values including camaraderie and unit cohesiveness. Messes give members a strong sense of commitment to the ideas, objectives and the basic responsibility expected of them within the CAF and set the standard for military service within Canada.

To this day, CAF Messes retain a functional role as social and dining clubs and are the centre of social life for units, stations, bases and ships. They enhance unit esprit de corps, lighten the load of demanding day-to-day work, give commanders an opportunity to meet socially with their troops, and enable CAF members of all ranks to create bonds of friendship and better working relations through an atmosphere of good fellowship.

## **MISSION AND VISION**

### **Mission**

Messes provide the environment for all CAF members to promote the traditions and values of Canadian Armed Forces. They promote courage, teamwork, discipline and honour. Messes serve to perpetuate the military ethos in the profession of arms and are an instrument of socialization to the members and their families. Messes foster morale in both peace and war.

### **Vision**

Messes, universal in relevance, will be flexible and adaptive to their memberships and military communities' needs thus allowing all members to identify with the unique aspects of Canadian military life. Messes are recognized as an important and relevant part of their members' personal and professional lives. Messes are to be supported by all levels of CAF leadership and will be provided with public and non-public resources.

## **FOREWORD**

This Constitution and the Bylaws contained therein are to be adopted by the respective memberships at a General Mess Meeting (GMM) and approved by the Base Commander (BComd). It is the responsibility of all Mess members to become familiar with the Constitution and Bylaws in order to ensure that all members are aware of and can benefit from their objectives. Any amendments to this publication must be submitted in writing to the President of the Mess Committee (PMC), then adopted at a GMM and approved by the BComd.

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## **SECTION ONE - GENERAL**

### **DESIGNATION**

1. The Huron Club, Junior Ranks Mess is located in building T-117; The Juno Beach, WO & Sgt Mess is located in building T-147; and the Waterloo Officers' Mess is located in building P-160, all hereinafter referred to as the "Messes", and shall operate as a separate institution in all matters of discipline and finance.
2. The Commanding Officer (CO) of the Messes shall be the Canadian Forces Base (CFB) Borden Administrative Officer (Admin O).

### **AUTHORITY**

3. The Messes is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of Messes in the CAF, to include Personnel Support Programs (PSP) Policy Manual, A-FN 105, A-PS-110 and instructions contained in this Constitution and supporting Bylaws.

### **PURPOSE OF THE OPERATION**

4. The Messes will be operated for the purpose of providing goods, services and amenities to Mess members.

### **AMENDMENTS**

5. Proposals to amend the Messes Constitution shall be made in writing. They shall be submitted to the PMC or Vice President of the Mess Committee (VPMC) by formal memorandum and posted on the notice board. Provided the notice has been posted seven days or more, the proposal shall be considered at the next annual Tri-Mess Committees Meeting.
6. Proposals to amend the Mess Bylaws shall be made in writing. They shall be submitted to the PMC or VPMC by formal memorandum and posted on the notice board. Provided the notice has been posted seven days or more, the proposal shall be considered at the next GMM.
7. Each Mess Committee is responsible for maintaining a current copy of the Messes Constitution. It will be available upon request to any member but will not be removed from the premises. It shall also be available online.

### **APPROVAL**

8. All amendments must be approved by the respective general membership at a GMM. The amendment will not come into effect until the minutes of the GMM are signed off by CFB Borden Admin O.

## **SECTION TWO - TYPES OF MEMBERSHIP**

## **ORDINARY MEMBERS**

1. The following persons are ordinary members of the Mess appropriate to their rank designated to serve their unit:
  - a. members of the Regular Force, Primary Reserve (including those Primary Reserve on annuitant break);
  - b. members of the armed forces of other countries who are on exchange with or on loan to the CAF and who are employed at a base, station, unit or ship served by the Mess;
  - c. members of the Reserve Force when performing Class B or C Reserve Service at a Regular Force establishment;
  - d. officers of the Cadet Instructors Cadre (CIC) of directly sponsored cadet units who share the same facilities, upon application; and
  - e. officer cadets of the Regular Officer Training Plan (ROTP) attending university during their academic year if a Mess is not established at their institution when living in quarters (single or residential housing unit).

