



17 WING WINNIPEG  
WARRANT OFFICERS' AND  
SERGEANTS' MESS  
CONSTITUTION  
AND  
BY-LAWS

# **WARRANT OFFICERS' AND SERGEANTS' MESS CONSTITUTION AND BY-LAWS**

Nov 2019

## **FORWARD**

1. The Warrant Officers' and Sergeants' Mess Constitution and By-Laws are designed to enunciate the authorized principles and regulations used to form and govern the 17 Wing Winnipeg Warrant Officers' and Sergeants' Mess. Under the authority invested in me by the Commander of the Royal Canadian Air Force (Comd RCAF) and in accordance with QR&O Article 27.01, DAOD 5045-0, and Personal Support Programs (PSP) Policy Manual (Part 9 - Messes), this Constitution and the By-Laws are approved effective this date. It replaces all previous editions.
2. Suggestions for improvements should be directed to the President of the Mess Committee (PMC).

J.P.E.Charron  
Colonel  
17 Wing Commander

**Record of Amendments**

<b>Change date</b>	<b>Para</b>	<b>Authority</b>
13 Mar 2019	236	As per GMM 17 Oct 2017
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Nov 2019	Forward, 103-1, 104-3, 110 Ref B, 111-1a, 112-1 NOTE 3, 120-2, 130, 180- 3, 190-3, 214, 220-2, 221- 2, 223, 224, 230-6, 231-1, 232, 233 Ref B, 234, 240, 241-1, 241-6, 241-11, 243, 244, 273 NOTE, 274	As per GMM 26 Sep 2019
02 Oct 2020	236	As per GMM(email vote) 25 Sep-02 Oct 2020

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## **PART 1 — CONSTITUTION**

### **101. PURPOSE OF CONSTITUTION**

The purpose of this Constitution is to enunciate the authorized principles and regulations used to form and govern the Institution.

### **102. NAME OF MESS**

The name of the Institution shall be the 17 Wing Winnipeg - Warrant Officers' and Sergeants' Mess (WOSM), hereinafter referred to as the Mess.

### **103. AUTHORITIES FOR ESTABLISHMENT AND OPERATION**

1. The Mess is established by the Wing Commander (WComd), 17 Wing Winnipeg, under the authority of the Comd RCAF, in accordance with QR&O Article 27.01, DAOD 5045-0, and PSP Policy Manual (Part 9 Messes). It shall be operated and administered in accordance with the regulations and orders governing the operation of messes in the Canadian Armed Forces (CAF), the principles contained in this Constitution (Part 1) and the By-Laws (Part 2) which amplify all of the above and, Standing Mess Minute Authorities.

2. The Constitution and the By-Laws are issued under the authority of the WComd, after being adopted by a General Mess Meeting. It shall be maintained and reviewed periodically by the President of the Mess Committee (PMC), assisted by the Mess Committee.

3. Nothing in the Constitution and the By-Laws shall be interpreted as over ruling any regulations or orders issued by higher authority.

### **104. PURPOSE OF OPERATION**

1. The Mess shall be operated for the purpose of providing goods, services and amenities to members, official guests and personal guests. The aim is to foster esprit de corps and develop good fellowship amongst the members.

2. The Mess is the military and social club for all affiliated members.

3. Members' family/dependants shall be considered Guests of the mess.

### **105. SUSPENSION AND CLOSING**

The operation of the Mess may be suspended or closed by the Comd RCAF.

## 106. AVAILABILITY OF CONSTITUTION AND BY LAWS

1. The Secretary of the Mess Committee shall maintain a copy of the Constitution and the By-Laws up to-date at all times.
2. Upon joining the Mess, a member has the option to be given a copy of the Constitution and the By-Laws, or shall be given an opportunity to read it.
3. A copy of the Constitution and the By-Laws shall be maintained by the Mess Manager on the Mess notice board, or in another format readily accessible to the membership.

(107 to 109 inclusive: not allocated)

## 110. MEMBERSHIP

*Refs: A. DAOD 5045-0*

*B. PSP Policy Manual Part 9 Chapter 9-1 Messes*

1. The membership of the Mess shall consist of:
  - a. Ordinary members;
  - b. Associate members; and
  - c. Honorary members.

## 111. ORDINARY MEMBERS

The Ordinary members of the Mess shall be comprised of:

- a. Currently serving CAF Regular and Reserve Force members serving at 17 Wing Winnipeg and lodger units, including WOs & Sgts on temporary or attached duties in excess of 14 days at a unit served by the Mess; and
- b. WOs & Sgts of the forces of other countries while on exchange or on loan to a unit served by the Mess.

