



**CFB ESQUIMALT OFFICERS' MESS CONSTITUTION AND BY-LAWS
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CONSTITUTION

NAME

1. The name of the institution shall be the Canadian Forces Base Esquimalt Officers' Mess, hereinafter referred to as the "Mess" and includes the Naden Wardroom and the Work Point Gunroom. The latter will operate as an adjunct to the Naden Wardroom, primarily, but not exclusively, for the purposes of serving the Officers undergoing training in the Work Point footprint.

AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The Mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Armed Forces and the instructions contained in this Constitution and amplified in the By-Laws.

PURPOSE, ROLE, AND PRINCIPLES

3. The Mess shall provide entertainment, goods, services, and amenities for the purpose of building "esprit de corps" and comradeship:

- a. Role. The Mess has a vital role in fostering the traditions of the Canadian Armed Forces and in particular the customs and traditions of the Royal Canadian Navy. Therefore, wherever feasible and desirable, Naval customs will be used and practiced in the Mess.
- b. Values. A fundamental concern of the Mess is the strength and vitality of its ethical culture, and that it fulfills needs of its members in a manner consistent with society's fundamental values and is committed to the principle of respect for the dignity of all persons.
- c. Discrimination. The Mess is committed to the principle of equity and inclusion and shall prohibit any discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

MEMBERSHIP

4. The Membership of the Mess shall consist of Ordinary, Associate, and Honorary Members as defined in the Personnel Support Program Policy Manual, as amplified below.

- a. Associate Members. Expanding on the delineations in the Personnel Support Policy Manual:
 - (1) Retired/Working. As set out in general descriptions in the Personnel Support Policy Manual of those formerly or currently associated or designated as associated with the Department of National Defence. Approval may be done by the Mess Executive, and not normally subject to yearly review.
 - (2) Social – Individual. Persons other than Retired/Working, who may be admitted to the membership for a term not exceeding one year (without prejudice to the renewal thereof for further one-year terms), upon the recommendation of the Mess Committee, the majority vote of those present at a general Mess meeting and the approval of the Base Commander. The number of members shall not exceed 25 percent of the normal maximum Ordinary Membership.
 - (2) Social – Community. Organizations in the Greater Victoria Area that support and reflect the values of the CAF and the Mess may apply for Community membership of up to four members of the organization for a term not exceeding one year. The number of members shall not exceed 25 percent of the normal maximum Ordinary Membership.

b. Honorary Members. Intended to recognize an individual's position or contribution to the nation or to the military services, or members of other military Messes, by providing opportunities for the occasional use of messes.

(1) Honorary membership may be extended for a term not to exceed one year (without prejudice to renewal of membership for further one-year terms), upon the recommendation of the Mess Committee, a majority vote of those present at the general Mess Meeting, and the approval of the Base Commander;

(2) Honorary Captains(N) and Colonels, and sponsors of HMC Ships will be granted Honorary membership status unless they already hold one of the above-mentioned membership statuses; and

(3) Canadian Armed Forces Members that are members of other Messes (e.g. – HMC Ships and Submarines, or any other formation, base, or unit) may make occasional use of the CFB Esquimalt Officers' Mess.

MESS COMMITTEE

5. The Mess shall be administered by a Mess Executive and Mess Committee and shall be comprised of Members elected by and from the Ordinary Membership of the Mess at a general Mess meeting or appointed by the Base Commander or PMC.

6. The Mess Executive and Mess Committee shall consist of:

a. Mess Executive:

(1) President (PMC), BADMO, or another Officer appointed by BCOMD;

(2) Vice-President - Naden (VPMC - Naden), normally elected but may be appointed by PMC; and

(3) Vice-President – Gunroom (VPMC – Gunroom), normally appointed, senior Officer in HMCS *Venture* due to its role in developing junior Officers in the training system, or other Officer appointed by PMC.

b. Mess Committee:

(1) Secretary;

(2) Finance Officer;

(3) Entertainment Officer;

(4) Bar Officer;

(5) Membership Officer;

(6) Communications Officer; and

(7) Infrastructure Officer (designated Engineer).

c. Ex-Officio. The following individuals may be invited to attend the Mess Committee meetings, without voting privileges:

(1) Base Food Services Officer;

(2) Non-Public Property Accounting Administrator; and

(3) Mess Managers, Naden and Gunroom.

d. Sub-Committees may be formed for specific reasons, under the Chair of a Member of the Mess Committee, with membership coming from the Mess at large.

