

C&PO'S HALIFAX MESS BYLAWS

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These By-Laws were ratified at a General Mess Meeting of the C&PO's Mess, CFB Halifax on the 15th day of April 2026.

Recommended/~~Not Recommended~~

Approved/~~Not Approved~~

President of the Mess Committee

Base Commander, CFB Halifax

J. Stuart

A. Fortin

CPO2

Captain (N)

(A/L 04/26 Halifax C&PO's Mess – By-Laws)

PART 2 – BY-LAWS

1. Purpose

- a. The purpose of these By-Laws is to locally apply the basic principles laid down in the Constitution, Non-Public Funds Accounting Manual, APS 110 Personnel Support Program Manual and QR & O 27.01 and DAOD 5045-0 – to ensure the efficient administration and operation of the Mess.
- b. These By-Laws will come into effect and force when passed at a General Mess Meeting and approved by the Base Commander and shall supersede all previous By-Laws and amendments in effect at the date of approval.
- c. Proposals to amend the Mess By-Laws shall be made in writing but will not be entered into the proposal book. They shall be submitted to the Secretary and posted on the noticeboard. Provided the notice has been posted for seven days or more, the proposal shall be considered at the next General Mess Meeting.

2. Dress

- a. It is intended that the dress in the mess be relaxed but of a high standard. Accordingly, regulations concerning the standards of uniform and civilian dress, and the occasions for their wear, laid down by the PMC, are to be implicitly followed by members and their guests.

3. Mess Discipline

- a. The PMC is responsible to the Base Commander through the BCPO for the maintenance of Mess discipline. In the absence of the PMC and VPMC, the senior member in rank present will be responsible to the PMC for maintenance of Mess discipline and observance of Mess orders.
- b. Members shall not censure the Mess staff. Complaints will be made by writing to the PMC.
- c. Except for certified Service dogs, pets shall not be permitted in the Mess.
- d. Accidental damage caused by a member or their guest will be borne by the Mess. Damage caused by the willful or negligent action of a member or their guest will be the responsibility of the member concerned, and full restitution will be made.
- e. Members are always responsible for the conduct of guests they invite to the Mess. Failure to do so may result in loss of Mess privileges to the member concerned. Members are also subject to disciplinary action for knowingly permitting any minor, as described in the Nova Scotia Provincial Liquor Act, to receive or consume intoxicants within the Mess.

- f. In the absence of the PMC or V/PMC, the senior regular member present in the mess is responsible for discipline and the observance of mess orders. The PMC may restrict the privileges of any member for misconduct or an infraction of mess orders or instructions, and in each case, a report shall be made to the CO.

4. Suggestions and Complaints

- a. Any suggestions or complaints regarding the management of the Mess shall be made in writing to the Executive. Any suggestions or complaints regarding the Mess staff, or of a confidential nature shall be made in an email directly to the PMC.

5. Mess Bar

- a. The sale of spirits, wines, and malt liquors will be made in the Mess, and these are only from the Mess bar. The Mess shall sell no spirits, wine, or malt liquors to a person who is not an Ordinary, Associate, Honorary or Retired Member or an invited guest of the Mess. Only wine will be sold by the bottle.
- b. Unknown Ordinary, Associate, Honorary or Retired Members may be required to produce evidence of membership before extending the privileges of the bar.
- c. No person apart from NPF staff are to be behind the bar for any reason unless escorted by mess staff for a purpose (i.e.; repair of items, independent stock taking).
- d. The selling price of goods, as set forth by the Mess Committee, will be posted in the Mess.
- e. All purchases at the bar will be by cash, debit card, credit card, or bar card (“chit”).
- f. The Mess will abide by all Provincial Liquor Laws.
- g. Alcohol purchased in the Mess is not to leave mess spaces.
- h. No personal alcohol is to be brought into any Mess space.

6. Bar Hours

- a. Bar hours will be decided by the Mess Committee and approved by the Base Commander. The hours of operation shall be posted in the Mess.

- b. The PMC and VPMC shall have authority to extend bar hours within limitations put forth by the Base Commander. Bar extensions are not applicable to private functions.