## 112. ASSOCIATE MEMBERS

The associate membership of the Mess is comprised of the following personnel, subject to the final approval of the WComd as outlined in Part 2, Article 211:

- a. Retired – Retired Warrant Officers and Sergeants of the Canadian Armed Forces (RegF and ResF) honourably released.
- b. Working - This category consists of:
  - i. civilian employees of appropriate status of the Department of National Defence (DND) employed by a unit serviced by the Mess;
  - ii. other civilians similarly employed as in 1.b. (i) at, or in connection with, 17 Wing Winnipeg;
  - iii. WOs’ & Sgts of the Supplementary List and the Canadian Rangers; and
  - iv. WOs’ & Sgts of the Regular Forces of other countries serving in the vicinity of 17 Wing Winnipeg.
- c. Social - This category consists of other personnel for a term not exceeding one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, and the majority vote of a General Mess Meeting.

NOTES: 1. Personnel who are eligible under Article 112, 1.b. (i) and 1.b. (ii), but who fail to apply for associate membership, and who are not Honorary members, shall not be permitted to use the facilities of the Mess as if they were members thereof.

2. Precedence for associate membership should be given in the sequence that the categories are listed in this article.

3. Associate members are afforded the privileges of the mess less eligibility/distribution from the Gift Fund and voting privileges. They may not serve on the Executive Committee, but they can volunteer to assist the committee or sub-committee but by doing so assume no responsibility.

### 113. HONORARY MEMBERS

1. The Honorary members of the Mess shall include:
  - a. WOs’ & Sgts of the CAF (Regular and Reserve) except those who are already Ordinary or Associate members, and



- b. personnel in possession of an honorary lifetime membership granted in accordance with Air Force Administrative Order 27.01/01 prior to 1 February 1968.

NOTES: 1. Membership mentioned in Article 113, 1.b. shall only be rescinded with the concurrence of NDHQ.

2. Unless revoked in writing by the individual, Honorary Mess membership shall be granted to Ordinary members upon commencement of retirement leave on retirement. This membership shall cease at the end of one calendar year after they become Honorary members, or on the date they become Associate members in accordance with Article 112, 1.a. (i), whichever is the earlier.

3. If Ordinary members of other Messes use the facilities of this Mess on a frequent basis, they should apply for associate membership.

2. The Honorary members of the Mess may also include by invitation, distinguished personnel for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, the majority vote of a General Mess Meeting (GMM) as detailed within PSP Policy Manual, and the approval of the WComd.

#### 114. PRIVILEGES OF MEMBERS

1. Ordinary Members. Only Ordinary members shall be eligible to serve on the Mess Committee, and to attend and vote at mess meetings. Membership shall continue during all periods of temporary absence such as leave, temporary duty, and hospitalization, unless otherwise stated herein.

2. Associate Members. Associate members shall be accorded the privileges of the Mess but shall not serve on the Mess Committee nor have voting privileges. They may assist the Mess Committee or sub-committees but by doing so may assume no responsibility. Associate membership is subject to cancellation or suspension for cause by the WComd. Associate membership is not transferable from one mess to another but may be held in more than one Mess if dues are paid at each mess.

3. Honorary Members. Honorary members shall be accorded the privileges of the Mess, but shall not pay mess subscriptions or serve the Mess in any capacity nor have voting privileges. They may be assessed a proportionate share of expenses associated with any entertainment function which they attend. Except as provided under CFAO 19-8, they shall not enter the Mess for the purpose of soliciting or transacting business. They may invite personal guests to the Mess with the prior permission of the PMC.

(115 to 119 inclusive: not allocated)

## 120. MESS COMMITTEE

1. The Mess shall be administered and managed by a Mess Committee composed of a PMC and VPMC, who are normally appointed by the WComd, and other positions as indicated in the By-Laws.
2. The following appointments shall serve on the Mess Committee in an ex officio capacity without voting privileges:
  - a. NPP Accounting Manager (NPPAM),
  - b. Deputy Manager PSP (D/Mgr PSP) or designate;
  - c. Mess Manager; and
  - d. Associate Member.
3. To ensure management continuity, no more than two members should leave the committee in any one-month.

(121 to 129 inclusive: not allocated)

## 130. EXPENDITURE OF MESS NON PUBLIC FUNDS

The detailed rules interpreting the principles and regulations for the expenditure of Mess non-public funds is governed by AFN 105 – Policies and Procedures for non-public property accounting and shall be specified in the By-Laws.

