

3 CDSB EDMONTON  
CONSTITUTION OF  
THE  
WOs' & SGTS' MESS

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**3 CDSB EDMONTON**  
**WARRANT OFFICERS' & SERGEANTS' MESS**

## CONSTITUTION

### SECTION ONE - GENERAL

#### **NAME**

1.01 The 3 CDSB Edmonton Warrant Officers' & Sergeants' Mess shall hereinafter be referred to as the Mess.

#### **AUTHORITY FOR ESTABLISHMENT AND OPERATION**

1.02 The Mess is established under the authority of QR&O 27.01 and **DAOD 5045-0**. The Mess shall be operated in accordance with CFP A-AD-262-000/AG-000, existing regulations and orders governing the operation of messes in the Canadian Forces, this constitution and the By-Laws which amplify it. These instructions shall be administered by the Mess Committee responsible to the 3 CDSB Commander or their designated representative of 3 CDSB Edmonton.

#### **PURPOSE OF OPERATION**

1.03 The Mess shall be operated for the purpose of providing services, social amenities and certain merchandise to the members. The Mess shall receive and account for all payments, dues, allowances, donations and monies, which apply, to it.

#### **VISITS TO MESS**

1.04 A member of a mess, except in the course of duty, shall not enter another mess inappropriate to their rank or attend social functions at such messes without a proper invitation sanctioned by the 3 CDSB Commander, or their designated representative. Such invitations are normally limited to official and traditional visits, such as visits by Officers at New Year's Levee.

1.05 One guest of either higher or lower rank may attend open social functions at the Mess. For closed functions, permission must be obtained from the President of the Mess Committee (PMC).

1.06 One guest of either higher or lower rank may attend TGIF/TGIT functions when in compliance with section 3.07 sub paragraph f.

### SECTION TWO - TYPES OF MEMBERSHIP

2.01 The membership of the Mess shall comprise of Ordinary Members, Associate Members and Honourary Members.

## **ORDINARY MEMBERS**

2.02 The following persons are Ordinary Members of the Mess in accordance with DAOD 5045-0 and the By-Laws:

- a. all currently serving Canadian Regular Force and Primary Reserve Warrant Officers and Sergeants;
- b. members of the Forces of other countries, of appropriate rank, who are on exchange with or on loan to the Canadian Forces and who are employed at a base, Station, unit or ship served by the Mess; and
- c. members of the Reserve Force of appropriate rank, when performing Class "A", "B", "B/A" or "C" Reserve Service at a Regular Force establishment.

## **ASSOCIATE MEMBERS**

2.03 Subject to the approval of the Mess Committee, Associate Members of the Mess may comprise of:

- a. former Warrant Officers or Sergeants or equivalent ranks of the Canadian, Commonwealth and NATO member forces which have been honourably released and are entitled to an immediate or deferred service annuity;
- b. personnel of appropriate rank who have been honorably released from the Primary Reserve and have accumulated twelve or more years of service; and
- c. any person who meets the requirements laid out in DAOD 5045-0.

## **HONORARY MEMBERS**

2.04 Honorary Members in the Mess may be granted on the recommendation of the Mess Committee and the approval of the 3 CDSB Commander, or their designated representative, to holders of prominent positions in the community. These memberships will normally be granted for a one year term and entitle the Honorary member to the privileges of the Mess. Honorary members shall not pay Mess subscriptions but may be assessed a proportionate share of expenses associated with any function or entertainment to which they are invited. See DAOD 5045-0.

## **TEMPORARY OR ATTACHED DUTY**

2.05 When a member proceeds to another unit for a period in excess of 14 days, upon their return from temporary or attached duty, the cost of Mess subscriptions incurred at the temporary or attached duty unit may be reimbursed, with appropriate receipts, only up to and including their home Mess subscription.

2.06 It is the responsibility of each Ordinary Member to ensure that the Mess Manager is kept informed of any changes in the members' status, such as:

- a. reporting in or posted out;
- b. temporary absences;
- c. moving from or to barracks; and
- d. changes in unit, work location, mailing address, or phone number.

