

CONSTITUTION AND BY-LAWS OF THE EDMONTON GARRISON OFFICERS' MESS



OFFICERS' MESS CONSTITUTION AND BY-LAWS

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SECTION ONE – GENERAL

1.01 DESIGNATION

(1) The Edmonton Garrison Officers' Mess, or EGOM, shall hereinafter be known as the "Mess". For the purpose of this document, the term "Mess" shall refer to the bars, lounges, games rooms, patios and other common rooms of the EGOM which shall be operated and administered to provide service to its members.

1.02 COMMANDER

(1) The Commander of 3rd Canadian Division Support Group, hereinafter referred to as "the commander", shall be the final approving authority for the following:

- (a) Mess Constitution and By-laws;
- (b) General Mess and Mess Committee Meeting minutes;
- (c) Budgets; and
- (d) All policies, verbal and written, regulations, directives and orders pertaining to the Mess.

1.03 AUTHORITY

(1) The Mess is established under the authority of the Commander in accordance with QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation on the Messes in the Canadian Forces, to include and not contravene any of the following laws, policies and directives:

- (a) Queen's Regulations and Orders (QR&Os);
- (b) Canadian Forces Administrative Orders (CFAOs);
- (c) Defence Administrative Orders and Directives (DAODs);
- (d) CF Mess Administration Manual (A-AD 262);
- (e) CF Policies and Procedures for NPF Accounting (A-FN 105);
- (f) CF Morale and Welfare Programs (A-PS 110);
- (g) NPF Human Resources Policy and Procedure Manual (NPF HR Pol);
- (h) NPF Budget and Policy Directive;
- (i) NPF Sponsorship and Donations Policy;
- (j) Garrison Edmonton Alcohol Policy;

(k) Liquor Licence Act; and

(l) PSP Policy Manual.

1.04 PURPOSE OF THE OPERATION

(1) Purpose: Messes, in the Canadian tradition, are an integral part of military culture, providing a space primarily for its members to dine, socialize, and occasionally conduct business. Messes serve multiple purposes, including fostering camaraderie, providing a venue for formal and informal gatherings, and hosting official functions and ceremonies. As a traditional cornerstone of the cultural and historical aspects of military life, messes are steeped in tradition and protocol, often adhering to customs and rituals that date back centuries. These traditions help maintain a sense of continuity and identity within military units.

(2) Events: Messes host a variety of events throughout the year, ranging from formal dinners and receptions to casual social gatherings and themed parties. These events often play a role in fostering esprit de corps and strengthening bonds among members.

(3) Professional Development: Messes adhere to a code of etiquette and decorum, with established rules governing behavior, attire, and protocol. Mess members and their guests are expected to conduct themselves with professionalism and respect for tradition while in the mess. The mess, therefore, acts not only as a venue to host formalized professional development events, but to impart cultural mores and expected behavioural standards to the less experienced officers.

(4) Management: Mess management and the Mess Committee oversee the operation of the mess, including finances, events, and maintenance, and receive and account for all allowances and donations that apply to it.

1.05 AMENDMENTS

(1) Proposals to amend the Mess Constitution shall be made in writing. They shall be submitted to the President of the Mess Committee (PMC) or Vice President of the Mess Committee (Vice PMC) by email or memorandum and be presented to the mess membership for at least 7 days.

(2) The Mess Committee is responsible for maintaining a current copy of the Constitution. It will be available upon request to any member.

1.06 APPROVAL

(1) All amendments must be approved by the General Membership at a General Mess Meeting. The amendment(s) will not come into effect until the minutes for the General Mess Meeting are signed off by the Commander or their designate.

SECTION TWO – TYPES OF MEMBERSHIP

2.01 ORDINARY MEMBERS

(1) Every officer posted to a unit housed at the Edmonton Garrison is required to pay Mess dues and will be considered an ordinary member of the Mess. This applies to foreign exchange officers, full-time reservists and any officer on temporary duty to a unit at the Edmonton Garrison in excess of fourteen (14) days.

(2) Only ordinary members can attend or vote at Mess meetings, and serve on the Mess Committee.

2.02 ASSOCIATE MEMBERS

(1) An Associate Mess Member is an individual who is granted limited access to an officers' mess within a military organization, despite not being a current member of the CAF or another Armed Force. Associate Mess Membership is typically offered to civilian employees of the military, retired officers, or individuals who have a close association with the military.

(2) While Associate Mess Members are not afforded the same privileges and responsibilities as ordinary members, they are granted access to certain events, facilities, and services within the Mess. This may include attending social functions, using Mess facilities, or participating in specific mess activities. Accordingly, they are required to pay mess dues at an amount determined by the Mess Committee by April 30th of that fiscal year.

(3) Associate Mess Members are expected to adhere to the same standards of behavior, etiquette, and decorum as full members while in the mess.

(4) Applications or sponsorship for Associate Membership must be submitted to the PMC or the Mess Manager either directly or through an ordinary member. The application will be vetted by the Mess Executive Committee (MEC) to assess personal character of the applicant and to determine if they meet sufficient criteria for membership as described above. A vote to accept or refuse an application must be approved by a majority vote of the MEC.

(5) Associate memberships will require renewed approval every year by the MEC. Prior to this vote, the Mess Manager (on behalf of the Committee) will ask associate members if they wish to renew their membership prior to the expiry of their term as an Associate Member.

(6) Associate Membership may be terminated under the following circumstances:

(a) By order of a majority of the Mess Committee, upon the recommendation of any ordinary member, the reasons for which must be provided to the Committee in writing;

(b) By order of the Commander or their designate; or

(c) By order of the PMC, on the recommendation of the Mess Manager, for failure to pay dues, or for conduct in contravention of the constitution or the spirit of the Mess.

2.03 HONORARY MEMBERS

(1) An Honorary Mess Member is an individual who is granted special recognition and privileges within an officers' mess, typically in recognition of their significant contributions to the military unit or organization. Honorary Mess Membership is often conferred upon distinguished individuals from various fields, including political leaders, senior military officers (retired or active), prominent community members, or individuals who have made exceptional contributions to the military community.

(2) Honorary Mess Memberships are recommended by the MEC and approved by the Commander and are honorary in nature, which means that they do not enjoy the same rights and responsibilities as

regular or associate members. They are, therefore, not required to pay dues. However, they may be granted access to certain events, facilities, and services within the officers' mess, as determined by the mess committee or governing body.

(3) The appointment of Honorary Mess Members is a gesture of appreciation and respect, aimed at fostering goodwill and strengthening ties between the CAF and the broader community. It is often accompanied by formal ceremonies or presentations to mark the occasion and recognize the individual's contributions.

SECTION THREE - MESS MANAGEMENT

3.01 MESS MANAGER

(1) The Mess manager plays a crucial role in ensuring the effective operation of the Mess, providing a welcoming and functional space for members to gather, dine, and socialize while upholding the traditions and standards of the CAF.