(131 to 179 inclusive: not allocated)

## 180. MESS MEETINGS

1. A Mess Committee meeting shall be held at least monthly at the call of the PMC to consider:
  - a. the approval of expenditures, which fall within the Mess Committee's authority;
  - b. the approval of financial statements; and

- c. any other matter concerning the operation of the Mess.
2. Sub-committee meetings shall be held at the call of the sub-committee chairman and attended by sub-committee members.
3. A General Mess Meeting shall be held at least bi-annually, as per Wing Standing Order 02-005, at the call of the PMC to consider:
  - a. the financial statements presented by the NPPAM;
  - b. the proposed Mess activities; and
  - c. other business concerning the Mess.
4. An extraordinary General Mess Meeting may be held at any time at the call of:
  - a. WComd;
  - b. the PMC; or
  - c. the PMC on application, in writing, by 100 or more Ordinary members, stating the cause on such an application.

(181 to 189 inclusive: not allocated)

## 190. AMENDMENTS TO CONSTITUTION

1. Proposals to amend the Mess constitution shall be made to the PMC in writing. Provided they have been posted for seven calendar days, the proposals shall be considered at the next General Mess Meeting and may be approved by a simple majority.
2. Amendments to the constitution may be temporarily authorized by the WComd, on the recommendation of the Mess Committee, pending consideration at the next General Mess Meeting. In such cases, full details shall be announced on the mess notice board as soon as possible.
3. Electronic voting by the membership may be used to approve changes in lieu of presentation at a General Mess Meeting so long as quorum requirements (see Art 281) are met and accepted by the majority.

(191 to 200 inclusive: not allocated)

## **PART 2 — BY-LAWS**

### **201. PURPOSE OF BY LAWS**

1. The By-Laws of the Mess are published under the authority of the WComd.
2. The By-Laws, as established from time to time, supplement and amplify the Mess Constitution, and form the basis for the operation of the Mess and conduct of its members.
3. Any revisions or amendments or proposed amendments to the By-Laws must be submitted by memorandum, signed by two Ordinary members of the Mess and forwarded in writing to the Mess Secretary. Approval for amendments to the By-Laws must conform to the regulations for amending the constitution.

(202 to 209 inclusive: not allocated)

### **210. NUMBER OF ASSOCIATE AND HONORARY MEMBERS**

Based on the recommendation of the Mess Committee, the number of Associate and Honorary members shall be determined by the Mess Committee.

### **211. REVIEW PROCEDURES FOR ASSOCIATE MEMBERS**

1. Personnel who wish to become Associate members shall normally apply in writing to the PMC.
2. Personnel seeking associate membership under Article 112, 1.c., should submit applications through Ordinary members who may act as sponsors and seconders. Mess members acting as sponsors or seconders should introduce the applicants to the WCWO (HPMC), the PMC, and to other Ordinary members of the Mess, especially to the Mess Committee members.
3. All applications shall be reviewed as outlined in paragraphs 4 and 5 below. Pertinent lists shall be reviewed and voted upon annually during the last quarter of each calendar year.
4. The PMC shall be responsible for:
  - a. determining the potential membership category of the applicant;
  - b. obtaining approval in principal from the WCWO (HPMC);

- c. posting the application and a biographical sketch of the applicant on the Mess notice board for seven calendar days;
  - d. tabling the pertinent applications as agenda items for Mess Committee and General Mess Meetings;
  - e. reviewing any objection to the application by an Ordinary member. Any objection to such applications shall be in writing;
  - f. determining if any received objection warrants further consideration;
  - g. reviewing the Mess quota for associate membership;
  - h. informing the applicant of his acceptance or rejections; and
5. Pending resolution of associate membership applications, temporary memberships may be granted by the PMC upon approval by the WComd.

#### 212. MEMBERSHIP CARDS

Mess membership cards shall be issued to all Associate members and upon request from Ordinary members by the Mess Manager.

#### 213. NAMES OF ASSOCIATE AND HONORARY MEMBERS

- 1. The names, addresses, and year of acceptance of all Associate and Honorary members shall be kept by the Mess Manager for the various categories of membership.
- 2. Upon request, a list of Associate and Honorary members shall be made available by the Mess Manager to Ordinary members.