7. Expenditures

The Mess Committee is empowered to:

- a. Authorize all recurring expenditures of the Mess and all expenditures of a capital or non-recurring nature up to \$5,000.00.
- b. PMC \$1,000.00 (per single item).
- c. Amounts more than \$5,000.00 shall be presented to a General Mess Meeting for ratification prior to submission to the Base Commander for approval.
- d. Authorize expenditures up to the budgeted amount as per the approved Mess fiscal budget; and
- e. Bar cards are authorized for use by the PMC / VPMC and Entertainment Chairperson. Expenditures of the three cards does not to exceed the amount approved by the General Mess Members as prescribed in the C&POs' Mess budget for each month.
- f. Any item offered as a prize under a draw or contest may not exceed the amount of \$5000.00 per item.

8. Gift Fund

- a. The Gift Fund shall be funded from direct contributions from Ordinary Mess Members and shall not be created or replenished by transfer from other accounts.
- b. The portion of Mess dues to be contributed to the Gift Fund shall be the amount recommended by the Mess Committee. Any change to the established amount will require approval of the membership at a General Mess Meeting.
- c. The PMC may authorize expenditures from the Fund up to but not exceeding \$50.00 as a token of sympathy in the event of the death of an Ordinary Member. This expenditure may be in the form of a gift or a cash donation to a benevolent or charitable organization in accordance with the wishes of the family; and
- d. The PMC may approve the cost of a token of sympathy for a member of the Mess staff or other special status person associated with the Mess.

9. Testimonial Fund

- a. A Testimonial Fund is established to draw upon the Gift Fund for the benefit of the Mess to provide appropriate recognition of retirements and postings for the following personnel:
 - i. Commander MARLANT.
 - ii. Base Commander.
 - iii. LFAA Commander.
 - iv. Formation CPO.
 - v. Fleet CPO.
 - vi. Base CPO.
 - vii. LFAA CWO; and
 - viii. Mess Executive. This shall be in addition to any amount authorized for a retirement gift from the Mess.
- b. The PMC or the Mess Manager may authorize expenditures from this fund up to but not to exceed \$200.00.
- c. From the Testimonial Fund, Ordinary members shall be entitled to a gift of up to \$75 +HST per admission to hospital of over 24 hours.

10. Charity Fund

- a. This fund shall be administered as:
- b. The Charity Fund shall be funded through direct contributions by Ordinary Mess Members and shall not be created or replenished by transfer from other accounts.
- c. The portion of Mess dues contributed to the Charity Fund shall be the amount recommended by the Mess Committee. Any change to the established amount will also require approval of the membership at a General Mess Meeting.
- d. The Mess Committee will review any written request from Ordinary Mess Members applying for support and/or sponsorship for a dependent who participates in an organized event sponsored or run by a charitable organization; and
- e. The Mess Committee may contribute the funds in the Charity Fund to a charitable organization for the betterment of CF members on a case-by-case basis.

11. Retiring Members

- a. From the Retirement Fund, retiring members are entitled a gift of their choosing not to exceed \$100.00. Reimbursement shall be made to the member upon presentation of a receipt to the Mess Manager.

- b. Retirees must have met the definition of Retired Military as per Article 5.01, and one or more of the following:
- c. 20 years' service (five years with CF).
- d. Completion of Regular Force Terms of Service.
- e. Medical release; or
- f. Special circumstances as determined by the Mess Committee.

12. Guests

- a. Guests will be of two categories as follows:
- b. Mess Guests – A Mess Guest is a person(s) who the Mess as an entity has a social or public obligation to entertain and for whom the Mess is financially responsible; and
- c. Personal Guests – A personal guest is a person who a member of a Mess invites to the Mess and for whom the Mess member is responsible.
- d. It is the duty and responsibility of each member to make Mess guests welcome and to ensure their needs are met.
- e. The number of personal guests normally permitted at any given social function and/or non-social function by an Ordinary Member is five. Associate and Honorary Members are permitted up to three (or as promulgated by the PMC).
- f. The number of guests permitted to social functions, where limited facilities exist, will be determined by the Mess Committee. Guests are not permitted during designated TGIF (i.e.: TGIF 1600-1900hrs). Mixed TGIFs will be designated by the PMC.
- g. Guests must be of age as described under Nova Scotia Liquor Act Regulations.