(2) The Mess Manager is a civilian Non-Public Fund employee, responsible to the Personnel Support Programs (PSP) Manager and responsive to the PMC.

(3) Additionally, the Mess manager is responsible for the following:

(a) Facility Management – overall managing of the Mess facility, including tending to aspects of cleanliness, building maintenance, and ensuring that the facility is equipped to handle the needs of its members.

(b) Staff Supervision – overseeing the scheduling, training and supervision of staff working within the Mess, including serving staff, administrative staff and cleaning personnel, to ensure they provide high-quality service to the members.

(c) Financial Management – managing the Mess budget, including monitoring expenses, preparing financial reports, ensuring that spending is in line with allocated funds, and negotiating contracts with suppliers and vendors.

(d) Event Planning and Coordination – planning and coordinating Mess events, such as formal dinners, receptions, and social gatherings, including liaising with event organizers, coordinating catering services, and overseeing logistics to ensure that events run smoothly.

(e) Member Relations – in close conjunction with the PMC, maintaining lines of communication with Mess members, addressing their concerns, soliciting feedback, and ensuring that their needs are met.

(f) Compliance and Health Standards – ensuring compliance with relevant regulations and health standards, including adhering to food safety regulations, maintaining cleanliness and hygiene standards, and ensuring that the facility meets all relevant health and safety requirements.

3.02 PRESIDENT OF THE MESS COMMITTEE (PMC)

(1) The PMC is an appointed senior officer responsible to the Commander for overseeing the operations and management of the Mess in close coordination with the Mess Manager and in accordance with the needs of the Mess members. They are responsive to the Commander or their designate and are responsible to membership for events coordination, mess administration and management, the maintenance of a Mess constitution and by-laws, the statement of duties for committee members and sub-committee members, chairing mess meetings, ensuring that finances are properly managed, liaising with the Mess membership, and ensuring the smooth functioning of the Mess for the benefit of its members. They are responsible for recruiting and managing a Vice PMC, Unit representatives and other committee members as required. They call and reside over all MEC and General Mess Meetings. They also play a key role as a steward of mess culture and traditions.

3.03 PSP MANAGER

(1) The PSP Manager is the direct supervisor of the Mess Manager and is responsible to the Commander through CO of 3 CDSB Personnel Services for the overall operation of the Mess and for adherence to the laws, policies and directives regarding messes.

SECTION FOUR – MESS COMMITTEE AND MEETINGS

4.01 MESS EXECUTIVE COMMITTEE

(1) The Mess shall be administered by a Mess Executive Committee (MEC), which, at a minimum shall include:

- (a) the PMC;
- (b) the Vice PMC;
- (c) the Mess Manager;
- (d) the Mess Secretary (as advisor, not a member);
- (e) the Treasurer or Financial Representative (if absent, the Mess Manager will fill this role);
- (f) Associate Members' Representative; and
- (g) a representative of each of the lodger units at the Edmonton Garrison (units with very small numbers of officers, such as 7 CFSD, are represented by the representative of 3 CDSB)

(2) Additional members of the Mess may be called upon from time to time to sit on sub-committees or to assist the Mess Committee as required.

(3) Any member removed from a Committee or a Sub-Committee position as a result of disciplinary action taken because of an infraction within the Mess, shall not be allowed to serve in any capacity for duration of four (4) years.

(4) The duties and responsibilities of the various committee members shall be as set out in Section 5 of this document.

4.02 MESS MEETINGS

(1) There are four types of Mess meeting:

(a) MEC Meeting – attended by MEC members only, held regularly as required, but not less than twice per year, for the purpose of:

- (i) approving Mess expenditures;
- (ii) reviewing Mess financial reports;
- (iii) discussing Mess entertainment and events;
- (iv) reviewing and voting on applications for associate membership; and
- (v) discussing relevant topics or issues that pertain to Mess operations.

(b) General Mess Meeting – required attendance for all available ordinary members (ordinary members are required to be excused by their unit CO if they cannot be present), held usually twice per year, but at a minimum of once per year.

(c) Extraordinary General Mess Meeting – required attendance for all available ordinary members, determined by necessity by:

- (i) order of the Commander or their designate;
- (ii) order of the PMC; “or”
- (iii) written request of an ordinary member to the PMC with the support of 25% of the members.

(d) Entertainment Meeting – attendance determined by PMC, held as required.

(2) Meeting Notification – by email from the Mess Manager or PMC at least seven (7) days prior to the meeting. The PMC is responsible for notifying the appropriate Routine Orders publishing authority of all General Mess Meetings.

(3) Minutes – written and maintained for all Committee Meetings by the Secretary. Financial summaries of all special occasions will be brought forward at Committee Meetings and retained in the minutes file. The following signature blocks will appear after the notes of each meeting.

(a) Secretary;

(b) PMC;

(c) Senior PSP Manager; and

(d) Commander or their designate.

(4) All items contained in the minutes of a Mess Meeting are subject to the approval of the Commander or their designate.

(5) Mess meeting shall not be valid unless a quorum is present. Accordingly, attendance indicating the numbers of members present will be recorded in the minutes of the meeting. The approval of the minutes by the Commander or their designate will validate the meeting if less than required quorum is attended. Copies of all Mess meeting minutes will be made available to all members in a timely manner.

4.03 MEETING FORMAT

(1) It is the responsibility of the PMC to ensure all meetings are conducted in accordance the procedures stated in A-AD-262 Mess Administration Manual, Chapter 3.

(2) Mess meetings are held in order for ordinary members to 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, as long as they remain within the parameters of Mess regulations, decorum and spirit. Accordingly, Mess meetings 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 parliamentary procedures.

(3) The control of a Mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on their preparation and planning. To carry out their responsibilities at a Mess Meeting the PMC should:

(a) Be familiar with Mess rules and regulations, the constitution and by-laws 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 the duties of a officer chairing a meeting with respect to aspects, such as the validity of motions, or amendments, and the control of debates;

(d) Ensure that each member has the opportunity to express their views but not to abuse this right by being repetitious or inappropriate;

(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 unless they stray from the rules of order; and

(g) Speak clearly so all can hear.

(4) The order of business of any meeting may be subject to change, but generally follows this outline:

(a) The calling of the meeting to order;

- (b) The reading of the previous meeting minutes these are normally distributed to ordinary members before the meeting to dispense with reading the minutes during the meeting);
- (c) Approval of previous minutes:
- (d) Reports of the PMC and Mess Manager;
- (e) Report of sub-committees (as required);
- (f) Old business (arising out of minutes of previous meeting);
- (g) New business;
- (h) Open discussion; and
- (i) Adjournment.

(5) If a subject of major importance, such as an amendment to the Constitution or bylaws, or a proposal which requires study, is to be introduced as new business, sufficient notice of the subject with as much information as possible should be communicated to the ordinary membership prior to the meeting to enable the voting body to adequately prepare relevant information and to formulate-questions they may wish to ask.