## **MEMBERSHIP CONDITIONS**

2.07 Ordinary members of the mess shall have all Mess privileges and obligations. They may hold office on the Mess Committee. They may serve the Mess in any official capacity.

2.08 Associate members (former military/social): to become an Associate member, a person shall be proposed in writing by the Ordinary Membership, subject to the following:

- a. all proposed Associate Members will be screened and investigated by the Mess Committee;
- b. the Mess Committee will, if a former military applicant is found suitable, grant membership to the Mess;
- c. the Mess Committee will, if a Social applicant is found suitable, grant provisional membership until presented and approved at a General Mess Meeting by a majority vote of those present and subject to the approval of the 3 CDSB Commander, or his/her representative;
- d. after Mess Committee approval, the Associate Membership list or applications will be posted on the notice board for all members information, 14 days prior to the next General Mess Meeting;
- e. all Associate Members will be accorded the privileges of the Mess but may not serve on the Mess Committee. They may assist the Committee but they will have no responsibilities or voting rights. See DAOD 5045-0;
- f. all Associate Memberships will be reviewed annually by the Mess Committee on the first day of March of each year;
- g. Associate membership is not transferable from one Mess to another. A person may have Associate membership in more than one Mess, but shall pay dues in each. However, applicants holding a membership in an Officers' or Jr. Ranks Mess, at 3 CDSB Edmonton, will not be approved;

- h. Associate membership is subject to suspension or cancellation for cause, by the Mess Committee;
- i. if an Associate membership is cancelled, the member will receive a written explanation and be reimbursed all dues held by the Mess, which were prepaid from the date of cancellation. Reinstatement will be at the discretion of the Mess Committee; and
- j. if for any reason, an Associate membership is suspended, that member will continue to pay Mess dues for the duration of their suspension.

2.09 Honorary membership shall include:

- a. Regular Force members and Primary Reserve members visiting messes other than that which they are an Ordinary or Associate member;
- b. any invited distinguished person, for a period not exceeding one year, under recommendation of the Mess Committee, majority vote of those present at a general mess meeting and approval of the 3 CDSB Commander or a designated representative;
- c. privileges of the mess but shall not pay mess subscriptions or serve the mess in any capacity. They may be assessed a proportionate share of expenses associated with any mess function or entertainment; and
- d. cancellation by the 3 CDSB Commander for cause.

### **SECTION THREE - MESS RULES**

#### **DISCIPLINE**

3.01 In the absence of the PMC or the VPMC, the senior member present, by rank, shall be responsible for Mess discipline.

3.02 Mess members shall not rebuke any employee for any reason, but shall notify the PMC in writing of the complaint.

3.04 Reprehensible behaviour and breaches of Mess etiquette by members or their guests shall not be tolerated. Such behaviour shall result in the loss of Mess privileges for a specified period. The PMC shall have authority to suspend a member's Mess privileges, and shall notify the 3 CDSB Commander, or designate.

3.05 The bartenders have the authority to suspend the member's drinking privileges, should a member become intoxicated.

## **DRESS**

3.06 Dress regulations will be followed and enforced by all members IAW Section 8, Dress Regulations.

## **GUESTS**

3.07 A Mess guest is a visitor to the Mess, officially invited by the Mess and is distinct from persons attending as guests of a Mess member. Mess members may invite guests to the Mess subject to the following:

- a. no guest under the age permitted by Provincial Liquor Regulations shall possess or consume alcoholic beverages;
- b. no sponsoring Member shall abandon their guest in the Mess; the guest will leave the Mess with the member;
- c. guests are permitted into the Mess for TGIF/TGIT; and
- d. the Mess Committee may limit the number of guests a member may invite into the Mess.
- e. A member is held responsible for ensuring that their guests are at least 18 years of age, in accordance with the Alberta Gaming Liquor Commission (AGLC). Guests who are under 18 years of age will not be allowed in the WSM except during special/private functions, weddings, anniversaries, etc. that are being held in the upper area of the mess, which will require approval by the PMC. The bartender has the authority to ask any guest for identification if he is in doubt to their age. The only acceptable forms of ID are those approved by the provincial government in accordance with liquor license act.
- f. When a Member's spouse/partner hold a higher or lower rank than that of the Mess, they will be permitted into the Mess for TGIF/TGIT if the following are met:
  - The Non-Member guest is not in uniform
  - The Non-Member guest is to behave as a guest and not their rank
  - The Non-Member must be in attendance with the spouse/partner.