#### 214. TAXI / ACCOMMODATIONS CHITS

Ordinary mess members have the privilege to request a subsidized taxi chit for transportation from the Mess to their primary place of residence and/or base accommodation reimbursement to ensure members arrive home safely after a function. The following conditions apply:

- a. the patron must be on the membership list as proof of membership;
- b. transportation is to take the member directly to his/her primary place of residence; Taxi receipts are for a maximum of \$40 and can be used in two ways:

- i. for a one-way trip from Mess to members residence, to maximum of \$40; or
  - ii. Split-trip: \$20 from the Mess to members residence and \$20 from residence to the Mess the next day for recovery of personal vehicle;
- c. if a member chooses to use Wing Accommodations transient quarters rather than drive home after Official functions, the mess will reimburse the member \$40.00, or actual cost of accommodations whichever is less, with proof of receipt from accommodations;
- d. if actual cost exceeds the \$40.00 limit, it is the member's responsibility to cover the difference; and
- e. each member is limited to use a subsidized chit a maximum of three (3) times a month (combination of taxi and/or accommodations chits.)

(215 to 219 inclusive: not allocated)

## 220. ORGANIZATION OF MESS COMMITTEE

In accordance with Article 120 of the Constitution, the Mess Committee shall consist of:

- a. President of the Mess (PMC);
  - i. PMC shall normally be filled by advancement of the VPMC; and
  - ii. term of office shall be six months.
- b. Vice-President of the Mess (VPMC);
  - i. VPMC shall be appointed by the WComd; and
  - ii. term of office shall be six months, followed by advancement to the office of PMC.
- c. Entertainment Chairperson;
  - i. Entertainment Chairperson shall normally be filled by advancement of the Vice-Entertainment Chairperson; and
  - ii. the term of office shall be six months.
- d. Vice-Entertainment Chairperson;

- i. Vice-Entertainment Chairperson shall be elected from and by the Mess Committee and approved by the PMC; and
  - ii. the term of office shall normally be six months, followed by advancement to the office of Entertainment Chairperson.
- e. Sports Chairperson;
  - i. Sports Chairperson shall normally be filled by advancement of the Vice-Sport Chairperson; and
  - ii. the term of office shall be six months.
- f. Vice-Sport Chairperson;
  - i. Vice-Sport chairperson shall be elected from and by the Mess Committee and approved by the PMC; and
  - ii. the term of office shall normally be six months, followed by advancement to the office of Sports Chairperson.
- g. Mess Executive Secretary;
  - i. the Mess Executive Secretary shall be elected from and by the Mess Committee; and
  - ii. the term of office shall normally be not less than 12 months or no more than 24 months, extensions may be authorized by the WCOMD;
- h. Associate Member (ex-officio), if required:
  - i. the Associate Member shall be appointed by the Mess Committee; and
  - ii. the term of office shall be for six months and can be extended as required.

## 221. RESPONSIBILITIES OF MESS COMMITTEE AND STAFF

1. The Mess Committee shall be responsible to the WComd through the technical direction of the Deputy Wing Commander (DWComd) and designated personnel for the overall efficiency, administration, and management of the Mess, and for establishing policies, which shall be carried out by the designated committee and/or staff members.
2. Responsibilities for individual Mess Committee and staff positions are established in the PSP Policy Manual (Part 9 Messes).

## 222. SUB-COMMITTEES

If it is necessary to appoint or elect sub-committees from among Ordinary members to deal with specific matters, the chair shall be a member of the Mess Committee.

## 223. TENURE OF OFFICE

1. The WComd shall appoint the PMC and VPMC as detailed in Article 120. It shall be normal, however, for the VPMC to be chosen by the PMC and WCWO. The WCWO brings selected PMC/VPMC nominations for WComd's approval. Where deemed necessary and the appointee is in agreement, the WComd may extend the appointment of the PMC for up to one year.

2. The tenure of office for the elected committee members should normally be six months, with a maximum tenure of one year. Terms of office are typically 1 Apr – 30 Sep and 1 Oct – 31 Mar IAW WSO 02-005. If any of these members are posted, or if for any reasons (e.g. long course, hospitalization or extended leave) a vacancy is created on the Mess Committee for a period exceeding, or likely to exceed, 35 calendar days, the committee shall appoint a provisional member whose election shall be confirmed at the next Mess Committee Meeting.

3. It shall be the joint responsibility of the retiring and replacing committee members to arrange a mutual hand over of responsibilities, records and equipment, and to confirm, in writing, to the PMC that this has been done to the satisfaction of the replacing member.

4. No more than 50 percent of the Mess committee should be changed at any one time.

## 224. EMPLOYEES' REMUNERATION AND ADMINISTRATION

1. Administration of mess employees will follow standard employment entitlements, terms and conditions as found in the NPF HR Policies and Procedures.