## **ASSOCIATE MEMBERS**

2. Subject to paragraph 14 of the PSP Policy Manual, the following persons may, with the approval of the CO, be associate members of a Mess appropriate to their rank or status:
  - a. this category (except in a ship's Mess) is comprised of:
    - (1) veterans are considered former members of the CAF who have successfully completed basic military training and have been honourably discharged;
    - (2) serving and retired Department of National Defence (DND) civilian employees, Non-Public Funds (NPF), Military Family Resource Centre (MFRC), Defence Research and Development Canada (DRDC), Communications Security Establishment (CSE), Defence Construction Canada (DCC) and serving Royal Canadian Mounted Police (RCMP);
    - (3) currently-serving Honorary Colonels or Captains (Navy) and Honorary Lieutenant-Colonels or Commanders;
    - (4) other civilians similarly employed at or in connection with the unit or other element served by the Mess;

- (5) members of the Canadian Cadet organization, Canadian Rangers and Cadet Organization Administrative and Training Services;
  - (6) serving members of the armed forces of other countries serving in the vicinity of the unit or other element served by the Mess;
  - (7) officer cadets of the ROTP attending university during their academic year if a Mess is not established at their institution; and
  - (8) personnel other than those mentioned in sub-paragraphs 1 to 7 who may be admitted membership for a term not exceeding one year (without prejudice to renewal thereof for further one year terms), upon the recommendation of the Mess committee, the majority vote of those present at a GMM and the approval of the CO;
- b. priority for associate membership should be given in the order that the categories are listed;
  - c. associate membership is not transferable from one Mess to another. However, a person may have associate membership in more than one Mess but shall pay dues in each Mess; and
  - d. an associate member shall be accorded the privileges of the Mess but may not serve on the Mess committee. An associate member may assist the Mess committee or subcommittee.

Note: Associate membership under sub-paragraph 2.a.(8) shall be reviewed at the same date each year. Temporary membership may be granted until the next GMM upon approval of the CO.

### **HONORARY MEMBERS**

3. Members of the CAF Regular Force or Primary Reserve are honorary members of every Mess appropriate to their rank, except in the Mess in which they are ordinary or associate members and in seagoing ships.
4. Any distinguished person may be invited to become an honorary member of a Mess for a term not exceeding one year, without prejudice to renewal of membership for further one year terms, upon recommendation of the Mess committee, majority vote of those present at a GMM and approval of the CO.
5. An honorary lifetime membership that was granted to former Royal Canadian Air Force (RCAF) personnel in accordance with former RCAF policy is valid only in Messes that were RCAF prior to 01 Feb 1968. Such memberships shall not be rescinded without National Defences Headquarters (NDHQ) concurrence. Note: There were no similar provisions in the Navy or Army.



6. Subject to paragraph 18 of the PSP Policy Manual, individual Messes may honour a retiring or retired member by granting an honorary lifetime membership, valid only in the Mess granting the membership. However, such memberships shall be honoured in other Messes, except Messes in ships, on an infrequent and casual basis. If the holder of an honorary lifetime membership wishes to become an associate member of any Mess appropriate to their former rank, they may apply to do so through the Mess committee to the CO.

7. An honorary member shall be accorded the privileges of the Mess but shall not pay Mess subscriptions nor serve the Mess in any capacity. An honorary member may be assessed a proportionate share of expenses associated with any Mess function or entertainment attended. Except as provided in CFAO 19-8, Canvassing Defence Establishments, an honorary member may not enter DND property, buildings or Messes for the purpose of soliciting or transacting business. Membership may be cancelled by the CO for cause, except as provided in paragraph 19 of the PSP Policy Manual.

8. Honorary membership of all types is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of Messes. However, when an honorary member, including an ordinary member of another Mess, wishes to use the facilities of the Mess on a frequent basis the honorary member should apply for associate membership.

### **SECTION THREE - MESS MANAGEMENT**

#### **MESS MANAGER**

1. The Mess is managed by a civilian Mess Manager who is a NPF employee who is responsible to the Deputy Manager PSP and responsive to the PMC.