7. The duties and responsibilities of Executive and Committee members shall be as set out in the By-Laws.

MEETINGS

8. Mess meetings shall be held as follows:

- a. Mess Committee meetings once per month;
- b. General Mess meetings at least once during each six-month period; and
- c. Sub-Committees will meet as required to deal with specific matters in detail.

9. A general Mess meeting or extraordinary Mess meeting may be called at any time by the Base Commander or the PMC. Ordinary members may request an extraordinary Mess meeting to deal with specific matters that are considered urgent, provided a request is submitted in writing from at least 25 percent of the Ordinary members, to consider:

- a. the budget and other financial matters;
- b. proposed Mess activities;
- c. the election of Members to the Mess Executive and Committee;
- d. renewal of Social Associate and Honorary Members;
- e. constitutional changes; and
- f. any other business concerning the Mess.

10. Mess Committee Meetings will normally be held monthly to consider:

- a. proposals for amendments to the Constitution and By-Laws;
- b. the budget and other financial matters;
- c. proposals for capital expenditures;
- d. Mess activities;
- e. matters concerning the operation of the Mess; and
- f. any other matters concerning the operation of the Mess.

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

11. Proposals to amend the Constitution or By-Laws are to be made in writing to the Secretary. A proposed amendment to the Constitution or By-Laws shall be promulgated for at least five (5) working days prior to a General or Extraordinary Mess Meeting.

PRECEDENCE

12. None of the rules or provisions contained in this Constitution shall be deemed to contravene any instructions having precedence over this Constitution. Should any rule or provision contravene or conflict with instructions issued by higher authority for the operation of this Mess, the Mess Committee shall cause the pertinent rule or provision to be summarily repealed or amended as applicable.

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BY-LAWS

BY-LAWS

1. These By-Laws amplify the principles and policies given in the Constitution and set forth additional regulations for the Mess to assure the Membership an effective and desirable Mess operation. Proposals to amend the By-Law are to be made in writing to the Secretary. A proposed amendment to the By-Laws shall be promulgated for at least five (5) working days prior to a General or Extraordinary Mess Meeting.

MESS EXECUTIVE AND COMMITTEE

2. The Mess Executive and Mess Committee shall be comprised of Members elected by and from the Ordinary Membership of the Mess at the first General Mess Meeting of the new NPP Fiscal Year. Full duties are laid out in Annexes B through K. In general:

a. Term. Members will normally serve a two-year term, and may be re-elected at consecutive general Mess meetings, or appointed by the PMC as necessary. There is no limit to the number of times a member may be re-elected, although to develop experience amongst the Mess membership, Executive and Committee members are encouraged to solicit for their respective replacements within two terms.

b. Temporary Appointments. The PMC may appoint members to fill vacancies that arise between the Fiscal Year GMMs. Such appointments expire at the first general Mess meeting of the new Non-Public Property Fiscal Year; and

c. Co-chairing. For contingency and developmental purposes, the Executive may authorize co-chairing of Committee positions with regularly occurring duties that would require a stand-in in the event of their absence (i.e., a Communication Officer may have a co-Communication Officer that would learn the role through assisting in the carrying out of positional duties and would be able to act as the Communication Officer in the event of his or her temporary absence).

SUB-COMMITTEES

3. The PMC may appoint Sub-Committees formed for specific reasons (e.g., By-Laws Review Sub-Committee), under the Chair of a Member of the Mess Committee, with membership coming from the Mess at large.

MEMBERSHIP

4. The responsibilities and privileges of membership categories will be administered by the Mess Executive:

a. Ordinary Members. Ordinary Members shall exercise control over Mess operations and shall enjoy all privileges of the Mess. They have the right to vote, hold office, attend Mess meetings and propose motions, and sponsor guests and Social Associate members. Additionally:

(1) Events. Entitled to attend any function, which is totally or partially supported by Mess funds, limited only by the space available for the function (this entitlement does not necessarily include official functions, which are funded by Official Entertainment allowances, which may have a limited invitation list). Officers in ships' Wardrooms are considered as having the same privileges as Honorary Members regarding events;