(6) Approving a motion at any Mess meeting requires a majority vote of the ordinary members present at the meeting, after which it is subject to the approval of the Commander or their designate. A majority is interpreted to mean more than half of the votes cast. Because of the interpretation of the meaning majority, equal votes defeat the motion. The method of voting is normally determined by show of hands, but secret ballot may also be used. Ordinary members are never compelled to vote on a motion, but should always be encouraged to do so. The PMC may exercise their own vote as a member, but as a general rule, they refrain from doing so. Except for their vote as an ordinary member, they do not have an extra or casting vote in the event of a tie.

4.04 QUORUM

- (1) MEC Meeting – quorum shall consist of the PMC or Vice PMC, plus two other committee members.
- (2) General or Extraordinary Mess Meeting - quorum shall consist of 50% of the available ordinary members at Edmonton Garrison at the time of the meeting, but no less than 100 ordinary members.
- (3) Notwithstanding the above definitions, the Commander may authorize a lesser percentage as constituting quorum at a particular meeting, the circumstances of which will be made known to the ordinary members in advance of the meeting and attached to the meeting minutes.

SECTION FIVE - STATEMENT OF DUTIES

5.01 PRESIDENT OF THE MESS COMMITTEE

- (1) The PMC is responsible to the Mess membership for the following duties:

- (a) overseeing the operations and management of the Mess;
- (b) coordinating Mess events;
- (c) ensuring the Mess, mess members and mess finances are managed and administered to properly;
- (d) maintaining and issuing a Mess constitution and by-laws;
- (e) writing the statement of duties for committee members and sub-committee members;
- (f) calling and chairing mess meetings;
- (g) maintaining open lines of communication with Edmonton Garrison lodger units and with the Mess membership; and
- (h) ensuring the smooth functioning of the Mess for the benefit of its members.

(2) In addition to these administrative responsibilities, the PMC also plays a key role as a steward of mess culture and traditions and should work to preserve its heritage while also fostering a sense of community and belonging among its members. This responsibility typically involves several aspects:

- (a) **Preserving Traditions.** The PMC is charged with ensuring that the rich traditions and customs associated with the Mess are upheld and respected. This may involve organizing and overseeing formal events, such as mess dinners or ceremonies, which are important for maintaining the Mess's traditions.
- (b) **Fostering Camaraderie.** One of the key functions of the Mess is to provide a social centre where members can create and foster camaraderie and esprit de corps, especially with members from different units and with associate/honorary members. The PMC can further this function by organizing social activities and events that promote a sense of belonging and camaraderie among the members.
- (c) **Setting the Tone.** As a leader within the Mess, the PMC sets the tone for the culture and atmosphere of the facility. They, therefore, should strive to cultivate an inclusive and welcoming environment that promotes respect, professionalism, and amicability among all members.
- (d) **Educating New Members.** Professional development has always been a cornerstone of Mess culture. The PMC, therefore, should use their position to educate or encourage the education of new members, particularly junior officers, regarding the history, customs and etiquette of

the Mess. This can help ensure that newcomers understand and appreciate the importance of the Mess's culture and traditions so that it can be passed on to future generations of officers.

- (e) Promoting Engagement. The PMC should encourage active participation and engagement from all members in mess activities and strive to improve conditions that promote participation while respecting mess traditions and regulations. Integral to this is the involvement of members in planning and organizing events, as well as seeking input from the membership on ways to enhance the mess experience within established boundaries.

5.02 VICE PRESIDENT OF THE MESS COMMITTEE

(1) The Vice PMC plays an important role in supporting the PMC and the mess committee in their efforts to manage and maintain the Mess, uphold its traditions and serve the needs of its members.

(2) The Vice PMC is, in essence, the second-in-command to the PMC and is appointed by and responsible to the same. The role of the Vice PMC can vary depending on the needs of the PMC or the timeframe of their tenure, but generally, their duties are as follows:

- (a) Assisting the PMC. The Vice PMC supports the PMC in their duties and responsibilities, such as coordinating meetings, organizing events and communicating messages to the Mess membership.
- (b) Acting as PMC. In the absence of the PMC, the Vice PMC normally assumes the duties and authority of the PMC, but only when delegated. This includes chairing meetings, making decisions on behalf of the Mess Committee and representing the Mess in official capacities.
- (c) Supporting Committees and Working Groups. The Vice PMC may oversee or participate in various committees or working groups established by the Mess Committee to address specific issues or initiatives. They may provide guidance, support, and leadership to these groups as needed.
- (d) Member Liaison. The Vice PMC often serves as a point of contact for Mess members, addressing their concerns, soliciting feedback and ensuring that their needs are being met within the established traditions and regulations of the Mess. They may work to promote engagement and participation among the membership in Mess activities and events.
- (e) Maintaining Tradition and Protocol. The Vice PMC, along with the PMC, helps to preserve the traditions, customs, and protocols of the Mess. They may assist in planning and organizing formal dinners, ceremonies, and other events that uphold the heritage and traditions of the Mess.
- (f) Recruiting. The Vice PMC may also play a role in recruiting members for the Mess Committee or for sub-committees, mentoring incoming executive officers in their transition to ensure continuity.

5.03 MESS SECRETARY

(1) The Mess Secretary plays a crucial role in providing administrative support to the Mess Committee and helping to ensure the effective operation of the Mess. Their attention to detail, organizational skills, and ability to communicate effectively are essential for maintaining smooth operations and facilitating communication among Mess members.

(2) Responsible to the PMC, the role of the Mess Secretary is typically administrative in nature, involving various tasks related to the smooth functioning of the mess committee and the Mess as a whole. Their duties are as follows:

- (a) **Meeting Recording and Coordination.** The Mess Secretary is responsible for preparing the agenda for Mess meetings, scheduling and coordinating meetings of the Mess Committee and recording the minutes of all Mess meetings. This includes sending out meeting notices and ensuring that meeting minutes distributed to Committee or ordinary members in a timely manner.
- (b) **Correspondence and Communication.** The Mess Secretary may assist the PMC or Mess Manager with sending correspondence on behalf of the Mess Committee. This could involve responding to inquiries from Mess members, communicating with external parties or distributing information or announcements to Mess members as needed.
- (c) **Record Keeping.** The Mess Secretary typically maintains records and documentation related to the operations and activities of the Mess. This includes membership lists, financial records, event planning documents, social calendars and historical records of mess proceedings.
- (d) **Support Committees and Working Groups.** The Mess Secretary may provide administrative support to various committees or working groups established by the Mess Committee. This could involve scheduling meetings, assisting with logistics or helping to compile reports or recommendations.
- (e) **Assisting the PMC.** The Mess Secretary should support the PMC in their efforts in managing and leading the Mess. This could involve assisting with administrative tasks, providing input on decision-making and helping to implement PMC directives.

5.04 UNIT REPRESENTATIVES

(1) Unit Reps on the MEC play a vital role in representing the interests of their units, facilitating communication and engagement among unit members, and contributing to the success of the Mess. Their involvement helps to strengthen the connection between the Mess and the units it serves, fostering a sense of community and belonging among all members.