3.08 A sponsoring member shall sign guests into the guest book. The member will be responsible for dress, conduct and behavior of the guest while in the Mess.

## **PRIVATE FUNCTIONS**



3.09 Private functions are defined as those which have no bearing on the Mess social or entertainment program, such as wedding receptions, anniversary parties, unit parties, etc.

3.10 Any member may hold a private function on approval from the PMC or Mess Committee. All arrangements will be made through the Mess Manager with the following understanding:

- a. only Mess bar stock will be used;
- b. user will pay current wage rate to the bartender(s);
- c. the Mess will accept no financial responsibility; and
- d. the user will pay room rental rate as outlined in the Standing Minutes.

## **ANIMALS**

3.11 Animals are not allowed in the Mess at any time, unless required by a visually or physically challenged member or members guest. Companion animals must be approved companion animals through the CoC in order to be allowed in the Mess.

## **SUGGESTIONS AND COMPLAINTS - MESS OPERATIONS**

3.12 Suggestions or complaints regarding Mess operations will be recorded in the Mess Suggestion Book. Suggestions or complaints regarding the Mess staff will be made in person to the PMC. All suggestions or complaints will be duly signed.

3.13 Members will not reprimand any employees.

## **SECTION FOUR – OPERATIONS**

### **GENERAL**

4.01 Responsibility for the operation of the mess shall, in general, be in accordance with the terms of reference laid down in Section Four of the Mess By-Laws.

### **MESS CARDS**

4.02 All members of the Mess shall be given a membership card for the Mess. Members will be required to produce membership cards when requested by the Senior Ordinary Member present, or any member of the Mess Committee or the bar staff.

### **PAYMENT INTO MESS FUNDS**

4.03 Each Ordinary or Associate Member shall pay into Mess funds an amount determined by

a General Mess meeting, subject to existing regulations, and approval by the 3 CDSB Commander.

a. Ordinary Member:

- (1) a monthly subscription as detailed in the current Standing Financial Authority minutes; and
- (2) additional special monthly expenses as agreed to by the Member.

b. Associate Member:

- (1) an advanced annual subscription to be determined by the Ordinary Members at a General Mess meeting, subject to existing regulations, with approval by the 3 CDSB Commander, and as detailed in the current Standing Financial Authority minutes.

4.04 Associate members shall pay their Mess subscriptions to the Mess Manager a minimum of one month in advance.

## **FINANCIAL AUTHORITY**

4.05 The PMC is authorized to make expenditures from the general account as detailed in the Standing Financial Authority minutes.

4.06 The PMC, 3 CDSB Sergeant-Major, Bde RSM and 3 Cdn Div CWO shall maintain a bar card as per Standing Financial Authority minutes to provide refreshments for official Mess guests at the expense of the Mess. Normally, no member shall authorize refreshments for Mess guests except the PMC, VPMC, 3 CDSB Sergeant-Major, Bde RSM and 3 Cdn Div CWO. When none of these members are present, the senior committee member present may extend the hospitality of the Mess to the visiting Warrant Officers, Sergeants, official Mess visitors and new members on their arrival at the Mess. Such action will be reported in writing to the PMC and any members abusing this by-law may be subject to such action as determined by the Mess Committee and with the approval by the 3 CDSB Commander or their designated representative.

4.07 The Mess Manager is authorized to maintain a petty cash fund as per the Standing Financial Authority minutes. This is to pay incidental office and miscellaneous Mess expenses. A maximum amount as may be determined as outlined in the Standing Financial Authority minutes may be expended. All expenditures are subject to audit by the PMC.