#### **PRESIDENT OF MESS COMMITTEE**

2. The PMC oversees the wants and needs of the Mess membership and in the case of the Junior Ranks and Senior Non-Commissioned Members (Sr NCMs) is responsible to the CO through the Supervising Officer (SO). In the case of the Officers' Mess the PMC is responsible to the CO. The PMC shall be appointed by the CO.

Please see Annex A for all bylaws pertaining to each Mess individually.

#### **SUPERVISING OFFICER**

3. At the Junior Ranks and Sr NCMs locations an SO, normally the Administration Branch Regimental Sergeant Major (RSM) is appointed by the CO following consultation with unit RSM/Chief Warrant Officer (CWO) to oversee the Mess and to ensure it is run profitably and is following all regulations that pertain to the operations of Messes. In addition, the SO oversees the discipline within the Mess and assigns punishment to members as required. The SO is responsible to the CO. The SO is the link between the Mess and the CO and will attend all official Mess meetings in an advisory capacity.

## **SENIOR MANAGER, PSP**

4. The Senior Manager, PSP is responsible to the CO of the Mess for the operations of the Mess. The Deputy Manager, PSP directly oversees Mess operations.

## **SECTION FOUR - MESS COMMITTEE AND MEETINGS**

### **EXECUTIVE COMMITTEE**

1. Each Mess shall be administered by a Mess Executive Committee. The PMC and VPMC are volunteer positions with approval from the member's chain of command and are appointed by the CO of the Mess in the case of the Officers' Mess and recommendation from the SO in the case of the Junior Ranks and Sr NCMs Messes. Terms of service for these two positions are:

- a. PMC – six month term; and
- b. VPMC – six month term.

PMC and VPMC terms may be extended for an additional six months with the approval of the CO or SO.

2. Other Mess Executive Committee members may consist of:

- a. Secretary;
- b. Treasurer/Financial Representative;
- c. Sports Representative;
- d. Membership Representative;
- e. Housing Representative;
- f. Foods Services Representative;
- g. Communications Representative;
- h. Advertising Representative; and
- i. other such members as may be required.

3. When positions on the Mess Executive Committee become vacant, the membership will be emailed a notification from the Mess Secretary. Members will forward completed applications to the PMC for review at the next executive meeting. If more than one member is interested, the

Mess membership will vote to elect a suitable candidate for the position. Every effort will be made to provide adequate representation from units.

4. Committee members can serve for a period not to exceed one year. If they choose to stay on in their capacity, a request may be submitted to the SO for approval. This can then be voted on at a GMM.
5. All Mess Executive Committee members shall seek approval from their unit chain of command.
6. The Mess Manager serves as an ex-officio on the Mess Executive Committee.
7. Additional members of the Mess may be called upon from time to time to sit on sub-committees or to assist the Mess Executive Committee as required.

### **MESS MEETINGS**

8. Meetings shall normally be held as follows:
  - a. Mess Executive Committee – monthly;
  - b. GMM – bi-annually;
  - c. Extraordinary GMM – as required;
  - d. Entertainment/Sports – as required; and
  - e. Tri-Mess Meeting – annually or as required.
9. Executive Committee meetings are held to:
  - a. approve Mess expenditures as per annual budget;
  - b. review Mess financial reports;
  - c. discuss Mess entertainment/sporting events; and
  - d. discuss other topics/issues that pertain to the day-to-day operations of the Mess.
10. Minutes will be taken for the purpose of recording the details of all meetings. The following signature blocks will appear after the notes of each meeting:
  - a. PMC;
  - b. Mess Manager;