(2) Although they are ultimately responsible to the PMC, as members of the MEC, the role of a Unit Rep can vary depending on the specific structure and needs of the Mess and the military unit they serve. However, here are some common roles and responsibilities associated with unit reps on the MEC:

- (a) **Representing Unit Interests.** Unit Reps serve as advocates for the interests and concerns of their respective military units within the Mess, providing a voice for unit members on matters related to mess operations, events and policies.
- (b) **Facilitating Communication:** Unit Reps facilitate communication between the MEC and members from their units, relaying information about upcoming events, policies, and decisions made by the MEC to unit members, and vice versa.
- (c) **Promoting Participation.** Unit Reps encourage participation and engagement from members of their units in mess activities, events, and functions. They should use their position to promote attendance at mess dinners, social events and other activities to foster camaraderie, professional development and esprit de corps among unit members.
- (d) **Gathering Feedback:** Unit Reps collect feedback and input from members of their units regarding mess operations, events and policies, soliciting suggestions, concerns and ideas from unit members to be relayed back to the MEC for consideration.
- (e) **Providing Input:** Unit Reps offer input and perspective to the mess committee based on the unique needs and dynamics of their respective units, participating in discussions and decision-making processes within the MEC to ensure that the interests of their units are considered.
- (f) **Planning Participation.** Unit Reps may be involved in the planning and organization of mess events and functions. This includes contributing ideas, assisting the Mess Management with logistics, decorating and help ensure that events cater to the preferences and interests of their unit members.
- (g) **Supporting Unit Traditions.** Unit Reps help to preserve and promote the traditions, customs and heritage of their respective military units within the Mess, working to ensure that their unit-specific traditions are recognized and celebrated within the Mess community.

(3) The Unit reps have no authority to sign contracts of any kind. All contracts must be forwarded to the Mess Manager for signing. Suggestions for entertainment must be brought before the MEC for approval.

5.05 TREASURER/FINANCIAL REP

(1) The Mess Treasurer plays a critical role in ensuring the financial health and sustainability of the organization, as well as maintaining transparency and accountability in financial matters.

(2) The responsibilities of the Mess Treasurer of an officer's mess are as follows:

- (a) **Financial planning and budgeting.** The Treasurer assists in developing and maintaining the Mess's financial plan and budget. This involves forecasting income and expenses, setting financial goals, and creating a budget that aligns with the Mess's priorities and objectives.

- (b) Financial Record-keeping. The Treasurer is responsible for maintaining accurate and up-to-date financial records for the mess. This includes keeping track of income, expenses, and transactions, as well as preparing financial reports for presentation to the Mess membership or MEC.
- (c) Financial Oversight and Compliance. The Treasurer is responsible for ensuring that the mess complies with all relevant financial regulations, policies, and procedures. This includes adherence to tax laws, accounting standards, and any applicable regulations governing charitable organizations or non-profits. The Treasurer works in close collaboration with the Mess Manager and NPP Accounting Manager to ensure the Mess in compliance with all governing financial regulations.
- (d) Financial Reporting and Transparency. The Treasurer is responsible for providing regular financial updates and reports to the Mess membership or the MEC. This includes presenting financial statements, budget reports, and other financial information in a clear and transparent manner and interpreting financial statements for the PMC and the membership.
- (e) Collaboration with MEC and Other Committees. The Treasurer works closely with other officers and committees within the Mess to ensure that financial considerations are taken into account in decision-making processes. This may involve collaborating with the MEC, event planning committee, or fundraising committee to align financial resources with organizational goals.

SECTION SIX - ACCOUNTABILITY AND CONTROL

6.01 SIGNING AUTHORITIES

(1) The following individuals have signing authority as per the NPP DOA:

- (a) PMC up to \$1,500.00 per purchase;
- (b) Mess Manager; and
- (c) MEC up to \$7,500.00 per purchase.

6.02 REMUNERATION AND CONFLICT OF INTEREST

(1) Remuneration, whether in cash or in kind, shall not be paid out in respect of service as to a member of any committee or sub-committee.

(2) Members of committees shall be prohibited from having any personal or financial interest in purchases, profits or from receiving any advantages by reason of their connection with the management of the Mess.

(3) When any direct or indirect profit or advantage may devolve upon a member of a committee or sub-committee by reason of any connection whatsoever by a shareholder of a corporation, or when such member has any vendor's business from which purchases by the mess are made, they shall disclose the

particulars thereof to the PMC who shall decide whether the member should continue to serve in their Mess role.

6.03 LOANS, GRANTS AND DONATIONS

(1) Loans, grants and donations in any form to Mess members or any organization that is not specifically part of the base Personnel Support Programs should abide by the Accounting Policy.

6.04 GARRISON FUND CONTRIBUTION

(1) The Mess shall contribute a percentage of their bar sales to the Edmonton Garrison Fund. This amount is subject to change annually and is determined by the Commander.

6.05 NPF CONSOLIDATED INSURANCE PROGRAM (CIP)

(1) The NPF Consolidated insurance program (CIP) is a set of procedures designed to manage and account for cash and other financial assets within the Mess, including all non-public property (NPP) and NPF activities (reference A-FN-105-001/AG-001 chapter 11). More specifically, CIP covers:

- (a) Financial Administration (FA) Listing. This includes all items listed on the FA listing, which encompasses various financial records, documents and reports related to the management of NPF and NPP.
- (b) Bar Stock. This refers to the inventory of beverages stocked in the Mess bar. The CIP includes procedures for tracking the purchase, sale and inventory levels of bar stock, as well as accounting for any discrepancies or losses.
- (c) Change Funds/Petty Cash. This includes funds allocated for making change or covering small expenses within the Mess, such as petty cash for reimbursing minor purchases or providing change to customers.
- (d) Other Securities. ANY other financial assets or securities held within the Mess, such as investments, bonds, or other forms of financial instruments.

(2) The deductible is \$5,000.00.

6.06 SUPPLY CUSTOMER ACCOUNT (SCA)

(1) The Mess Manager is the Designated Authority (DA) Holder for the Mess SCA. It is the responsibility of the DA Holder to control, maintain and safeguard all assets listed on the public account.

6.07 NON-PUBLIC FUNDS FIXED ASSETS LISTING

(1) The Mess Manager is the FA Holder of the Mess NPF FA listing. It is the responsibility of the FA Holder to control, maintain and safeguard all assets listed on the public account.

(2) All public and non-public property shall be properly maintained and accounted for in accordance with regulations.

6.08 WRITE-OFFS

(1) All write-offs for Outstanding Accounts Receivable and/or for Furniture and Equipment (F&E) items shall be passed at MEC Meeting and signed off by the Commander or or their designate. Efforts should be prioritized to collect Outstanding Accounts Receivable before considering any write-off actions.

SECTION SEVEN - MESS ACCOUNTS

7.01 MESS ACCOUNTS

(1) All Mess Funds received by the Mess shall be properly accounted for by the Mess Manager and submitted to the NPF Accounting Office.