(2) Complimentary Membership. A gratis twelve-month membership may be offered to any Ordinary Member retiring from the Mess, or any Officer who moves back to Vancouver Island after retiring from a unit in a different geographical region. After twelve months, the Member may be invited to apply for membership as a Retired Associate; and

(3) Transferring Membership. Upon the death of an Ordinary Member, a surviving spouse will be given a complimentary twelve-month Associate membership in their name. The surviving

spouse will be extended the offer to continue their Associate Social Membership thereafter under normal terms with automatic sponsorship of the Wardroom Mess Executive.

b. Associate Members. Associate Members of all categories shall be accorded the privileges of the Mess, but do not attend Mess Meetings, nor hold any voting committee position, although they may be invited to assist the committee or a sub-committee. Additionally:

(1) Events. They may attend Mess functions space permitting. They may be charged an entertainment subsidy over and above the cost paid by an Ordinary Member. Associate Members may only sponsor a maximum of two guests at Mess functions without permission of the PMC.

(2) Application. For members other than Ordinary, the Mess shall conduct a review of applications to ensure that the applicant is of good character, absent of any actions inconsistent with the Canadian Human Rights Act and other government policies, and whose attitude reflects the core of the Statement of Defence Ethics, and of respect for all persons:

(a) Retired/Working Associate Membership. May be granted upon application to the Membership Officer, contingent upon approval by the Mess Executive and Committee;

(b) Social Associate Membership - Individual. For terms not exceeding one year. Must be sponsored by an Ordinary Member. When an application is received by the Membership Officer, it will be considered by the Mess Executive. If approved by the Mess Executive, the applicant may be given temporary Associate-Individual membership until the next general Mess meeting at which time applicant members will be subject to confirmation by a majority vote; and

(c) Social Associate Membership - Community. For terms not exceeding one year. Must be sponsored by an Ordinary Member. When an application is received by the Membership Officer, it will be considered by the Mess Executive. If approved by the Mess Executive, the applicant may be given temporary Associate-Community membership until the next general Mess meeting at which time such members will be subject to confirmation by a majority vote.

(3) Transferring Membership.

(a) Associate-Individual. Upon the death of an Associate-Individual, the remaining Mess subscription of the deceased member shall be automatically applied to an Associate-Individual membership in the name of a surviving spouse, with a complimentary six-month extension to the paid membership term. The surviving spouse will be extended the offer to continue their Associate-Individual membership thereafter under normal terms, with automatic sponsorship of the Wardroom Mess Executive (a surviving spouse may instead request to have the remaining prepaid Mess subscription refunded).

(b) Associate-Community. Memberships are not transferrable.

(4) Subscriptions. The Mess may require payment in advance for all Associate subscriptions.

c. Honorary Members. Honorary Members and members of other military Messes (e.g. – HMC Ships and Submarines, or any other formation, base, or unit) may make occasional use of the Mess but shall not serve in any capacity, pay subscriptions, or attend meetings. If they wish to make ongoing and regular use of the Mess, they would be expected to apply for Associate Membership:

(1) Events. May make occasional use of Mess facilities and attend Mess functions space permitting:

(a) Guests. They may also sponsor up to two guests at Mess functions without permission of the PMC;

(b) Attending functions. They may attend organized Mess functions; and

(c) Costs. When attending they shall be charged an entertainment subsidy over and above the cost paid by an Ordinary Member.

(2) Transferring Membership. Honorary Membership is not transferrable amongst individuals.

e. General responsibilities. Lists of Members shall be maintained by the Mess Office.

(1) Ordinary Members. Are required to complete an IN or OUT routine according to Base procedures and, in addition, to keep the Mess Office and/or accommodation desk informed of any change in status, such as change of primary unit/workplace (including contact information, change in rank, temporary absences, and change of home contact information); and

(2) Associate, Honorary. Are expected to keep the Mess informed on a change of status or address/contact information.

SUBSCRIPTIONS

5. Mess subscriptions for Ordinary and Associate Members shall be set annually at the first general Mess meeting of the new Non-Public Property Fiscal Year. Such assessments will normally include:

a. an entertainment fund;

b. a Mess improvements fund; and

c. a testimonial fund (members posted to CFMETR shall pay only into the testimonial fund).