4.08 The Hospital member is entitled to Provision of Comfort items for hospitalized CF Members that have been hospitalized for a minimum of three days. A sum not to exceed the amount as detailed in the current Standing Minutes, per week, to cover purchase of hospital

comforts. It is the member's responsibility to provide a receipt of expenditures to the Deputy PSP Manager upon return from the hospital.

4.09 The Entertainment Committee Chairperson is authorized to expend from the entertainment account a sum not to exceed monthly budgeted amounts determined in the annual budget approved by a General Mess meeting, and is subject to audit by the PMC.

4.10 The Entertainment Committee Chairperson and Sports Chairperson shall maintain a bar card as per the Standing Financial Authority minutes to provide refreshments for decorating and other work parties involved in the Mess functions. This expense shall be charged to the entertainment account, within monthly budgeted amounts as detailed in the current Standing Financial Authority minutes and is subject to audit by the PMC.

4.11 The Bar Supervisor is authorized to maintain a change float as per the current Standing Financial Authority minutes.

4.12 Signing authority for all vouchers affecting the financial operation of the Mess is vested in the PMC, VPMC and the Mess Manager. Signing authority for bar operation only rests with the Bar Supervisor under the direct supervision of the Mess Manager as authorized by the PMC.

4.13 The Mess Committee is authorized to maintain a retirement/departure fund. Normally a Mess gift will be given for retiring and posted service members and presented on required occasions:

- a. those members retiring are defined as those members departing the CF with (20) twenty or more years of service who have an entitlement to a pension/annuity;
- b. those members posted are defined as a member who departs the Mess and who ceases the paying of Mess dues, due to service reasons, (these members will receive a small Mess gift); and
- c. a suitable souvenir may be presented to the outgoing 3 CDSB Sergeant-Major and PMC upon their departure from office.

4.14 Tokens of sympathy shall be offered with respect to the deceased Mess members (both Ordinary and Associate) or their immediate next-of-kin and to Mess staff in the form of a tribute. A sum not to exceed the amount as detailed in the current Standing Financial Authority minutes may be expended by the Mess Committee.

## **BAR OPERATON**

4.15 The Bar Member/Bar Supervisor shall cause to be displayed in a conspicuous place at both bars:

- a. beverage list together with current prices as determined by the Mess Committee; and
- b. a schedule showing bar hours of operation.

4.16 Hours of bar operation and prices shall be determined by the Mess Committee and approved by the 3 CDSB Commander. Price increases by suppliers may be adjusted by the Bar Member/Bar Supervisor subject to the approval of the PMC, to reflect current prices.

4.17 The senior member present may order the bar to be kept open past the normal closing time with the concurrence of the bar staff. The PMC or his designate will be informed in writing the following working day. This person authorizing the extension must remain for the extended period. Sufficient members must be present to make it financially justifiable to extend the bar hours or the member may be held financially responsible to pay the wages incurred.

4.18 All sales will be on a cash, debit, credit or bar chit basis payable at the bar.

## **WAGES**

4.19 Wage rates for full time, part time and casual employees will conform to Federal and any other wage scales as applicable, including the Collective Bargaining Agreement.

4.20 Provisions of QR&O 19.04 shall be observed.

## **TAXI CHITS**

4.21 Mess members are granted the privileges to use the taxi chit system, based on the current system, while attending any Mess function, or as directed by the PMC or senior member, subject to the following conditions:

- a. your current membership card must be shown to the bartenders, as proof of membership;
- b. the taxi policy will allow authorized members to take a taxi to the members place of residence only;
- c. the Mess will pay for the taxi fare to a maximum amount as detailed in the current Standing Financial Authority Minutes;
- d. the taxi privileges can be withdrawn on an individual basis, as directed by the CDSB Sergeant-Major or the PMC indefinitely, or for a set period of time; and
- e. provisions for taxi chits may be changed at any time by the Mess Committee or by calling a General Mess meeting, to accommodate with the messes financial standing.

NOTE: Non-members and guests, who have overindulged, will have a taxi called for them, at no cost to the Mess.