13. Employees and Wages

- a. The number of employees for the Mess and their duties shall be determined by the Mess Manager and approved by the Mess Committee. The salaries and wages shall be determined by the NPF Employee Wages Review Board and approved by the Base Commander.

14. Membership Subscription

- a. Every Ordinary and Associate member shall pay a monthly or yearly subscription to the Mess.
- b. The rate of subscription for Ordinary and Associate members shall be fixed at a General Mess Meeting and approved by the Base Commander.
- c. Every member of the Mess shall pay their Mess dues on or before:
- d. The fifteenth of the month following that in which their dues were effective.
- e. The date they cease to be a member; and
- f. Payment for Associate Members shall be made annually by card or cheque.
- g. A senior non-commissioned member in transient over 14 days shall pay Mess dues prior to their departure.
- h. Membership dues for Associate Members must be paid within thirty days of notice. Failure to do so may result in membership being revoked with reinstatement only by means of re-application with sponsors but not before a 6-month period has passed.
- i. Non-members of the Mess, other than spouses of Mess members who wish to participate in an organized Mess League, shall be required to pay a League Fee. This fee will be fixed at a General Mess Meeting and be approved by the Base Commander.
- j. Mess subscription and special assessments shall be ceased, for all types of Leave Without Pay (LWOP) (e.g.: maternity/paternity leave) for personnel who will not frequent the mess while on LWOP, on the last day of the month of the start of the member's LWOP. Mess subscription and special assessments shall be re-instituted upon return on the first day of the month following the members return LWOP.
- k. This does not preclude the member on LWOP from attending a private function that is not subsidized by the mess, such as a wedding. However, if a member continues or re-commences participating in mess functions while on LWOP, they shall pay mess dues.

15. Financial

- a. All funds and other assets received by the Mess shall be accounted for by the financial records of the NPF Accounting Section.

- b. All money received shall be deposited without deduction for any purpose whatsoever. Deposits shall be made each day, insofar as it is possible. Except for the current day's receipts, all cash on hand on the last banking day of the month will be deposited on that day.
- c. Mess funds shall be accumulated only in the amount sufficient to:
 - i. Meet continuing and future obligations; and
 - ii. Establish an adequate reserve for:
 - iii. Replacement of assets on inventory; and
 - iv. Capital outlay in a normal year.
- d. The funds of the Mess may be expended only for the immediate benefit of the members of the Mess.
- e. Payments shall be made by cheque except that settlement may be made in cash (petty cash fund) for those items in an amount as approved at the Annual General Mess Meeting.
- f. The Mess Manager is authorized to hold a Petty Cash Fund in an amount as approved at the Annual General Mess Meeting.

16. Mess Meetings

- a. There will be a General Mess Meeting at least twice yearly at which all Ordinary Members should attend.
- b. A General Mess Meeting shall not be competent or valid unless a quorum is present as stated in PSP Policy Support Manual.
- c. All General Mess Meetings will be held in the Mess or in a place specified by the PMC at a time and date to be published in Routine Orders.
- d. The order of a General Mess Meeting will be:
 - i. Meeting called to order.
 - ii. Signing-in register of all attending members.
 - iii. Ratification of the minutes of the previous meeting.
 - iv. Presentation of a financial statement.