2. Position and job descriptions for all employees are included in NPF HR Policies and Procedures manual.

(225 to 229 inclusive: not allocated)



## 230. FINANCIAL AUTHORITIES

1. The WComd can direct that up to 7% of gross bar sales may be transferred to the Wing Fund. Mess Funds or other assets may only be expended for the operation, social activities, development and improvement of the Wing.
2. Subject to the availability of funds on the recommendation of a General Mess Meeting, the following NPF capital, major maintenance or other non-recurring expenditures may be approved by the WComd:
  - a. up to \$50,000.00 if the mess is not indebted to the Canadian Forces Central Fund; and
  - b. up to \$10,000.00 if the mess is indebted to the Canadian Forces Central Fund.
3. The Mess Committee may, with the approval of the WComd or delegated authority, authorize capital or non-recurring expenditure up to \$5,000.00 for any one item or project.
4. The PMC may approve the expenditure for any one item or project of a capital or non-recurring nature not more than \$1,500.00 or up to \$2,500.00 with the approval of the DWComd.
5. A Canadian Forces Morale and Welfare Services (CFMWS) corporate acquisition card MasterCard Bank of Montreal (MCBM), not to exceed \$5,000.00, as set by the Mess Committee, and approved by the WComd, will be the overall responsibility of the Mess Manager, for usage of purchasing items for the Messes.
6. A change fund, not to exceed an amount of \$950.00 set by the General Mess Meeting and will be the overall responsibility of the Mess Manager.
7. Bar Cards
  - a. Bar cards in the amount outlined in the Mess Standing Financial Authority and approved by the WComd, shall be provided for the use of the PMC, the Entertainment Chairperson, the Sports Chairperson or their delegated representative. Bar cards are authorized at cost prices as follows:
    - i. PMC/VPMC – \$175.00 per month;
    - ii. Entertainment Chairperson – \$75.00 per month; and
    - iii. Sports Chairperson – \$50.00 per month.

231. MEMBERS' ASSESSMENTS

1. Mess subscriptions for Regular Force, Primary Reserve members, and Associate members shall be IAW PSP Policy Manual (Part 9 Messes) and outlined in the mess standing financial authority for each membership;

a. Regular Force/Primary Reserve member's monthly subscription of \$20.00 calculated as follows:

- General Expense	\$10.67
- Entertainment Expense	\$7.38
- Gift Fund	\$1.00
- GST	\$0.95
- Total	\$20.00

b. Associate member's monthly subscription of \$19.00 calculated as follows:

- General Expense	\$10.86
- Entertainment Expense	\$7.24
- GST	\$0.90
- Total	\$19.00

2. Regular Force members employed/posted to Reserve units within the vicinity of 17 Wing who would normally belong to the Mess shall pay mess dues to the Mess. If these members subsequently pay dues at the Reserve Unit mess, as they are permitted to do, they will be reimbursed upon presentation of receipts or proof of pay allotment by the Mess in the same manner that members on course or TD at 17 Wing do (see Article 233).

3. These amounts shall be charged, pro rata, on a daily basis for a period of less than 30 calendar days for members being posted in or out.

4. Other amounts may also be charged to cover the cost of incidental expenses such as organized luncheons, mess dinners and mess functions.

5. Associate members may pay the monthly subscription and entertainment charges in advance.

(232: not allocated)

### 233. TEMPORARY AND ATTACHED DUTIES

*Refs: A. DAOD 5045-0*

*B. PSP Policy Manual*

When members are absent on temporary or attached duties to another unit for 14 days or more and thereby are unable to use the facilities of the Mess, the amounts outlined in Article 231 shall be reduced proportionately and the members may be requested to pay into the mess non-public funds of the host mess the rates effective there.

### 234. WRITE OFF AUTHORITIES FOR NON PUBLIC PROPERTY

1. Write-offs for non-public property shall be conducted in accordance with the PSP Policy Manual and Policy & Procedures for NPP accounting.

2. Investigation of a loss of or damage to non-public property shall be in accordance with QR&O's 21.72 and 21.73.

3. The authorization for the write off of a loss of or damage to non-public property, under the terms of paragraphs 1 and 2, shall not prejudice disciplinary or other action against any mess or staff member.

(235. not allocated)

### 236. GIFTS/TOKENS

1. The Mess shall maintain a gift fund, the gift fund will be capped at \$5000.00; and exceeded dollar amount will be diverted to the General Revenue Account upon request. The mess committee shall be authorized to expend an amount from the gift fund to cover the following:

- a. when a CAF member becomes a member of the 17 Wing WOSM – either by posting or promotion – the WOSM coin shall be given to the member upon clearing into the WOSM;;
- b. the cost of a memento for: guest speakers, VIPs, and the PMC, not to exceed \$150.00;
- c. tokens of sympathy shall be offered, with respect to deceased Mess members, their immediate next-of-kin or anyone else deemed appropriate by the PMC, in the form of a floral tribute, or (if it is the wishes of the next-of-kin), a cash donation in the name of the deceased to a benevolent or charitable organization of their choice. The cost to the Mess shall not exceed \$75.00;

## 237. INSURANCE

All insurance coverage for non-public funds inventories shall be handled through the Canadian Forces Central Fund Consolidated Insurance Program.