## **SECTION FIVE - MESS COMMITTEE**

5.01 The Mess shall be administered by a Mess Committee appointed by the 3 CDSB Commander, or their designated representative or elected by and from the Ordinary members at a General Mess Meeting, as set out in the By-Laws.

5.02 The Mess committee shall consist of:

- a. Honourary PMC;
- b. President;
- c. Vice President;
- d. Secretary;
- e. Assistant Secretary; (if required)
- f. Housing Member;
- g. Chairperson of the Sports Committee;
- h. Chairperson of the Entertainment Committee;
- i. such other members as required

5.03 The duties of committee members are set out in the By-Laws, Section Six.

5.04 Where a 3 CDSB Chief Warrant Officer position is established, he/she shall assume the duties of Honourary PMC.

## **SECTION SIX – TERMS OF REFERENCE FOR MESS COMMITTEE**

### **HONOURARY PRESIDENT OF THE MESS COMMITTEE (HPMC)**

6.01 The HPMC for the Warrant Officers' and Sergeants Mess Edmonton Garrison shall be the 3 CDSB Sergeant-Major as appointed by the 3 CDSB Commander, or their designated representative, in consultation with the 3 CDSB Sergeant-Major:

- a. Terms of Reference – HPMC;

- (1) will act as liaison between the 3 CDSB Commander or their designated representative and the Mess;
- (2) shall be an “ex-officio” member of the Mess Committee and shall attend all General, Extraordinary and Executive Committee meetings;
- (3) shall not possess voting privileges, except for their normal vote as an ordinary member. They will not have an extra or casting vote in the event of a tie;
- (4) shall assist the PMC in ensuring Mess meetings are conducted in an orderly and proper manner in accordance with existing regulations and proper Mess decorum;
- (5) shall ensure that all business transacted is in the best interest of the membership;
- (6) shall ensure that the Mess Committee receives support in the effective management of the Mess and shall act, where required, as liaison between the Mess Committee and branch heads; and
- (7) shall monitor the financial status of the Mess operation.

#### **PRESIDENT OF THE MESS COMMITTEE (PMC)**

6.02 The PMC is responsible to and appointed by the 3 CDSB Commander , or their designated representative, for a period of one year, and shall be responsible for:

- a. the efficient administration and management of the Mess;
- b. calling and presiding over Mess Committee, General and Extraordinary Mess meetings;
- c. ensuring that a statement of duties exist for all members of the Mess Committee;
- d. ensuring issuance of the Mess Constitution and By-laws; that their references are relevant and relate to current conditions;
- e. scrutiny of unpaid Mess accounts; and

#### **VICE PRESIDENT OF THE MESS COMMITTEE (VPMC)**

6.03 The VPMC for the 3 CDSB Edmonton Warrant Officers' and Sergeants' Mess will be appointed by the 3 CDSB Commander , or their designated representative, for a period of one year normally and will be responsible to the PMC. The duties of the VPMC are:

- a. to assist the PMC in the performance of assigned duties;
- b. to assume the duties of the PMC in his/her absence;
- c. to screen persons applying for Associate Membership; and
- d. to carry out additional duties the PMC may direct.

#### **MESS SECRETARY**

6.04 The Mess Secretary shall be an interested volunteer or be nominated and duly elected by a General meeting and shall normally serve for a period of six months and is responsible to the PMC for:

- a. the conduct of all Mess correspondence in conjunction with the Mess Manager;
- b. prepare and distribute the agenda of Mess Committee meeting and General Mess meetings, within ten (10) working days of the meeting;
- c. record, prepare and distribute the minutes of Mess Committee and General Mess meetings;
- d. perform any other duties, which the PMC may direct.

#### **ASSISTANT MESS SECRETARY (if required)**

6.05 The Assistant Mess Secretary shall be an interested volunteer or be nominated and duly elected by a General Mess meeting and shall normally serve for a period of six months or more and is responsible to the PMC to:

- a. assist the Secretary and familiarize themselves with the duties of Secretary so that they will be able to take over the duties of the Secretary when necessary; and
- b. during the absence of the secretary, act in his/her capacity.