- v. PMC report.
 - vi. Sub-Committee Reports (membership, hospital, games, and entertainment).
 - vii. Old business.
 - viii. New business, includes elections of officers and approval for Associate and Honorary membership (if a subject of major importance, such as an amendment to the Constitution or By-Laws or a proposal which requires study is to be introduced as new business, it is normal to require prior notice to enable the Committee to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask); and
 - ix. Adjournment.
- e. Extraordinary Meetings (normally held to discuss one agenda item) may be called as required by:
- i. The Base Commander.
 - ii. The PMC; or
 - iii. A signed request of 25% of the Ordinary members.
- f. The Rules of Parliamentary Procedures outlined in PSP Policy Manual should be used for proper conduct of Mess Meetings.
- g. No member will make a motion at a General Mess Meeting unless it has been recognized or called for by the Chairperson of the Meeting.
- h. All motions made at a Mess meeting shall be voted upon by the Ordinary Members present and shall be decided by a majority vote, subject to subsequent concurrence by the Base Commander or their delegated officer.
- i. Proceedings of all Mess Meetings shall be recorded by meeting minutes in detail by the Secretary. They shall be signed by the PMC, Secretary and submitted for approval to the Base Commander or their delegated officer before action is taken to implement items authorized at the meetings, as recorded in the minutes.
- j. All remarks at the General Meeting shall be addressed to the Chairperson only when standing.
- k. All motions are decided by majority vote of the Ordinary Members present. This is to be interpreted to mean half of the votes cast ignoring members who do not

vote. Because of the interpretation of the meaning of the majority, equal votes defeat a motion. The system of voting is decided by local customs as in use of ballots or a show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.

- l. The PMC may exercise their own vote as a member as long as the PMC votes at the same time as the members but generally the PMC refrains from doing so. Except for their vote as an Ordinary Member, the PMC does not have an extra or casting vote in the event of a tie.
- m. Secret ballots may be demanded by the Chairperson or may be approved by the members because of a secondary motion.
- n. Immediately prior to taking a vote on any matter, the Secretary shall read clearly the terms of the motion to be voted on.

17. Types of Motions

- a. A motion is a proposal that the mess act, or that it expresses itself as holding a certain opinion. A motion may be made by any member of the mess except the PMC.

Motions are of two kinds, main and secondary. They can be described as follows:

- b. Main Motion – introduce a subject to the Meeting. It is amendable and debatable. It is quite proper for any member who is in favour of the motion to present all arguments they can think of, which seems to make the action advisable, and to present these arguments as persuasively as possible. The opponents have the same privilege. The Chairperson must, however, remain impartial; and
- c. Secondary Motion – during discussion various questions may arise which must be disposed of before the main motion can be acted upon. Other circumstances may also occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary motions and may take the form of:
 - d. An amendment to the main motion or an amendment to an amendment; or
 - e. A motion to:
 - i. Defer the subject of the main motion temporarily or indefinitely.
 - ii. Refer the subject of the motion for further study; or
 - iii. Limit the time for debate of a motion,

- f. Such motions must be considered and voted upon in reverse order before action can be taken in the main motion. Should any amended motion be carried out prior to reaching the main motion that amended motion becomes effective and all other defeated.
- g. The meeting will be closed by the PMC by a motion of adjournment when all business on the agenda has been concluded.

18. Mess Dinners

- a. Mess Dinners (at a cost determined by the Mess Committee) should be held once per quarter (or as promulgated by the PMC). The inclusion and percentage of Associate/Honorary/Retired Military Members in attendance will be at the discretion of the PMC.
- b. Procedures and protocol for Mess Dinners and other social functions, such as formal balls, dining-ins, mixed dinners, etc. will be carried out in accordance with guidelines published in CFP 262 Chapter 5.

19. Bar Cards

- a. Bar cards are permitted for use by the PMC, VPMC, or other mess executive committee positions, as budgeted and approved by the mess membership at a GMM and officially approved by the B/W Comd or Unit CO. Bar card holders must use the bar cards in accordance with the CFMWS letter 7331-1 19 April 2022. The following guidance shall be adhered to:
- b. Bar cards are to supply complimentary beverages to official mess guest(s) for that function, (i.e. Guest of Honour at a Mess Dinner, Dignitaries, VIP Guest Speakers, etc.).
- c. The host may only charge for reasonable personal use to the card while actively hosting the guest(s).
- d. Unauthorized use of a bar card will be the financial responsibility of the individual assigned the card; and
- e. In all cases, at no time should a bar card be used to allow a mess member or guest to become intoxicated.