- c. SO (as required);
  - d. Base CWO (as required for Huron Club and Juno Beach Mess);
  - e. Deputy Manager, PSP;
  - f. Senior Manager, PSP; and
  - g. CFB Borden Admin O.
11. GMMs are held to:
- a. present financial report;
  - b. propose annual budget for approval;
  - c. present Mess entertainment/sporting events;
  - d. propose expenditures outside executive committee's authorization for approval; and
  - e. discuss other topics/issues that pertain to the day-to-day operations of the Mess.
12. Notification of a GMM will be given at least fourteen (14) days prior to the meeting. The PMC is responsible for notifying members of all GMMs.
13. All members will attend GMMs, unless excused by their unit supervisor.
14. All items contained in the minutes of a GMM are subject to the approval from the CO.
15. A GMM or an Extraordinary Meeting of the Mess shall not be valid unless a quorum is present. A quorum is achieved when there is 20% of the total available membership present. Where there are extenuating circumstances, the CO or SO may authorize the percentage of members present to provide a quorum. Accordingly, attendance indicating the numbers of members present will be recorded in the minutes of the meetings.
16. GMMs shall be conducted in the manner prescribed in Annex A. All motions or other matters for decisions raised at the meeting shall be voted upon by the members present and shall be decided by a majority vote, subject to the approval of the CO.
17. Extraordinary Mess Meetings can be called by the CO, SO, PMC or in a written request to the PMC from 20% of the available membership. Extraordinary meetings are convened to discuss a particular issue that cannot wait for a GMM.
18. The approved agenda for a GMM shall be posted in the Mess at least 96 hours before the meeting.

19. Entertainment/Sport Committee meetings will be held as required to discuss any and all upcoming events pertaining to their role.

20. Tri-Mess Meetings will include the CO, SO, Deputy Manager PSP, Mess Managers, PMCs and/or VPMCs. The Tri-Mess Meeting will be held no less than once per year to:

- a. discuss necessary changes to the Constitution;
- b. share information on upcoming events to ensure no duplication of services;
- c. coordinate potential Tri-Mess activities; and
- d. any other relevant topics.

### **MEETING FORMAT**

21. It is the responsibility of the PMC to ensure all meetings are conducted in accordance with the procedures stated in the PSP Policy Manual, Chapter 9-4.

22. GMMs are held in order that members can fully discuss, in a democratic manner, matters relating to the operation of the Mess, and arrive at decisions based on the will of the majority of the members.

23. GMMs are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality, and they shall be conducted in accordance with the parliamentary procedures.

24. The control of a Mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on the preparation and planning on their leadership qualities and methods. To carry out their responsibilities at a Mess meeting the PMC should:

- a. be familiar with Mess rules and regulations, the Constitution and Bylaws of the Mess;
- b. know and follow the order of business for the conduct of the meeting;
- c. conduct the meeting in accordance with parliamentary procedures and be familiar with their duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debates;
- d. ensure that each member has the opportunity to express their views but is not allowed to abuse this right by being repetitious;
- e. ensure that all remarks are addressed to the chair and not directly discussed by two or more members;

- f. ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than permitted by the rules of order; and
- g. speak clearly on all occasions, ensuring that they can be heard by all members.

25. The order of business may be established in the bylaws of the Mess, or may be determined by the PMC. The following is an example of the normal order of business:

- a. call the meeting to order;
- b. reading of the minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading may be dispensed with);
- c. approval of minutes;
- d. reports of the PMC and Mess Manager;
- e. report of sub-committees;
- f. old business (arising out of minutes of previous meeting);
- g. new business;
- h. open floor; and
- i. adjournment.

26. If a subject of major importance, such as an amendment to the Constitution or Bylaws, or a proposal which requires study, it is to be introduced as new business. It is normal to require prior notice to enable the committee to prepare relevant information, and for members to formulate opinions and prepare questions they might wish to ask.

27. All motions are decided by majority vote of the members present, this is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning majority, equal votes defeat the motion. The system of voting is decided by local customs; such as use of ballots or show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.