TRADING ACTIVITY

6. a. Prices of merchandise and gross profit ratio shall be set by the Mess Committee;

b. Hours of operations shall be set by the Mess Executive;

c. Sales may be through cash, credit card, or debit card;

d. Personal cheques shall not be accepted;

e. The PMC, or either VPMC have authority to keep the bar open after normal operating hours; and

f. The provisions of the British Columbia laws and regulations. Additionally, the sale of alcoholic beverages for consumption outside the Mess is not permitted.

MESS ENTERTAINMENT

7. Use of the Mess for events will be balanced between the requirements for official hospitality duties, command/base functions, Mess functions (provided they are for direct benefit to its members), and sponsored (non-Mess) functions, which shall always be considered the lowest priority. The priority for reserving space for events:

a. Official hospitality events. Those for which a Hospitality Request has been approved IAW DAOD 1017-0, Hospitality in Canada and FAM Chapter 1017-1 Hospitality Expenditures. The Mess should not generate profit from public disbursements for official hospitality events. Therefore, standard event fees, markups, and surcharges are normally waived, at the discretion of the PMC, especially in support of official protocol for foreign dignitaries. However, all incremental costs incurred to host such events shall be borne by the public and must be duly accounted for by event planners and N02 VP;

b. Command/Base functions. Those for which the host is the Commander, Maritime Forces Pacific, or Base Commander. A Command/Base function is a publicly sanctioned function and therefore service staffs are on duty, overtime hours for civilian staff are paid by the Crown, and any service band will perform without charge;

c. Mess functions. Those organized and operated by the Mess Entertainment Committee, on behalf of the PMC and the Mess Committee. The cost of a Mess function is covered by Mess entertainment funds, and, if required, by those Members present. Such functions are open to Ordinary Members and their guests and may be open to Associate and Honorary Guest Members and their guests, and members of other Messes, on a space-available basis. An entertainment charge may be levied against Retired/Social Associate and shall be levied Honorary Guest Members and members of other Messes and their guests;

d. Private non-member functions. Those for which the host is normally a Member of the Mess. Surcharges will not be waived, and all actual costs shall be paid;

e. Unit functions. Those unit Command endorsed functions such as unit, branch, or section functions, or Departure with Dignity. The PMC has the authority to waive the surcharge once per year per unit within the MARPAC Formation unit, branch, section, or Departure with Dignity functions, however all actual costs shall be paid;

e. Out-of-Service functions. The Formation/Base Commander or the PMC may exercise discretion to authorize the use of the Mess by Out-of-Service groups in order to meet public social obligations or to benefit community relations. At the discretion of the PMC, surcharges may be waived for registered charities, not-for-profit organizations, celebrations of life, or matters of extraordinary circumstance;

f. Entertainment Planning. Annually, at the first general Mess meeting of the new fiscal year, the Mess Committee will present an outline of entertainment events:

(1) Functions utilizing Mess entertainment funds shall be conducted within the general budget limitations approved at the general Mess meeting; and

(2) Any requirement for additional expenditures for functions over and above the approved budget shall first receive the approval of the PMC, or in the absence of the PMC, the VPMC. In the latter case, this approval shall be made known to the PMC at the earliest possible opportunity by the VPMC or the Entertainment Officer. Additional expenditures shall not exceed 10 percent of the approved budget.

g. Bookings.

(1) Official hospitality, Command and Base functions. Normally directed by the appropriate authority insofar as time and place are concerned. The Mess Manager shall inform the PMC of such bookings;

(2) Mess functions. Made by the Mess Entertainment Committee;

(3) Private non-member functions. Arranged through the Mess Manager, after which the PMC/VPMC is to be consulted for approval, as required. The Mess Manager may approve, on behalf of the PMC and schedule permitting, all functions sponsored by Members that are intended for Officers only (unit/section functions, etc.). The Mess Manager will forward the following for approval:

(a) PMC: all requests for mixed rank functions;

(b) VPMC (Naden or Gunroom as appropriate): functions involving large number of civilians (such as weddings, reunions, etc.); and

(c) VPMC (Naden or Gunroom as appropriate): functions sponsored by members but primarily for outside organizations or groups (sports, recreation, or service clubs, etc.).