C&PO'S MESS COMMITTEE RESPONSIBILITIES & DUTIES

ANNEX TO THE C&PO'S BYLAWS

President of the Mess Committee	Annex A
Vice-President of the Mess Committee	Annex B
Mess Committee Secretary	Annex C
Entertainment Chairperson	Annex D
Assistant Entertainment Rep	Annex E
Games Chairperson	Annex F
Mess Manager	Annex G
Bar Supervisor/Admin Assistant	Annex H
Special Projects Rep	Annex I
Financial Rep	Annex J
Sponsorship Rep	Annex K
Advertising Rep	Annex L
Membership Rep	Annex M
Social/Retired Members' Rep	Annex N

Annex A

President of the Mess Committee

1. The President of the Mess Committee (PMC) is responsible to the CO. The duties of the PMC are:
 - a. Issuance of a Mess Constitution and Bylaws.
 - b. Ensuring that statement of duties exists for all members of the Mess Committee.
 - c. Calling of Mess Committee meetings and General Mess meetings and presiding at these meetings.

Annex B

Vice-President of the Mess Committee

2. The Vice-President of the Mess Committee (VPMC) is responsible to the PMC. The duties of the VPMC are:
 - a. Assist the PMC in performance of their duties.
 - b. Officiate in the absence of the PMC.
 - c. Oversee the preparation of the entertainment and sports schedule of the Mess.
 - d. Prepare long and short-range Mess improvement programs.

Annex C

Secretary of the Mess Committee

3. The Mess Committee Secretary (Mess Sec) is responsible to the PMC. Duties of the Mess Sec are:
 - a. Preparation of agenda for Mess Committee and General Mess Meetings.
 - b. Record and prepare the minutes of the Mess Committee and General Mess Meetings.
 - c. Ensure the Routine Order entries are prepared and forwarded to the BCPO advising members of Mess Meetings and other specific information.
 - d. Compilation of Mess correspondence.

- e. Prepare copies of agendas and financial statements to distribute at Committee Meetings of General Mess Meetings
- f. Keep the Mess Constitution and By-Laws current; and
- g. Perform other such duties as assigned by the PMC.

Annex D

Entertainment Chairperson

4. The Entertainment Chairperson is responsible to the PMC for the:
 - a. Planning and organizing of the Mess entertainment program (VPMC approval required).
 - b. Preparation of yearly entertainment budget operation in conjunction with Games Chairperson and Mess Manager.
 - c. Arrangements for hiring bands, and procurement of food.
 - d. The erecting, removal, storage and procurement of decorations.
 - e. Ensure proper administration and financial control is maintained of all revenues and accounts paid.
 - f. Ensure proper records are maintained and signatures obtained for monies, gifts, prizes, etc. that are handed out.
 - g. Ensure advisement bulletins to members are prepared well in advance of functions.
5. The selection of members to constitute and Entertainment Committee. This committee may consist of:
 - a. Ordinary Members
 - b. Social Members
 - c. Retired Members
6. Perform other such duties as assigned by the PMC.
7. The Entertainment Chairperson shall maintain close liaison with the Mess Manager particularly in areas involving financial matters.

Annex E

Assistant Entertainment Rep

8. The Assistant Entertainment Rep is responsible to the Entertainment Chairperson for the following:
 - a. Assist in planning and organizing Mess entertainment events, preparations of the yearly entertainment budget, hiring of bands, procurement of food.
 - b. Assist in the erecting, removal, storage and procurement of decorations; and
 - c. Fulfillment of any other duties assigned by the PMC or Entertainment Chairperson.

Annex F

Games Chairperson

9. The Games Chairperson is responsible to the PMC for the following:
 - a. Organizing and planning of the Mess Games/Sports program.
 - b. Preparation of the yearly Games budget in conjunction with the Entertainment Chairperson and Mess Manager.
 - c. Promulgation of advertisement programs and posting of applicable posters.
 - d. Control and administration of all financial transactions pertaining to games and sports.
 - e. Maintain close liaison with the Entertainment Chairperson and Mess Manager, both on financial matters and entertainment programs.
 - f. The care and engraving of all Mess trophies; and
 - g. Any other such duties as may be assigned by the PMC.
10. The games Chairperson shall maintain close liaison with the Mess Manager on all financial matters prior to purchases, etc. and in areas in which the Mess Manager is responsible.