## **QUORUM**

28. The quorum to have an Executive Mess Meeting is 50% of committee members, of whom one must be the PMC or VPMC.

29. The quorum to have a GMM is 20% of the available members.

**SECTION FIVE – STATEMENT OF DUTIES** (IAW PSP Policy Manual, Table 9-4-1-1)

1. The SO duties are as follows:
  - a. acts as liaison between the CO and the Mess;
  - b. is an 'ex-officio' member of the Mess committee and shall attend all general, extraordinary, and executive committee meetings;
  - c. does not possess voting privileges;
  - d. assists the PMC in ensuring Mess meetings are conducted in an orderly and proper manner in accordance with existing regulations and proper Mess decorum;
  - e. ensures that all business transacted is in the best interest of the membership;
  - f. ensures that the Mess committee receives support in the effective management of the Mess, and shall act, where required, as liaison for the Mess committee; and
  - g. monitors the financial status of the Mess operation, paying particular attention to the following:
    - (1) budget preparation;
    - (2) budget control, to ensure expenditures are within the budgeted amounts;
    - (3) perusing the monthly financial statements provided by the Non-Public Property (NPP) Accounting Manager to ensure the Mess is operating in an efficient manner; and
    - (4) ensuring that all expenditures are in accordance with the appropriate CAF regulations and as approved by the Mess members.
2. The PMC is responsible to the CO. The PMC duties are as follows:
  - a. the issuance of respective Mess Bylaws;
  - b. ensuring that statement of duties exists for all members of the Mess committee and Mess employees (except when PSP manages the Mess); and
  - c. calling of Mess committee meetings and GMMs and presiding at these meetings.
3. The VPMC is responsible to the PMC. The duties of the VPMC are to:
  - a. assist the PMC in the performance of his/her duties;

- b. officiate in the absence of the PMC;
  - c. prepare an entertainment schedule in Messes that do not have an Entertainment Representative; and
  - d. prepare long and short range Mess improvement programs.
4. The Treasurer/Finance Representative is responsible to the PMC. It is recommended that this Mess committee member has a finance background. The duties of this position are to:
- a. assist in the preparation of the yearly budget;
  - b. monitor financial results in comparison to the budget;
  - c. interpret financial statements and advise the PMC on the financial condition of the Mess;
  - d. liaise with the NPP Accounting Manager;
  - e. ensure that the Mess committee is aware of the financial implications of any decision;
  - f. perform such other duties as may be assigned by the PMC; and
  - g. may be required on occasion, to participate in stocktaking and to assist compliance personnel when Mess activities and/or records are being examined.
5. The duties of the Mess Secretary are to:
- a. prepare the agenda for the Mess committee and GMM;
  - b. record the minutes of the Mess committee and GMM;
  - c. conduct all Mess correspondence; and
  - d. perform such other duties as assigned by the PMC.

A Mess Manager may be assigned some duties of the Secretary.

6. The Entertainment Representative is responsible to the PMC. The duties are to:
- a. plan and organize the entertainment program;
  - b. prepare the entertainment budget;
  - c. recommend the hiring of bands, entertainers, etc. (contracts are normally done by PSP in accordance with NPP contracting policy and NPP Delegation of Authorities





(DOA));

- d. conduct liaison with Food Services or a local caterer required for entertainment functions (normally done by PSP IAW NPP contracting policy and NPP DOA);
- e. ensure the proper control of revenues from entertainment and that funds are turned in promptly;
- f. advertise entertainment functions;
- g. coordinate the set-up of Mess functions and entertainment as required; and
- h. perform such other duties as assigned by the PMC.


**All other descriptions of responsibilities for remaining Executive Committee positions are to be clearly listed in the Bylaws.**


  
Kathleen Sweeney  
Huron Club Mess, Mgr  
7351

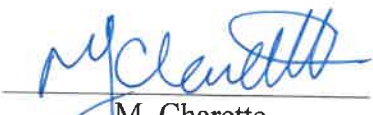
  
Chelsea McElroy  
Juno Beach Mess, Mgr  
2536

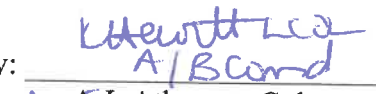
  
John Walker  
Waterloo Officers' Mess, Mgr  
1216

  
Jen Goodfellow  
Senior Manager, PSP  
2204

  
L. Lamontagne, CWO  
Supervising Officer  
1746

  
C.R. MacCulloch, LCol  
CFB Borden Admin O  
2102

  
M. Charette  
Base Chief Warrant Officer  
2206

Approved by:   
A.J. Atherton, Col  
CFB Borden Comd  
2100

Date: 15 May 19