MESS BILLS

8. All members are responsible for the full payment of their monthly or annual bill in accordance with current regulations:

- a. Ordinary members. Shall pay their Mess bill by pay allotment. It is the member's responsibility to ensure that they clear out from the mess when they conduct their out routine (a maximum of six months of subscription dues will be refunded to members who omit to clear out from the mess in a timely manner);
- b. Associate members. Shall pay in full no later than 1 January of the calendar year. If no payment is received by 1 March of the calendar year, the Membership may be revoked. Fees will be pro-rated for those who join after 1 January; and
- c. Arrears. The Mess Manager(s) will track membership rolls for compliance. Managers shall report members in arrears to the Membership Officer. Non-payment of Mess bills may result in restriction or suspension of Mess privileges, or other administrative action.

BANKING

9. Floats and petty cash funds may be established at various Mess outlets and offices in accordance with current regulations and the approval of the Mess Committee. Bank accounts and arrangements, including signing authorities and security of Non-Public Property, will be carried out as required by Non-Public Property and Department of National Defence security policies and directives.

MEETINGS

10. The conduct of meetings, including motions, nominations and voting at an Extraordinary/General Mess meeting or a Mess Committee meeting, is contained in detail within the PSP Policy Manual. Generally:

- a. Notice.
 - (1) General Mess meeting. Notices shall be published, at least five (5) working days prior, notice of a Special/General Mess Meeting, and provide an invitation to members to submit items for discussion. The approved agenda will be published at least two working days before the meeting;
 - (2) Extraordinary Mess meeting. Notices shall be published not less than two (2) working days in advance of the meeting; and
 - (3) Mess Committee meeting. Notices shall be communicated to committee members not less than forty-eight (48) hours in advance of the meeting.
- b. Quorum. The attendance of all Ordinary Members is expected at all general Mess meetings, unless military duties preclude. The PMC may declare the percentage of Members present provide a quorum, subject to later approval by the Base Commander;
- c. Order of Business. The budget, elections, nominations for Honorary Membership, etc., should be discussed under New Business. The PMC may adjust the order of items if necessary; and
- d. Voting. In-person meetings will normally be conducted by roll-call (show of hands). If necessary, electronic voting may be conducted with procedures laid out by the Mess Executive. Proxy votes are not permitted.

COMMUNICATIONS

11. a. Mess Notices. Notices may be sent to members through the mail, regular and electronic,

through social media, and posted on notice boards; and

b. Private Notices. Posting of private notices must be cleared with the Mess Manager.

DISCIPLINE

12. Each Member is responsible for ensuring propriety of conduct and the observation of the requirements of good companionship:

a. Observance of Regulations. All service regulations are to be observed with respect to the use of the Mess and the conduct of Members. In the absence of the PMC or the VPMC, the senior officer present has a particular responsibility for the close observance of regulations in the Mess;

b. Restricting Privileges. The PMC may restrict the privileges of any Mess Member for misconduct or infraction of any order or regulation with respect to Mess life. The PMC will report such restrictions to the Member's Commanding Officer and the Base Commander;

c. Pets. Except for designated assistance animals, no animals are permitted in the Mess; and

d. Bar Operating Hours. On application, bar operating hours may be adjusted for Mess events with the permission of the PMC.

DRESS

13. A high standard of dress reflecting on the professional status of the Canadian Armed Forces and the Officer Corps is expected. Members are responsible for the standard of dress of their guests. Full dress standards are laid out in Mess Policy as published by the Mess Executive.

COMPLAINTS

14. Complaints regarding standards, conduct of Mess Employees or against other members shall be submitted in writing to the Secretary. Members shall not carry out any disciplinary actions on their own accord.

SUGGESTIONS

15. Members should feel free to discuss any matter of detail or principle with the Mess Manager, the appropriate Member of the Mess Committee or in writing through the Secretary.

GUESTS/ MIXED MESSING

16. Each member has a duty to make guests welcome, and particularly to assist in ensuring that guests of the Mess are suitably attended:

a. Member Responsibilities. Members may entertain guests in the Mess and at functions at their own expense subject to any restriction on numbers, times or locations which may be applied. Members will be responsible for the conduct of their guests and are to ensure that their guests conform to dress standards;

b. Alcohol. No alcohol shall be served to any person under 19 years of age. Guests under 19 years of age are not permitted to attend functions where alcohol is being served, except for designated family or special occasions; and

c. Mixed-Rank Functions. Other than for Mess-arranged mixed-rank functions, the PMC's permission is to be sought to entertain an NCM in the Mess. Members whose spouse is an NCM are to advise the PMC of this fact to establish an appropriate standing policy.