#### **FINANCE MEMBER/ADVISOR (EX-OFFICIO)**

6.06 The Finance Member/Advisor shall be a member of the 3 CDSB Edmonton Warrant Officers' and Sergeants' Mess and is appointed by the 3 CDSB Corporate Services and approved by the 3 CDSB Commander, or their designated representative. The member is responsible to the 3 CDSB Corporate Services and advises the PMC. Their duties are to:

- a. assist the PMC and the Mess Manager to prepare a separate yearly budget for the Mess;
- b. to monitor the monthly financial results in comparison to each applicable budget;
- c. to interpret financial statements and advise the PMC on the financial condition of the Mess;
- d. to ensure that the Mess Committee is aware of the monetary implications of any financial decision;
- e. in addition, the Financial Member/Advisor may be required, on occasion, to assist audit personnel when Mess activities and/or records are being examined; and
- f. to conduct liaison with the NPFAO.

### **CHAIRPERSON OF ENTERTAINMENT**

6.08 The Chairperson of Entertainment shall be an interested volunteer or nominated and duly elected by a General Mess meeting and shall normally serve a period of six months and is responsible to the PMC to:

- a. call and preside over the Entertainment Committee meetings;
- b. present to the Mess Committee for approval, the proposed entertainment schedules or in their absence, nominates an Entertainment Committee member to act on their behalf;
- c. to plan and organize the entertainment program;
- d. to supply entertainment within the budget guidelines;
- e. to arrange with the assistance of the Mess Manager for the hiring of bands, entertainers, etc;
- f. to conduct with the assistance of the Mess Manager liaison with the Food Services Officer for foodstuffs required for entertainment functions;
- g. to ensure proper control of revenues and expenditures from the entertainment and that funds are turned over promptly;
- h. to advertise all entertainment functions to all members;
- i. to perform such other duties as the PMC may direct.



Note: In some cases the Mess Manager will assume the duties assigned to the Entertainment member.

## **ENTERTAINMENT COMMITTEE**

6.09 The Entertainment Committee shall consist of a reasonable number of interested volunteers or members nominated and duly elected by the General Mess meeting and shall normally serve for a period of six months. They are responsible through the Chairperson of the Entertainment Committee to:

- a. attend all Entertainment Committee meetings;
- b. assist the Chairperson and other members of the Committee in organizing all Mess social functions;
- c. prepare and supervise functions as detailed; and
- d. perform any other duty, which the Chairperson of Entertainment may direct.

## **SPORTS CHAIRPERSON**

6.10 The Sports Chairperson shall be an interested volunteer or a member nominated and duly elected by the General Mess meeting and shall normally serve for a period of six months and is responsible to the PMC to:

- a. call and preside over the Sports Committee meetings;
- b. present to the Mess Committee for approval, the proposed sports schedules or in their absence, nominates a Sports Committee member to act on their behalf;
- c. organize all sports activities for the Mess;
- d. arrange any inter-mess league competitions and represent the Mess at all Base sports meetings;
- e. ensure that all Mess sports equipment is maintained in proper playing condition;
- f. maintain trophies and ensure such trophies as applicable are competed for annually;
- g. act as an ex-officio member of the Mess Entertainment Committee;
- h. to advertise all sports functions to all members; and
- i. perform any other duty, which the PMC may direct.

## **SPORTS COMMITTEE**

6.11 The Sports Committee shall consist of a reasonable number of interested volunteers or members nominated and duly elected by the General Mess meeting and shall normally serve for a period of six months. They are responsible through the Chairperson of the Sports Committee to:

- a. attend all Sports Committee meetings;
- b. assist the Chairperson and other committee members in organizing all Mess sports events;
- c. prepare and supervise events as detailed; and
- d. perform any other duty, which the Chairperson of Sports may direct.