(238 and 239 inclusive: not allocated)

## 240. ENTERTAINMENT

1. When reviewing the mess entertainment program NPF entertainment expenditures shall normally be approved by a General Mess Meeting. Other such expenditures shall be detailed in the appropriate articles of these by laws.

2. Generally, functions shall adhere to the following rules:

a. Official Functions:

- i. declared as such by the WComd IAW A-PS-110-001/AG-002, Chapter 4, Section 9,
- ii. cash grants, authorized expenditure of public funds, etc. may be received to defray part or all of the cost involved,
- iii. mess and personal guests may be invited, and the cost of their entertainment may be fully, partly, or not subsidized from mess non-public funds,
- iv. invitation of mess members may be restricted; and
- v. outstanding cost shall normally be recovered from mess members attending.

EXAMPLE: Official visiting groups, mess dinners and graduations.

b. Mess Functions:

- i. proposed as such by the Mess Committee, passed at a General Mess Meeting, and approved by the WComd,
- ii. mess guests may be invited, and the cost of their entertainment may be fully, partly, or not subsidized from mess entertainment funds,

- iii. personal guests may be invited normally at the cost of their host membership,
- iv. all mess members invited on a first come first served basis,
- v. may be fully or partly subsidized from mess entertainment funds so approved by the general mess membership; and
- vi. outstanding costs shall normally be recovered from mess members attending.

EXAMPLE: Dances, mess balls, bingos and TGIT/TGIF.

c. Closed Functions:

- i. private functions requiring reservation of mess facilities and resources,
- ii. personal guests may be invited,
- iii. invitation of mess members may be restricted; and
- iv. all costs shall normally be recovered from organizers including additional bartender fees.

EXAMPLE: Unit mugging out parties, baptism or wedding receptions, Club meetings and visiting groups.

3. The PMC may cancel any mess function for cause. This should normally be done at least 48 hours before the event. In case of cancellation, maximum notification to all concerned shall be made by telephone or email.

## 241. GUESTS

1. Guests will fall into one of two categories:

- a. Official guests – is who the mess as an entity has the social or public obligation to entertain and for whom the mess has financial responsibility; or
- b. Personal guest – is a person who has been invited to the mess by a member and is the responsibility of that member.

NOTE: Members who invite guests are to act as good hosts and ensure their guests' needs are met.

2. Ordinary and Associate members may invite personal guests to the Mess for those functions mentioned in Article 240 in accordance with the following rules, or as otherwise announced by the Mess Committee. Honorary members may invite guests in accordance with Article 114.3. Members' spouses and escorts shall be considered privileged guests and, as such, should be encouraged to actively participate in, and support, mess social activities.

3. Permission of the PMC shall be obtained, if it is intended to entertain more than five guests at any one time.

4. Only the WComd can authorize the entertainment of civilian professional/business employee groups.

5. Mess guests, and such designated members as Ordinary members retiring to annuity on the occasion of their farewell mess dinner or party, are visitors to the mess who have been officially invited by the Mess through the WComd or the PMC. The expenses incurred by such guests may be borne by the Mess in accordance with Article 230. It is the duty of all members to ensure that these guests are suitably attended. All personal guests will be accompanied and are the responsibility of the member.

6. Personal guests may be invited to attend TGIT/TGIF.

NOTE: Any raffle or Chase-the-Ace draws are restricted to Ordinary or Associate members only and cannot be purchased or offered to guest.

7. Personal guests may normally be entertained when the Mess is open. On mess dinner nights, personal guests shall not be allowed in any area of the Mess without the permission of the PMC.

8. Persons under the age of 18 years may be admitted to the Mess with the approval of the PMC. It shall be the responsibility of the adults concerned to ensure that the children's conduct and dress are appropriate to the Mess and that they, as for all guests under 18, are not served alcoholic beverages except as permitted under the liquor laws of the province of Manitoba.

9. Members entertaining personal guests should request that the mess guest book be signed upon entering the Mess. Personal guests should normally be introduced to the WCWO and to the PMC, particularly at official and mess functions.

10. Members who invite guests to a mess function should assume the whole cost of their entertainment, if applicable, and shall be responsible for their conduct. The host shall also ensure that their guests vacate the mess when they do.