EXPENDITURES

17. The Mess shall prepare a budget, and resources shall be allocated for projects and purposes that will provide maximum benefit:

a. Budget. A Budget shall be prepared which indicates monthly the estimated revenues from each source and expenditures for each operation of the Mess. It shall be presented to the Membership for

- approval at the general Mess meeting immediately preceding the new NPP fiscal year. Deviations greater than 10 percent from the approved budget are to be tabled, explained, and accepted at subsequent general Mess meetings;
- b. General operations. Income shall be monitored, and expenditures shall be controlled in accordance with the budget;
 - c. Bar operations. The bars shall be self-supporting, and all profits from bar operations shall accrue to the Mess;
 - d. Income from functions. Income from an entertainment function, apart from bar profits, shall be used to defray the cost of the function;
 - e. Surcharges. To continue to maintain the standard of Mess decor, surcharges for use of the Mess and its facilities for Sponsored and Out-of-Service functions may be levied. Surcharges will be authorized in financial Standing Authorities, and credited to the Mess general revenue account;
 - f. Miscellaneous revenues. Monetary gifts, bequests, and miscellaneous revenue shall accrue to the general operating account unless a gift or bequest includes specific instructions as to the desired use of the monies; and
 - g. Out of pocket expenses. No one should be "out-of-pocket" because of work or purchases on behalf of the Mess. To this end, any member, including members of the Mess Executive, Committee and Sub-Committee, may be reimbursed for actual and reasonable expenses incurred because of performing an authorized Mess duty, on presentation of a statement to the Mess Manager. The PMC (or BCOMD in the case of the PMC) will review such statements and may demand an accounting from a member.

TOKENS

18. The Mess may establish funds for the betterment and care of its members, and to contribute to the community at large:

- a. Testimonial Fund. A Testimonial Fund is established for the benefit of the members of the Mess to provide appropriate recognition of retirements, postings, family grief or hospitalization. A monthly Testimonial Fund assessment, at a rate fixed from time to time by the Mess Committee, shall be charged to all Ordinary and Associate Members. Only Ordinary Members are expected to contribute towards the purchase of departure gifts on posting of Ordinary Members. Disbursement limits shall be set at a general Mess meeting; and
- b. Charity Fund. A Charity Fund Trust account is established for the purpose of making charitable donations to registered charities as recommended by the Mess Committee and approved by the Mess membership at a General Mess Meeting. A monthly Charitable Fund assessment, which is established as a fixed rate based on monthly mess membership subscriptions, shall be charged to all Ordinary and Associate members. Any disbursements made from the Charity Fund shall be reported yearly. Disbursement limits shall be set at a GMM.

MESS DINNERS

19. Procedures for Mess Dinners are outlined in Canadian Armed Forces policies. Modifications for local customs, traditions and variations may be approved by the Mess Executive (Mess sponsored dinners) or Commanding Officers (unit sponsored dinners).

BAR CARDS

20. The PMC, both VPMCs, and other Members of the Mess Committee, as authorized at a general Mess meeting, may use a bar/meal cards for official entertainment on behalf of the Mess. Authorized use is only allowable for hosting of notable guests at special events or functions and use of cards will follow the guidelines referenced in CDS financial administration of Non-Public Property and PSP policy for Non-Public

Property. Sales on such cards will be at cost price in accordance with current regulations and shall not exceed limits laid out in approved financial Standing Authorities.

(AFN 105 Chapter 36, PSP Manual Chapter 9-4, and CDS Delegation of Authorities for Financial Administration of NPP).

STAFF AND EMPLOYEES

21. The staff of the Mess includes service and civilian personnel and among the latter, both public service and Non-Public Property employees. The Mess Executive shall work with Canadian Armed Forces, Department of National Defence, and Canadian Forces Morales and Welfare Services/Personnel Support staffs and applicable governing regulations regarding staff and employment for positions such as:

- a. Mess Manager(s);
- b. Event Coordination;
- c. Office and Administration Clerk;
- d. Senior Bartender;
- e. Cocktail Servers;
- f. Bartenders;
- g. Lounge Servers;
- h. Clearing Staff; and
- i. Casual help.