(2) Mess Funds and other Mess assets shall only be expended for direct benefit of the members of the Mess.

(3) The NPF Accounting Office shall produce a financial statement at the end of each accounting period (monthly), outlining the revenues and expenses that occurred during that period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

(4) The PMC, Mess Manager and MEC shall be fiscally responsible in ensuring sufficient funds are available to meet the following;

- (a) Continuing obligations;
- (b) Replacement of assets;
- (c) Future development and renovations; and
- (d) Capital expenditures.

(5) The Mess shall maintain a minimum bank balance of \$10,000.00 and should avoid budgeting more than 25% in deficit.

7.02 SUBSCRIPTIONS AND MESS CHARGES

(1) The ordinary and associate members shall contribute to the Mess funds from their Mess dues, broken down in three parts in percentages determined by the MEC and approved by the Commander or their designate.

(2) Mess Dues are broken down as follows:

- (a) General subscription;
- (b) Entertainment/sports; and
- (c) Gift fund.

(3) Mess dues are charged monthly to ordinary members and annually to associate members to cover the general operating expenses of the Mess. The Mess dues breakdown is reviewed ~~yearly~~ annually by

the MEC and the Mess Manager in conjunction with the budget planning. Mess dues shall be charged on a pro-rated daily basis for any period less than a month.

(4) Ordinary members, on attached posting or TD to Edmonton Garrison for more than 14 days shall pay Mess dues on a pro-rated daily basis (as per Personal Support Programs Policy Manual Chap 9-1).

(5) Conversely, ordinary members attached posted out or on TD away from Edmonton Garrison for more than 14 days will receive a refund of dues paid to their home Mess providing proper proof of such duty is submitted to the Mess. Amount refunded is based on what was paid at home unit Mess.

(6) The method in which Mess dues are collected depends on the category of the member (i.e. regular force, primary reserve, attach posted, TD or associate).

(7) When a member is posted out or on retirement, they shall pay ~~his~~ any outstanding monies owed to the Mess prior to their departure.

NOTE: It is the responsibility of the member to ensure they are paying Mess dues and to start and cease their pay allotment for dues at their Mess.

7.03 ENTERTAINMENT AND SPORTS

(1) As part of the Mess dues and as determined by the MEC, a portion of the dues is contributed into an entertainment account. These funds are used to cover the cost of entertainment functions.

7.04 GIFT FUND

(1) The Gift fund is to be established for the purpose of administering posting, release or promotion out of the mess gratuity. Other items may be purchased through the gift fund for presentations determined by the PMC and Mess Committee. The gift fund shall be self-sufficient and shall not be replenished by transfers of funds from other Mess accounts. Annually, the Mess Manager, in consultation with the MEC, will review the gift fund to verify that it is self-sufficient and ~~ensure~~ that any required changes are made.

(2) As part of the Mess dues and as determined by the MEC, a portion of the Mess dues is contributed to a gift fund trust account to cover the following:

- (a) Departure gifts on posting to ordinary members as determined by the MEC; and
- (b) Tokens of sympathy – In the event of a death of an Ordinary/Associate member a bouquet of flowers or donation to a chosen charity shall be presented to the family of the deceased on behalf of the Mess in an amount not to exceed \$75.00; and

(3) As recommended and documented by the MEC and approved by the Commander or their designate, other mess tribute and/or tokens of appreciation may be expended from the gift fund as follows:

- (a) To a deserving member for outstanding contribution to the Mess, in an amount not to exceed \$100.00;
- (b) To an invited guest of the Mess on a special occasion; and
- (c) To Mess staff with appropriate justification.

7.05 HOSPITAL COMFORTS

(1) Hospital comforts for CAF members is the responsibility of Canadian Forces Morale & Welfare Services (CFMWS) through the Deputy PSP Manager.

SECTION EIGHT – ENTERTAINMENT

8.01 MESS FUNCTIONS

(1) A mess function refers to a gathering or event held within the Mess, organized to foster camaraderie, celebrate achievements, commemorate important occasions, and strengthen the sense of community among members and their guests. The list of mess functions, how much money to be allocated to each and which members or units are responsible for the organizing of the functions will be determined by the MEC. Normally, at a minimum, the Mess will offer TGIF/TGIT once a week for members and their guests.

8.02 PRIVATE FUNCTIONS

(1) Private Functions may be held in the Mess. Private functions are not hosted by the Mess, subsidized by the Mess or solicited by the Mess. All private function costs are borne by the user. While the user does not need to be a Mess member, they need to be vouched for by an ordinary member. Examples of private functions include unit parties, weddings, anniversaries, conferences, charity events, etc.

8.03 RESERVED USE OF FACILITIES

(1) Members are permitted to reserve use of certain Mess facilities by request to the Mess Manager and shall include the following information:

- (a) A Date and time;
- (b) Facilities required;
- (c) Purpose;
- (d) Requesting agency;
- (e) Who will be attending;
- (f) Details of Mess support required;
- (g) Method of payment of costs.

(2) Major unit functions conflicting with normal weekend activities must be approved by the PMC, who shall consider the effect of the membership of denying the request, as well as the cost in wages and possible damages to the Mess.

8.04 BAR CARDS

(1) A Bar Card may be used on occasion by the PMC, or designated OPI, to supply a complimentary beverage to individuals who assisted with a function, to recognize participation in activities, to advance

the cause of the Mess or for an official guest of the Mess. The Bar Card limits are determined in the annual budget, noted in the Standing Minutes and shall not be exceeded.

8.05 MESS GUEST

- (1) All persons not listed in Articles 2.01, 2.02 and 2.03 are permitted to use the facilities of the Mess as a guest upon signing the guest book and being sponsored by a member.
- (2) Members will be held responsible for the conduct of their guests and their dress.
- (3) Guests to the Mess must be at least 18 years of age, in accordance with the Alberta Gaming Liquor Commission (AGLC). Guests who are under 18 years of age only be permitted entry to the Mess during special/private functions, weddings, anniversaries, etc., which will require approval by the PMC. The bartender has the authority to ask any guest for identification to determine if they are of legal drinking age. The only acceptable forms of ID are those approved by the provincial government in accordance with the Liquor License Act.
- (4) Non-commissioned members (NCMs), who are not considered ordinary members of the Mess, may be permitted entry to the Mess during working hours as part of a unit-sanctioned professional development event or at Mess functions with the permission of the PMC. While it is good for camaraderie to occasionally invite NCMs in the Mess for functions, this practice should not occur regularly, in accordance with Mess traditions and norms.
- (5) A guest that does not conform to the rules and regulations of the Mess may be ejected by the bartender, by the Mess Manager, by the PMC (or upon the recommendation of a MEC member).
- (6) Those inviting guests to the Mess should be aware that the Mess has a “barred list”, containing the names of both military and civilian who are not welcome in the Mess. Any member who knowingly signs in a barred individual may be subject to disciplinary action.