11. Service Spouses - Members who wish to invite their service spouse to attend functions such as TGIFs, Surf & Turf, wine and cheese, bingos, etc. shall obtain permission to invite their spouse to such functions from the PMC. Service spouses that

are not members of the Mess but are members of other messes, when invited to functions at the WOSM, are considered privileged guests when in the mess. When granted permission after the first time, this approval will remain in effect while the member and spouse remain in good standing. This blanket permission may be revoked by the PMC at any time. If permission to attend functions is revoked notification will be given in writing to the member from the PMC by either email or letter. Permission to invite service spouses to special functions such as Mixed Dining-Ins, Mess Dinners etc., shall be sought from the PMC each time that such an event is planned. While in the mess for the informal social functions mentioned above it is expected that the service spouse will wear appropriate civilian attire expect when informal functions occur during normal working hours such as lunch TGIT, dress of the day is acceptable. Dress for formal functions will be determined each time by the PMC in consultation with the WCWO.

#### 242. MESS DINNERS

Mess dinners may be held at the call of the WCWO. The announcements, however, shall be arranged through the PMC.

#### 243. BAR OPERATIONS

1. All members shall observe provision QR&O 19.04.
2. Provincial laws regarding taxes on retail bar sales shall be complied with through directions issued through the NPPAM.
3. Special bars may be authorized from non-public resources by the PMC during special events.
4. The serving and consumption of intoxicants shall be subject to the following restrictions:
  - a. all federal, provincial, and municipal laws shall be observed,
  - b. intoxicants shall not be sold unopened or by the case,
  - c. civilian guests who are under the age of 18 shall not buy or consume intoxicants,
  - d. only intoxicants sold at the bar shall be consumed in the Mess; and
  - e. mess members and guests shall not treat mess staff or employees to intoxicants when staffs are on duty.

5. The Bar hours are set in accordance with Provincial legislation. Hours will be prominently displayed on the mess notice board and at the bar.

NOTE: In the evening, the mess shall normally be cleared one hour after the bar closes or 2300 hours, whichever is the later.

6. The hours for bar operation may be extended:

- a. under the authority of the WComd, HPMC, PMC or VPMC; and
- b. in exceptional circumstances, by an Ordinary member when, in his judgment, the situation warrants it.

7. When the hours for bar operation are extended, it shall be the responsibility of the authorizing member to close the bar and arrange for the remuneration of the bar stewards. When extended under Article 243.6.b., the authorizing member will be held personally liable for these costs, if in the opinion of the PMC the extension was not warranted.

8. A current price list of all commodities sold at the bar shall be permanently posted at the bar. The Mess Manager, with input from the Committee, shall review this list periodically.

#### 244. FEES

The Entertainment Committee will charge a two-tier fee system for all functions held in the mess. The first tier will consist of the fees charged to Ordinary, Honorary and Associate members and the second tier will consist of an increased amount to be charged to guests. Spouses/partners of Ordinary, Honorary and Associate members will be charged the same fees as personal guests. The fees charged per event will be decided by the Entertainment Committee based on the costs incurred in running the event.

(245 to 249 inclusive: not allocated)

#### 250. PRIVATE USE OF MESS FACILITIES

1. It shall be the general policy of the Mess to permit private use of the mess facilities by members for closed or private functions. However, to achieve this and to ensure that every effort is made to accommodate the possible requests of all members, it is very important to control both the facilities and resources of the Mess. This shall be accomplished by adhering to the rules outlined below.



2. Costs involved in running closed functions shall be recovered from the member(s) organizing such functions. These costs shall be formally itemized and signed by the hiring member and the PMC/Mess Manager.
3. Mess facilities and resources may be reserved by applying to the PMC through the Mess Manager. This should be done at least 14 calendar days prior to the proposed date of the function.
4. Private functions shall not take over the entire Mess at any one time, but should ordinarily be contained in one or two areas.
5. Once the Mess is committed to provide certain facilities or resources, that commitment shall normally be honoured unless suitable alternative arrangements can be agreed to and arranged by the Mess.

(251 to 269 inclusive: not allocated)

#### 270. DECORUM, DISCIPLINE AND CONDUCT

1. The responsibility for proper decorum in the Mess shall rest with every member. The senior member present shall have a particular responsibility for the close observation of mess orders and discipline. The PMC shall be specifically responsible to the WComd for reporting any action that is contrary to mess rules or good conduct. The PMC may impose restricted privileges on any member for misconduct or infraction of any mess order or instruction, but in each instance, he shall submit a report to the WComd.
2. Host members shall be responsible at all times for the conduct, dress and acceptability of their guests on mess premises.
3. Wilful damage or breakage of any Mess property, including furniture, paintings or fixtures will become a direct charge against the member responsible, and such a direct charge shall not prejudice possible disciplinary action.