Annex G

Mess Manager

11. The Mess manager is responsive to the PMC for the planning, organizing, directing, and controlling of mess activities. The Mess manager is responsible to the Senior Manager PSP/Pers Svcs O/or designate.
12. The Mess manager is an adviser to the Mess Committee, not a member.

Annex H

Bar Supervisor/Administrative Assistant

13. The Bar Supervisor/Administrative Assistant is responsible to the Mess Manager. The duties are:
 - a. Attend functions, as directed by the Mess Manager.
 - b. To supervise, train and ensure the efficiency of the bar staff in consultation and under the guidance of NPF HR staff and applicable policies and collective bargaining agreements.
 - c. Order merchandise and bar supplies.
 - d. Receive and ensure the safekeeping of merchandise and bar supplies.
 - e. To perform duties as assigned by the Mess Manager or outlined in appropriate regulations.
 - f. Establish administrative and control procedures for bar operations.

Annex I

Special Projects Rep

14. The Special Projects Rep is responsible to the PMC. Their duties are to perform such duties as assigned by the PMC.

Annex J

Financial Rep

15. The Financial Rep is responsible to the PMC for:
 - a. Assisting the Mess Committee in the preparation of the yearly budget.

- b. Monitor financial results in relation to the budget.
- c. Interpret financial statements and keep the PMC informed on the financial status of the Mess.
- d. Liaison between the PMC, Mess Manager and NPF account supervisor as required.
- e. Ensuring the Mess Committee is aware of the financial implication of any decisions; and
- f. All other duties as assigned by the PMC.

Annex K

Sponsorship Rep

16. The Sponsorship Rep is responsible to the PMC for:

- a. Liaising with local brewery reps to arrange product specials/discounts, merchandise giveaways, bringing new/popular products into the bar, etc.
- b. Maintain close contact with the Mess Manager for the finalizing of product purchases in coordination with the Bar Manager. As well as obtaining velocity/yearly sales reports, to work with brewery reps in determining what merchandise the Mess qualifies for.
- c. Forwarding all Mess advertising e-mails (with PMC approval) to the fleet C&PO's, to maintain/increase fleet involvement in the Mess.
- d. Liaise with the Reserve units to include them in Mess functions (with PMC approval) for other large events; and
- e. All other duties as assigned by the PMC.

Annex L

Advertising Rep

17. The advertising Rep is responsible to the PMC for:

- a. Working closely with the Entertainment Chairperson, Games Chairperson and Mess Manager in preparing the Unicorn for review by the PMC and Mess Committee.

- b. Maintaining all material relating to advertising including advertisements, the C&POs' online presence and MARLANT Bulletin Board, poster and advertisement sheets for Mess Special Functions/Events including weekly Mess updates.
- c. Ensuring the e-mail listing for members is up to date.
- d. Distributing all advertising material; and
- e. Such other duties as assigned by the PMC.

Annex M

Membership Rep

18. The Membership Rep is responsible to the PMC for:

- a. Ordering of Gold Cards for retiring members.
- b. Taking Associate membership applications.
- c. Organizing a review committee consisting of the PMC, VPMC, and Mess Manager for all new membership applications; and
- d. Perform such duties as assigned by the PMC.

Annex N

Social Members / Retired Military Members Rep

19. The Social Members'/Retired Military Members' Rep is responsible to the PMC for:

- a. Representing the interest and concerns of the Social Members and Retired Military Members, by attending all Mess Committee meetings and channeling information to and from the:
 - i. Mess Committee
 - ii. Retired Military Members
 - iii. Social Members
- b. Perform any other duties that may be assigned by the PMC; and
- c. Shall be on the Mess Committee as an ex-officio member.