8.06 ENTERTAINMENT TICKET SALES AND CONTROL

- (1) Occasionally, a Mess function will require members to purchase tickets to the event. When this occurs, ticket sales will be sold to members at the Mess bar.
- (2) All tickets for entertainment functions must be recorded with the local NPF Accounting Office for accountability and control. All monies collected through ticket sales shall be submitted to the NPF Accounting Office for deposit into the Mess’ entertainment account.
- (3) The MEC, in consultation with the Mess Manager, determines the price of tickets (subject to GST) for Mess functions to coincide with the entertainment budget.

8.07 GAMBLING

- (1) In accordance with CFAO 19-1, gambling in the mess is strictly prohibited. Themed events, such as a Casino Night, with play money does not meet the requirement of true gambling and, therefore, is permitted.

8.08 NOTICES

(1) Advance notice of meetings will be sent to the meeting participants by either the Mess Manager, the PMC or the Mess Secretary. Additionally, Unit Reps are responsible for ensuring that the Mess members within their units are aware of upcoming meetings and may even submit Mess meeting information for publication in their respective Unit/Section Routine Orders. Finally, notice of Mess functions will be posted on the Mess notice board.

SECTION NINE - BUDGETS AND FINANCIAL STATEMENTS

9.01 GENERAL OPERATING BUDGET

(1) The Mess Manager, in consultation with the PMC, prepares the annual General Operating Budget for the Mess. All monies required to operate the day-to-day expenses of the mess shall be included in the mess Operating Budget. Other sections of the budget include:

- (a) the Bar Operating Budget – prepared by the Mess Manager in consultation with the Bar Supervisor;
- (b) the Entertainment Budget – prepared by the Mess Manager in consultation with the PMC and other MEC members as required; and
- (c) the Gift Fund – reviewed annually by the Mess Manager in consultation with the PMC and the MEC.

9.02 FINANCIAL STATEMENTS

(1) The NPF Accounting Office shall produce a financial statement at the end of each accounting period outlining the revenues and expenses that occurred during this period. The Mess Manager is to ensure that copies of the monthly financial statement are sent to the PMC and the ordinary membership. The Mess Manager will prepare a financial analysis for the PMC as required.

9.03 CAPITAL EXPENDITURES

(1) Capital expenditures are non-recurring items purchased by the Mess that are not for resale, such as furniture, entertainment equipment and bar equipment. Any new capital expenditures are to be submitted on a Capital Expenditure Request form for approval by a majority of the ordinary Mess membership.

9.04 SPENDING LIMITS

(1) Approval for expenditure of Mess funds for capital or non-recurring purposes is determined by the local NPF office.

(2) Any approval expenditures involving construction or alteration of the Mess may not be implemented before approval for carrying out the work has been obtained, in accordance with A-PS-110.

9.05 ALLOWANCE

Monthly mileage allowances shall be paid in the amount indicated to the Mess Manager/Bar Supervisor as compensation for gas, maintenance and depreciation costs resulting from the use of Personally Owned Motor Vehicle (POMV) for Mess business, in accordance with Edmonton Garrison Policy. Amounts for authorized rates are found in the Standing Minutes.

SECTION TEN - BAR OPERATIONS

10.01 GENERAL

- (1) In keeping with the existing regulations concerning the operations of Messes, as contained in NPF directives, certain regulations are necessary that apply specifically to the Mess.
- (2) The Mess must make every attempt to purchase goods and amenities through CANEX. CANEX must be given the first right of refusal and be given every opportunity to provide the product with competitive prices.

10.02 BAR HOURS

- (1) The Mess is licensed under the AGLC and, therefore, shall adhere to the permissible hours outlined in the Provincial Liquor Licence Act and follow all regulations contained therein.
- (2) Bar hours will be reviewed annually by the MEC on recommendation by the Mess Manager to ensure they meet the needs of the membership and the financial situation of the Mess.
- (3) Bar hours shall be permanently displayed on the Notice board and at the front of each bar.

10.03 EXTENSION OF BAR HOURS

- (1) An extension of bar hours may only be granted to a maximum of one (1) hour provided the sales meet the specified limit and the staff are willing to work the additional time. The person authorizing the extension shall be present during the extended period. The Mess shall be vacated by members and guest one (1) hour after the bar closes.

10.04 PRICE LIST

- (1) A current price list of all commodities shall be permanently posted at the bar.

10.05 SERVING OF INTOXICANTS

- (1) All Mess staff have been trained and verified under the Alberta ProServe Program.
- (2) Serving and consumption of intoxicants are subject to all Federal, Provincial and Municipal Laws.
- (3) Mess staff may refuse to serve any person who is, or appears to be, intoxicated or any person who may cause damage/harm to themselves or others. In addition, no one under the age of 18 years will be permitted to purchase or consume alcohol in the Mess.

10.06 PAYMENT FOR PURCHASE

- (1) The following methods of payment will be accepted for bar purchases:
 - (a) Cash;
 - (b) Debit or Credit (Note: cash back from cards is not possible); and
 - (c) Bar Chit (for military members).

SECTION ELEVEN – DRESS

11.01 DRESS STANDARD

(1) The Mess Dress Code serves as a standard and a guide to mess members and their guests, the basic tenets of which should be adhered to at all times. These basic tenets include: respect for the Mess, its culture and traditions; respect for the other members and guests of the mess; and, self-respect and courtesy of the individual.

(2) To assist members and guests, clothing categories have been codified with examples of when these categories would take effect. This Code will be posted within the Mess.

11.02 DRESS CODE

Category	Attire	Shoes	Accessories	Occasion
Formal	<ul style="list-style-type: none">• Mess Dress (Military only)• <u>Morning</u>: Morning coat with waistcoat and formal striped trousers• <u>Morning</u>: Business-style dress, or skirt with blazer, or pantsuit (morning)• <u>Evening</u>: Tuxedo, dinner jacket, or dress coat with white shirt/blouse and matching trousers with satin stripe• <u>Evening</u>: Formal (floor length) evening or ball gown, or dressy cocktail dress	<ul style="list-style-type: none">• Oxfords• Heels• Dressy flats	<ul style="list-style-type: none">• Military: In accordance with military trade/unit specific mess dress customs/regs• Tasteful jewelry• Cuff links and shirt studs (with tuxedo shirt)• Ascot, black bowtie, white bowtie (with dress coat, according to time of day or as specified)• Cummerbund or waistcoat (with dress coat)• Pocket square, pocket watch (optional)• Formal cape (optional)• Long or short gloves (optional)	<ul style="list-style-type: none">• Mess Dinners or mixed dining-ins• Balls• Some weddings• As specified
Business formal	<ul style="list-style-type: none">• Dark business suit with dress shirt• Pantsuit• Business-style dress with optional jacket• Dressy cocktail dress	<ul style="list-style-type: none">• Heels (low or high)• Dressy flats• Oxfords or other dress shoes/boots	<ul style="list-style-type: none">• Conservative necktie (with suit)• Tasteful jewelry• Cuff links (optional)• Stockings (optional)• Belt (with dress pants)• Pocket square (optional)• Clutch, small shoulder bag (optional)	<ul style="list-style-type: none">• Gala dinners• Presentation dinners• Awards ceremonies• Some conferences and seminars• Some weddings• As specified