WAGES

22. Salaries and wages will be set by Canadian Armed Forces, Department of National Defence, or Canadian Forces Morales and Welfare Services/Personnel Support Programs scales/collective agreements.

MESSING/FOOD SERVICES AND ACCOMODATIONS

23. DND food services, including designation of meal hours and locations, as well as the administration of DND accommodations, are managed by CFB Esquimalt, not by the Executive or Committee(s) of the Officers' Mess.

MESS PROPERTY

24. All public and non-public property of the Mess is to be maintained and accounted for in accordance with current regulations:

- a. Artefacts. The Silver Drums and certain trophies, artefacts, and valuable items of art, silver and crystal are to receive particular attention, and special arrangements are to be made by the Mess Manager concerning their display, use, and maintenance;
- b. Property. As a rule, Mess property is not to be removed from the Mess; and
- c. Borrowing. Requests to borrow decorative Mess property or other items are to be referred to the PMC.

ANNEX A
OFFICERS' MESS BY-LAWS
PMC TERMS OF REFERENCE

The PMC is responsible to the Base Commander and the Mess members for:

- a. ensuring the efficient administration and management of the Mess IAW the Wardroom Constitution and By-Laws, applicable Administration Orders, QR&Os, and other regulations and instructions which may be published from time to time;
- b. calling of Mess Committee and General Mess meetings at these meetings;
- c. providing direction to the Mess Manager;
- d. reviewing the minutes of each Committee or General Mess meeting and their presentation to the Base Commander for approval;
- e. supervising the Mess Committee members in the conduct of their duties;
- f. designating a replacement to assume the duties and responsibilities of an absent member of the Mess Committee, in liaison with the appointing authority of the Constitution;
- g. approving, or denying, requests for the use of the Mess;
- h. signing forms and requisitions for payments, purchases, wages, etc., except when otherwise delegated to the Mess Manager;
- i. endorsing the Mess annual and semi-annual supplementary budgets;
- j. maintaining the standard of discipline, dress, and deportment within the Mess;
- k. investigating unpaid Mess bills and, if necessary, reporting serious violations to the Base Commander; and
- l. assuming any other duties and responsibilities respecting the Mess, which may be assigned to by the Base Commander.

ANNEX B
OFFICERS' MESS BY-LAWS
VPMC – NADEN TERMS OF REFERENCE

The VPMC – Naden is responsible to the PMC with these duties:

- a. assisting the PMC in the performance of assigned duties;
- b. acting as the PMC in the PMC's absence in the Naden outlet;
- c. attending all Committee and General Mess Meetings;
- d. coordinating long-range development planning for the Mess;
- e. providing direction to the Entertainment Officer with respect to proposed functions to be held in the Naden outlet; and
- f. coordinating the Naden short- and long-term development requirements; and
- g. performing other Mess duties assigned by the PMC.

ANNEX C
OFFICERS' MESS BY-LAWS
VPMC – GUNROOM TERMS OF REFERENCE

The VPMC - Gunroom is responsible to the PMC with these duties:

- a. assisting the PMC in the performance of assigned duties;
- b. acting as the PMC in the PMC's absence in the Gunroom outlet;
- c. attending all Committee and General Mess meetings;
- d. coordinating long-range development planning for the Mess;
- e. providing direction to the Entertainment Officer with respect to proposed functions to be held in the Gunroom outlet; and
- f. coordinating the Gunroom short- and long-term development requirements;
- g. coordinating Gunroom operations and functions as required with the Gunroom Manager;
and
- h. performing other Mess duties assigned by the PMC.

ANNEX D
OFFICERS' MESS BY-LAWS
SECRETARY TERMS OF REFERENCE

The Secretary is responsible to the PMC, with these duties:

- a. notifying appropriate members of the time, place, and date of Mess and Mess Committee meetings;
- b. preparing the agenda for Mess and Mess Committee meetings and posting and distributing them as required by the Constitution;
- c. recording, reproducing, and distributing the proceedings of Mess and Mess Committee meetings;
- d. preparing and dispatching correspondence as the PMC directs; and
- e. performing other Mess duties assigned by the PMC.