## **HOUSING MEMBER**

6.12 The Housing Member shall be an interested volunteer or a member nominated and duly elected by the General Mess meeting and shall normally serve for a period of six months and is responsible to the PMC to:

- a. carry out periodic inspections of the Mess furniture and furnishings and to report damage, wear, etc. to the PMC so that repair or write-off may be effected;
- b. assist the Mess Manager in the performance of his/her duties; and
- c. perform any other duty, which the PMC may direct.

## **SECTION SEVEN - MESS MEETINGS**

### **GENERAL**

7.01 Meetings shall be held as follows:

- a. Mess Committee Meetings - at least monthly at the call of the PMC;
- b. General Mess Meetings - not less than twice per year at the call of the PMC;
- c. Extraordinary General Mess Meetings - at the request of;
  - (1) the 3 CDSB Commander, or their designated representative;
  - (2) the President of the Mess Committee;

- (3) the Honourary PMC; or
  - (4) the PMC on receipt of a written request signed by at least 25% of the Ordinary Mess members.
- d. Entertainment Committee Meetings - at least monthly; and
  - e. Sports Committee Meetings - at least monthly.

7.02 **Mess Committee meetings:** a Mess Committee meeting shall be held in accordance with para 7.01 and should consider:

- a. minutes of previous General and Committee Mess meetings, and business arising from the minutes,
- b. approve, subject to audit, Mess financial statements presented by the NPFAO representative,
- c. approve expenditures, which fall within the committee's authority,
- d. committee reports,
- e. consider the agenda items for the General or Extraordinary Mess Meetings,
- f. conduct the annual review of existing Associate Membership,
- g. review, consider and approve or reject all applications for Associate Membership of retired military members,
- h. review, consider and recommend or reject all nominations and volunteers for duties on the Mess Committee or sub-committees,
- i. new business,
- j. amendments to the Constitution and by-laws as proposed by written notice. Proposals to amend the Constitution shall be made in writing but shall not be entered in the proposal book. It should be submitted at least (14) fourteen days prior to the next General Mess meeting, to the Secretary in writing and posted on the notice board. Provided the notice has been posted for (7) seven days or more, the proposal shall be considered at the next General Mess meeting, and
- k. to consider any other matters concerning the operation of the Mess, at the discretion of the Mess Committee.

7.03 **General Mess Meeting:** a general Mess Meeting shall be held in accordance with para 7.01 and must consider;

- a. minutes of previous General and Committee Mess meetings,
- b. mess financial statements,
- c. committee reports,
- d. business arising from the minutes,
- e. election of certain members of the Mess Committee as required,
- f. new business,
- g. amendments to the Constitution and By-Laws as proposed by written notice; and
- h. other matters at the discretion of the Mess Committee.

#### **NOTICE OF GENERAL MESS MEETING**

7.04 When a General Mess Meeting is called, members are to be informed by a notice posted at least (7) seven days prior to the meeting and forwarded to Mess members via e-mail.

7.05 A General or Extraordinary Mess Meeting is not valid or competent to transact any business unless a quorum consisting of 25% of the Ordinary members reasonably able to attend are present. Each unit RSM or designate shall ensure that 25% of their respective unit mess memberships are present at Mess meetings except those on leave, on TD, on essential duties or excused by the unit RSM.

7.06 The proposed agenda for the General Mess meeting shall be posted in the Mess at least (7) seven working days prior to the meeting.

#### **PROPOSAL/MOTION BOOK**

7.07 A Mess meeting proposal/motion book shall be made available, at the bar, to the Mess members. Proposals shall be duly recorded and seconded in the proposal/motion book by the members concerned at least (14) fourteen days prior to the meeting. All proposals, whether raised by members or by the Mess Committee, will be included in the agenda.

#### **APPOINTMENTS AND ELECTIONS OF MESS COMMITTEE MEMBERS**

7.08 Appointments and elections of Mess Committee members will be conducted as follows:

- a. the PMC and VPMC will be appointed by the 3 CDSB Commander, or their designated representative, on recommendation of the 3 CDSB Sergeant –Major outgoing PMC and VPMC;
- b. the Financial advisor will be appointed by the 3 CDSB Corporate Services
- c. all other members of the Mess Committee will be an interested volunteer or be nominated and duly elected by the General Mess meeting; and
- d. under provisions of CFP 110, a Mess Manager is provided to the Mess.