			<ul style="list-style-type: none"> • Shrug or shawl (optional) 	
Semi-formal	<ul style="list-style-type: none"> • Cocktail, midi or maxi dress • Business suit, pantsuit or jumpsuit • Suit jacket or blazer with dress pants and tucked-in dress shirt • Dressy separates 	<ul style="list-style-type: none"> • Heels or pumps • Oxfords or other dress shoes/boots • Dressy flats • Dressy loafers • Strappy sandals • Dressy lace-up shoes (not runners) 	<ul style="list-style-type: none"> • Necktie (with suit) • Tasteful jewelry • Cuff links (optional) • Stockings (optional) • Belt (with dress pants) • Pocket square (optional) • Clutch, small shoulder bag (optional) • Shrug or shawl (optional) 	<ul style="list-style-type: none"> • Dances • Conferences • Corporate events • Some weddings • Shows and performances • Cocktail parties • As specified
Business casual	<ul style="list-style-type: none"> • Suit, lounge suit, blazer or sports jacket (optional) with tucked-in collared shirt and slacks or khakis • Trousers or knee-length skirt with optional jacket, and blouse or shirt with collar • No jeans • No athletic wear 	<ul style="list-style-type: none"> • Same as semi-formal 	<ul style="list-style-type: none"> • Same as semi-formal, but with necktie optional 	<ul style="list-style-type: none"> • Business luncheons • Networking events • Some conferences • Wine and Cheese events • Business meetings • Retirement send-off or DwD • As specified
Smart casual	<ul style="list-style-type: none"> • Collared shirt or golf shirt, blouse or dress sweater • Casual dress/skirt or pants/khakis • Dress shorts • Jeans (not ripped or overly distressed) • Solid-colour t-shirts with no lettering • No tube tops, crop tops or tank tops • No sport shorts, hoodies or sweatpants • No leggings, unless underneath dress or long shirt 	<ul style="list-style-type: none"> • Any nice shoe/heel/strappy sandal/boot/deck shoe in good condition (socks optional) • No running shoes • No flip-flops, hiking sandals, or Birkenstocks 	<ul style="list-style-type: none"> • Belt (with pants) • Handbag, shoulder bag or waist bag (optional) • Scarf or pashmina (optional) 	<ul style="list-style-type: none"> • TGIT/TGIF • In the lower bar during normal weekday bar hours • While using the mess to eat a meal, read, study, watch a game or conduct work • As specified

Relaxed	<ul style="list-style-type: none"> • Appropriate shirt/ t-shirt, and pants/ skirt/cargo shorts/ leggings • No sport shorts or crop tops 	<ul style="list-style-type: none"> • Footwear in good condition • No flip-flops 	<ul style="list-style-type: none"> • Handbag, shoulder bag or waist bag (optional) • Scarf (optional) 	<ul style="list-style-type: none"> • Unit BBQs • Family Days • Unit mug-ins/mug-outs • As specified
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11.03 DRESS REGULATIONS

(1) All forms of military dress are approved to be worn in all locations of the Mess. However, the officer should always comply with the ordered dress state of the function they are attending. In accordance with normal military protocol, mixed military and civilian attire is prohibited.

(2) The Dress Code applies to serving officers when in mufti (civilian dress worn by a military member), as well as associate/honorary members and all guests of the Mess.

(3) Shirts and footwear must be worn at all times.

(4) Generally, outdoor clothing, such as overcoats, gloves, and winter scarves, should not be worn in the Mess and should be stored in the cloak room while attending the Mess.

(5) No headwear should be worn in the mess, unless it is of a religious nature or sanctioned by the CAF or the PMC.

(6) Other forms of dress or types of clothing not included above may be worn if approved by the PMC. In the absence of the PMC, the item(s) may be worn as long as it is appropriate to the occasion and demonstrates respect and decorum towards the Mess and its members.

(7) Mess members and their guests should be clean, well-groomed, and presentable, always demonstrating respect and decorum towards the Mess and its members. Any member or guest in violation of the Dress Code or mess decorum may be asked to leave the premises by the Commander, PMC, Vice PMC, a MEC member or the senior-ranking officer present at the Mess. Generally, the enforcement of the Dress Code is the responsibility of the MEC.

(8) Standards of dress shall be determined by the MEC in consultation with the GSM and with approval of the Commander or their designate. Dress regulations will be posted within the Mess.

11.04 EXCEPTIONS TO THE DRESS CODE

(1) Festive wear, themed attire, cultural garb or costumes deviating from the Dress Code may be approved by the PMC for special events (e.g. distressed jeans and cowboy hats for a Western-themed event in the upper bar, or indigenous headdress at a cultural event).

(2) Athletic wear and unit PT gear may be approved on special occasions by the PMC, such as a unit sports day or BBQ.

SECTION TWELVE - DEPARTMENT AND DISCIPLINE

12.01 DEPARTMENT

(1) Members of the Mess are expected to conduct themselves in an appropriate manner that reflects credit upon themselves and the CAF at all times. It is the responsibility of every member of the Mess to read and be familiar with the content of the Mess Constitution and By-laws. Mess members are additionally responsible for the conduct of their guests.

12.02 DISCIPLINE

(1) In the absence of the PMC or Vice PMC, the senior member of the Mess shall be responsible to the chain of command. The maximum extent of the member's involvement will be to have the member removed from the Mess in the event the individual refuses to cooperate. Whether or not the Military Police (MP) are involved, the PMC will be notified at the earliest opportunity of the incident.

(2) The Bar Supervisor and/or the Mess Manager, if not assisted by a Mess member, will refer disciplinary problems to the Military Police for action.

(3) Within 24 hours of any disciplinary incident, the PMC will make a full report through the Commander.

(4) The PMC through the Commander or their designate is responsible for the discipline within the Mess. Unacceptable behavior must be reported and dealt with in a timely manner. The PMC may impose restricted privileges on any member for a maximum of up to thirty (30) days for conduct unbecoming. Punishment over thirty (30) days shall require the approval the Commander or their designate.

(5) The PMC shall prepare a report in writing to the Commander outlining the recommended disciplinary action and the reason for such action. On approval of the Commander, the PMC is to inform the member in writing of the outcome of the suspension of Mess privileges and the rights of member. A copy shall be kept on file with the Mess Manager.

(6) An indefinite suspension of Mess privileges may be given to any member or guest of a member for their conduct by the Commander or their designate upon written recommendation from the PMC.

(7) Members shall have the right to a separate audience with the MEC and the Commander or their designate, to appeal any disciplinary action taken against them under the terms of this publication. All Mess members and guests shall behave in a manner expected of a CAF member. It is the responsibility of each member to be familiar with the rules and regulations outlined on this publication.