#### 271. DRESS

1. While in the Mess, personnel shall maintain a standard of dress, which reflects credit on the Mess and the individual.
  - a. personnel in uniform shall conform to CAF Dress Regulations as interpreted in the 17 Wing Winnipeg Dress regulations;

- b. headdress and outer wear, including rubber boots and overshoes, shall be removed and stored in the place provide; and
- c. during periods of semi-formal dress, the PMC or the member's delegate may authorize the removal of jackets.

2. The following are the dress codes accepted in the WOSM:

MALE

FEMALE

FORMAL

No 2 or 2B  
Tuxedo

No 2 or 2B  
Evening Gown

SEMI-FORMAL

No 3  
Business Suit  
Sport Jacket/Tie

No 3  
Cocktail Dress  
Pant suit/blouse

CASUAL

Dress slacks/shirt with tie or sweater  
Slacks/sport shirt with collar  
Dress or Casual shoes

Skirt/slacks with Sundress  
(or equivalent)  
Dress or Casual shoes

RELAXED (Applicable to both male and female)

Jeans, dress shorts, T-shirts, running/gym shoe, and sandals, Uniforms (other than those noted above), T-shirts must have no offensive language or images. All clothing must be clean and in good repair.

The PMC can direct specific dress codes for special functions.

272. NOTICES

Announcements pertaining to mess activities shall normally be made known to members through the monthly entertainment calendar and the mess notice board. Any member wishing to make use of these facilities may apply to do so through the Mess Manager.

### 273. VISITING BY OTHER RANKS

Officers and Junior Non-Commissioned Members, except in the course of duty, shall not enter the WOSM or attend social functions without proper invitation issued by the PMC. All Ranks functions must be approved, in advance by the WComd.

NOTE: Service spouses of other ranks visiting the mess, see para Article 241.11.

### 274. SUGGESTIONS AND COMPLAINTS

1. A suggestion book shall be available in the Mess for Ordinary members who wish to make an identifiable and constructive suggestion regarding the management or administration of the Mess.
2. Suggestions regarding the mess staff, or of a confidential nature, may be made personally to the PMC, Mess Manager or D/Mgr PSP.
3. Except for committee members and supervisors of the mess staff, mess members shall not censure or give orders to any member of the mess staff in respect of the duties of the mess staff. However, this shall not preclude Ordinary members from observing upon a member of the mess staff for breaches of discipline or dereliction of duty.

### 275. MESS PROPERTY

1. Articles of mess furniture and other property or equipment, shall not be removed from the Mess, or moved from one area of the Mess to another, without prior permission of the PMC or the Mess Manager.
2. Magazines and newspapers shall not be removed from the Mess.
3. Items of donation, such as paintings, silverware and furniture that were presented to the Mess by a person or a group shall be listed separately in the non-public inventories. These items shall not be disposed of without the approval of the donor, or the written authority of the WComd.
4. Non-public furniture and equipment which becomes obsolete, worn out or surplus shall be disposed of in the manner considered most beneficial to the Mess by the Mess Committee and in accordance with current orders and regulations.
5. The Mess Committee shall inform mess members of items disposed of or transferred.

276. PETS

Pets are not permitted in the Mess.

(277 to 279 inclusive: not allocated)

280. AGENDAS

1. A proposal book shall be available in the Mess for Ordinary members to record suggested agenda items and to propose motions. Motions shall be duly recorded and seconded in the proposal book by the members concerned, at least five working days prior to the meetings. Proposals may also be made to a member of the Mess Committee in writing or by e-mail. All proposals, whether raised by members or by the Mess Committee, shall normally be included in the agendas.

2. PMC approved agendas for Mess Committee meetings should be distributed to all committee members at least seven calendar days in advance.

3. PMC approved agendas for General and Extraordinary General Mess Meetings should be posted on the mess notice board and distributed to all units at least seven calendar days in advance.

281. QUORUM

1. General and extraordinary General Mess Meetings shall not be valid, or competent, unless a quorum is present. A quorum shall not be less than 80 Ordinary members. When there are less than 80 Ordinary members attending, the WComd or their designated representative (DWComd) may declare a quorum.

(282 to 290 inclusive: not allocated)

291. AMENDMENTS TO BY-LAWS

Proposals to amend the by-laws shall be made in accordance with Article 190.

(292 to 299 inclusive: not allocated)