**NOTE:** The Mess Manager is an advisor to the Mess Committee, not a member.

## **SECTION EIGHT – DRESS REGULATIONS**

### **GENERAL**

8.01 Dress in the 3 CDSB Edmonton Warrant Officers' and Sergeants' Mess is an individual responsibility. Each and every member is responsible to ensure their dress and that of their guests is in accordance with these regulations and of a high standard befitting a member of Warrant Officers' and Sergeants' status:

- a. dress is so coded, so that the Mess Committee may designate appropriate dress for members and guests in any occasion. Deviation in dress may be approved by the PMC as required.

### **UNIFORMS**

8.02 Uniforms as detailed in CFP A-AD 265-000/AG-001 Canadian Forces Dress Instructions Annex A Chap 2 for all areas of the Mess:

- a. will be Ceremonial No. 1, 1A, all arms. Full Dress Army No. 1B. Semi-Ceremonial Navy No. 1C and Undress Ribbons Only Navy No. 1D;
- b. will be Mess Dress No. 2, 2A, 2B, 2C, 2D, 2E all arms, and No. 2F Army;
- c. will be Service Dress Duty No 3, 3A, 3B, 3C, and 3D all arms; and
- d. will be Base No. 4A Air and Air No. 4B and 4C all arms.

8.03 Flying suits, combat clothing and base dress may be worn in all areas of the Mess from 0800 hours to 1800 hours Sunday to Saturday inclusive, providing no function is taking place. After 1800 hours, this dress is confined to the non-lounge area and the games room of the Mess.

### **CIVILIAN DRESS**

8.04 Civilian Dress: For the purpose of standardization the following interpretation of civilian attire shall apply:

- a. Formal: Minimum standard required:
  - (1) tuxedo or Mess kit;
  - (2) dinner jacket;
  - (3) three piece business suit; and
  - (4) evening gown or cocktail dress for the ladies.
- b. Semi-Formal: Minimum standard required;
  - (1) casual suit with tie;
  - (2) dress slacks with shirt and tie or turtle neck sweater; and
  - (3) ladies may wear a mode of dress within the fashion and of a parallel standard to that of the men.
- c. Casual:
  - (1) shirt with sleeves and collar or sweater (knitted) with sleeves;
  - (2) dress slacks and cleans presentable footwear (no running shoes);
  - (3) ladies may wear a mode of dress within the fashion and of a parallel standard to that of the men; and
  - (4) dress approved by the PMC for special functions, i.e. Hard Times, Oktoberfest, Klondike Days, etc.
- d. Relaxed:
  - (1) denim slacks must be clean, hemmed, without patches or holes, without suspenders, and presentable in appearance;
  - (2) dress shorts or skirts must be conservative in length and style, "cut-offs" are not allowed;
  - (3) no "muscle shirts" are allowed;
  - (4) footwear must be clean and presentable. Running shoes are allowed; and

Note: Jeans may be worn in all areas of the Mess providing that no function stating otherwise is taking place. During a function, the dress is restricted to games room (lower bar) and non-lounge bar areas of the Mess only. Also, jeans are to be clean, neat and in good taste.

e. Sports attire:

- (1) as applicable to normal daily sports, sports attire may be worn in the games room only, until one hour after the conclusion of the sport concerned, or as specified by the Committee;
- (2) sports attire may be worn in the non-lounge area, when members are ordered to attend the Mess by the unit RSM. Sports attire may not be worn after 1800 hrs; and
- (3) shirts, pants and footwear with socks are mandatory.

8.05 The minimum standard of dress in the games room (lower bar), patio and main bar area will be relaxed unless directed by the Mess Committee.

8.06 Tunics and jackets may be removed in the games room only.

8.07 Outer clothing i.e. overcoats, windbreakers, parka's, etc. are not to be worn in the Mess at any time.

8.08 All clothing is to be clean, neat and in good taste and of the high standard expected of Warrant Officers' and Sergeants'.