(8) Mess staff shall not be censured directly by members. Complaints may be made orally or in writing to the PMC. No member will give orders to the employees of the Mess. Discipline for Mess staff lies with the PSP Manager and Commander or their designate.

SECTION THIRTEEN - SUGGESTIONS AND COMPLAINTS

13.01 SUGGESTIONS

(1) Any suggestions will be submitted in writing or by email to the PMC or another member of the MEC.

13.02 COMPLAINTS

(1) Complaints shall be made in writing or emailed to the PMC. They may also be recorded on the suggestion book located in the Mess. Verbal complaints also need to be followed with written confirmation to the PMC by either a letter or email.

SECTION FOURTEEN - MESS EMPLOYEES

14.01 EMPLOYMENT

(1) All civilian Mess employees are NPF employees that fall under the jurisdiction of the PSP Manager. The Mess Manager is responsive to the PMC but responsible to the PSP Manager. All other Mess staff is responsible to the Mess Manager.

14.02 MESS STAFF

(1) The Mess staff consists of the following individuals:

- (a) Mess Manager;
- (b) Bar Supervisor;
- (c) Admin Assistant; and
- (d) Bartenders.

(2) Just as the Mess Staff are expected to treat Mess members with courtesy, respect and professionalism, the Mess members shall also treat the Mess Staff with the utmost respect and professionalism, reflecting the best qualities of Canadian society. Non-compliance with this principle will be dealt with swiftly and seriously by the PMC, Mess Manager and the Commander or their designate.

14.03 CONDUCT

(1) While on duty, no Mess employee shall consume intoxicants. All employees shall conduct themselves in a professional and courteous manner.

14.04 CONFLICT OF INTEREST

(1) No employee shall receive any profit or advantage by reason of their association with the Mess.

(2) Employees shall be prohibited from having any personal or financial interest in purchase, profits, or from receiving any advantages by reason of their connection with the Mess.

(3) When any direct or indirect profit or advantage may develop upon an employee by reason of any connection whatsoever as a shareholder of a corporation, or when such employee has any vendor's business from which purchases by the Mess may be made, they shall disclose the particulars thereof to the Mess Manager who shall determine if the employee should have their employment terminated.

14.05 RAFFLES AND PROMOTIONS

(1) No employee shall enter into a raffle or promotional activity within the Mess. No employee shall accept any offering from vendors or suppliers.

SECTION FIFTEEN - ANIMALS/PETS

15.01 RESTRICTIONS

(1) Animals shall not be permitted in the Mess or on the Mess premises at any time.

15.02 EXCEPTIONS

(2) The only exception where an animal/pet is permitted within the Mess or on the Mess premises is for medical reasons, such as a "Service Animal".

SECTION SIXTEEN - PARLIAMENTARY RULES

(1) A motion is a proposal that the Mess take action, or that it expresses itself as holding certain opinions. A motion may be made by any member of the Mess except the PMC. To make a motion, a member must first obtain recognition from the PMC, by standing and waiting until acknowledged by them. If two (2) or more members rise at approximately the same time, the PMC must use their discretion as to which member was recognized first.

(2) Prior to making a motion, the member should have formulated the correct wording of the proposal they wish to bring to attention of the meeting. They say, after being recognized or obtaining the floor, "I move that ..." For the sake of absolute accuracy, a motion may be put in writing and handed to the secretary. Whatever the practice, it is necessary that the exact wording of the motion be understood by all. To make this clear, the PMC must repeat the motion, inquiring from the proposer if the meaning is correct.

(3) A motion must be seconded before it may be considered. In other words, the proposal must interest at least two (2) members of the meeting. If a motion is seconded, no action is required of the PMC, but, for the sake of fairness to all, the PMC may say, "It has been moved by so and so, is the motion seconded?" if no seconding is forthcoming the PMC says, "The motion cannot be considered" and proceeds with business as before.

(4) Seconding a motion is expressing approval and interest, at least for the purpose of discussion, by one member other than the proposer. It is customary for the proposer to rise, but is not necessary for the seconder to do so, although in a large crowd it may be advisable.

(5) No motion is in order which conflicts with the avowed object or purpose of the Mess or concerns a subject over which the Mess has no jurisdiction.

(6) When a motion has been made, the PMC must consider it to determine whether it is in order for the presentation for discussion by the meeting. This may be done before, or after, it has been seconded. If the PMC considers a motion in order, they will repeat it to the those assembled and ask for discussion of the proposal. If the PMC considers the motion out of order, it will be ruled as such with explanations given by the PMC.

(7) Unless ruled out of order by the PMC, a motion proposed and seconded is announced to the assembly and becomes the subject of discussion and decision. Until that time, it will not be discussed or acted upon. When proposed, seconded and stated by the PMC, a motion cannot be withdrawn or ignored except where the original mover asks permission from the assembly. No other member can ask to have a motion withdrawn.

(8) All motions are decided by majority vote (by show of hands, ballot, etc.) of the ordinary members present. This is interpreted to mean more than half of the votes cast. Because of this interpretation of the meaning of majority, equal votes defeat a motion. The PMC may exercise their own vote but as a general rule they refrain from doing so. Except for their vote as an ordinary member, they do not have an extra or casting vote in the event of a tie.

(9) Motions are of two kinds, main and secondary. An understanding of this simple but sometimes confusing distinction is essential for good parliamentary procedure.

(a) Main Motion. A main motion is one which introduces a subject to the assembly. It is debatable and amendable: that is to say, the opinion of those present may be expressed in regard to it, not only by their vote, but also by their words. Expression of opinion by members in orderly debate serves the purpose not only of clarifying the issues, but also influencing undecided members. It is quite proper for any member in favour of a motion to present all the arguments as persuasively as possible. The opponents have the same privilege. Only the PMC must remain impartial.

(b) Secondary Motion. In most instances, a main motion will be proposed, seconded, discussed and voted upon without any further complications. But this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted upon, or other circumstances may occur which make the main motion inadmissible. The questions and circumstances are referred to as secondary motions and may take the form of:

(i) An amendment to the original motion or an amendment to an amendment; or

(ii) A motion to defer the subject of the original motion temporarily or indefinitely, refer the subject of the original motion for further study, and limit time for debate of a motion.

(c) Such motions must be considered and voted upon before action can be taken on the main motion.

(10) Nominations at a Mess Meeting are normally made from the floor, no seconder is required. In some Messes, nominations are proposed by a nomination committee, but in such cases, additional nominations can be made from the floor. Before closing nominations, the PMC should inquire if there are any further nominations, and if there is no response, they then declare the nominations closed, in some Messes nominations are closed on a motion from the floor, but such a motion is not in order until reasonable time has been given. It is preferred that the PMC declare nominations closed when they are satisfied that there are no further nominations.

Signatures for EGOM constitution

M. Smith
Capt
Acting PMC

Date

☒ Recommended ☐ Not Recommended

K. Brunton
Snr PSP Manager

Date

APPROVED

R.D. Dove
Col
Commander

Date