ANNEX E
OFFICERS' MESS BY-LAWS
FINANCE OFFICER TERMS OF REFERENCE

The Treasurer of the Mess is responsible to the PMC, with these duties:

- a. assisting with preparation of the yearly budget;
- b. monitoring financial results in comparison to the budget;
- c. interpreting financial statements and advise the PMC on the financial condition of the Mess;
- d. conducting liaison with the Non-Public Property accounting;
- e. ensuring that the mess committee is aware of the financial implications of any decision;
and
- f. performing other Mess duties assigned by the PMC.

ANNEX F
OFFICERS' MESS BY-LAWS
ENTERTAINMENT OFFICER TERMS OF REFERENCE

The Entertainment Officer is responsible to the PMC, with these duties:

- a. planning and executing the annual Mess Entertainment program and budget;
- b. organizing and supervising an Entertainment committee;
- c. conducting meetings of the Entertainment committee and briefing the PMC on the results;
- d. briefing the PMC, the Mess Executive, and the Membership on Entertainment activities and issues;
- e. providing guidance to the Mess Manager and Events Coordinator for the preparation and distribution of the monthly calendar;
- f. providing guidance to the Mess Manager and Events Coordinator for the execution of Mess Entertainment events;
- g. providing input to the Mess Manager and Treasurer for the preparation of the annual Entertainment budget;
- h. providing direction and assistance to designated OPIs of Mess Entertainment functions;
- i. performing other Mess duties assigned by the PMC.

ANNEX G
OFFICERS' MESS BY-LAWS
BAR OFFICER TERMS OF REFERENCE

The Bar Officer is responsible to the PMC, with these duties:

- a. monitoring the bar profit margin;
- b. recommending the composition of bar stock and the selection of wines;
- c. recommending changes to bar operating hours; and
- d. performing other Mess duties assigned by the PMC.

ANNEX H
OFFICERS' MESS BY-LAWS
MEMBERSHIP OFFICER TERMS OF REFERENCE

The Membership Officer is responsible to the PMC, with these duties:

- a. maintaining membership lists in each of the approved categories;
- b. receiving and reviewing membership applications for subsequent approval by the Mess Executive or Committee;
- c. providing the first General Mess meeting of the year with the names of Social Associate and Honorary members requiring renewal;
- d. preparing correspondence of welcome to new members for the PMC's signature;
- e. organizing membership drives for retired officers, as directed by the PMC; and
- f. performing other Mess duties assigned by the PMC.

ANNEX I
OFFICERS' MESS BY-LAWS
COMMUNICATIONS OFFICER

The Communications Officer is responsible to the PMC, with these duties:

- a. maintaining the Mess Inter/Intranet presence;
- b. establishing procedures for distributing communications for Wardroom events;
- c. maintaining contact with the Event Coordinator to maintain awareness of facility bookings;
- d. maintaining contact with the Bar Manager for an updated list of the beers on tap and any other beverage promotions;
- e. maintaining contact with the Entertainment Officers/Entertainment Committee regarding event details and OPI information;
- f. monitoring any Mess media accounts;
- g. developing surveys for member feedback;
- h. overseeing a social media representative, if appointed; and
- i. performing other Mess duties assigned by the PMC.

ANNEX J
OFFICERS' MESS BY-LAWS
INFRASTRUCTURE OFFICER TERMS OF REFERENCE

The Infrastructure Officer is responsible to the PMC, with these duties:

- a. coordinating all maintenance/repair work between Real Property Operations and the Mess;
- b. providing advice and briefing the PMC, the Mess Committee and the Membership on infrastructure-related activities and tasks;
- c. attending all committee and general Mess meetings; and
- d. performing other Mess duties as assigned by the PMC.

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References:

- A. [National Defence Act Section 38](#)
- B. [QR&Os: Volume I - Chapter 27 Messes, Canteens and Institutes](#)
- C. [DAOD 5045-0, Canadian Forces Personnel Support Programs](#)
- D. [A-AD-262-000/AG-000 Mess Administration](#)
- E. [A-FN-105-001/AG-001 Policy and Procedures for Non-Public Property \(NPP\) Accounting](#)
- F. [Personnel Support Policy Manual](#)
- G. [APS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces](#)
- H. NAVGEN 022/13 Wearing Of Uniforms By Former RCN Service Members
- I. [BC Liquor Law and Policy](#)
- J. [BC Liquor Primary Terms and Conditions Manual](#)

NOTE

These references are added to the document as a supplement, they are not part of the main documents.