

C&PO'S MESS - CFB HALIFAX

Constitution

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This Constitution was 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)

(AL 04/26 CFB Halifax C&PO's Mess – Constitution)

PART 1 – CONSTITUTION

1. Name

- a. The name of the institution is “CFB Halifax Chief and Petty Officers/Warrant Officer and Sergeants’ Mess” hereafter referred to as “The Mess”. The abbreviated name shall be “C&POs’/WO & Sgts’ Mess”.

2. Authority for Establishment

- a. The Mess is established under authority of QR&O 27.01 and DAOD 5045-0. It shall be operated in accordance with regulations and orders governing the operation of messes in the CAF and the instructions contained in this constitution. The by-laws will amplify it.

3. Purpose and Operation

- a. The purpose of the Mess is to operate and administer Mess facilities for the provision of goods, services and amenities to the members. The Mess shall receive and account for all revenue and expenditures which apply.

4. Membership

- a. Every CAF member of a mess shall clear into respective messes upon arrival to a new posting. Mess dues are then automatically deducted from a members pay each month.
- b. Every effort will be made to ensure that mess dues have been started. However, it shall be the CAF member’s responsibility to check their pay statement to ensure that mess dues have been started.

The membership of the Mess shall consist of Ordinary, Associate, and Honorary Members.

c. Ordinary Members

- i. Shall consist of all serving Regular and Reserve Force C&POs/WO & Sgts and senior non-commissioned members on establishment and administratively supported by CFB Halifax, excluding those that are granted authority by the Base Commander to be members of another Mess in the area;
- ii. May consist of members of the Regular Armed Forces of NATO and allied countries, holding rank equivalent to those of a Canadian Forces senior non-commissioned member who are serving in the vicinity and are employed in CFB Halifax;

- iii. Every senior non-commissioned member of the Regular Force who is on temporary duty or posted for a period more than 14 days at a unit administered by CFB Halifax be an “Ordinary Member” and will pay Mess dues for the period of the attached posting or temporary duty; and
- iv. Senior non-commissioned members of the Reserve Force who is contracted for a period more than 14 days or more to a unit administered by CFB Halifax shall be an “Ordinary Member” and will pay Mess dues for the period of the contract.

NOTE: Only Ordinary Members are eligible to serve on the Mess Committee, attend Mess meetings, and have a vote.

Associate Members of the Mess may be comprised of both Retired Military and Social Members.

- d. ***Retired Military*** may consist of:
 - i. Senior non-commissioned members who were honourably released from the Regular Force and entitled to an immediate annuity;
 - ii. Senior non-commissioned members who were released medically from the Regular Forces who are entitled to an immediate or deferred annuity; and
 - iii. Former senior non-commissioned members honourably released from the Reserve Force who have accumulated 12 years or more of service;
- e. Retired Military members shall enjoy the privileges of the Mess, but with exception of the Ex-Officio Representative shall not serve on the Mess Committee or attend meetings. They may assist the Mess Committee or sub-committee but by doing so assume no responsibilities.
- f. Senior non-commissioned members who retire from the Canadian Armed Forces with at least 20 years of service who have paid Mess dues to the CFB Halifax Chief and Petty Officers’/Warrant Officer and Sergeants’ Mess for a minimum cumulative period of twelve months prior to retiring will also be provided a Gold Card which will grant them all of the rights and privileges of an Honorary Member for a period of one year from their retirement date. Upon expiration of their Honorary Member privileges, Gold Card members may:
 - i. Continue as a Retired Military member by paying dues; or

- ii. Be provided Mess privileges on an occasional basis without paying dues and be entitled to participate in mess leagues without paying league fees. However, participation at dance(s) or other Mess events where tickets are sold would only be permitted if guest tickets were purchased.
- g. Personnel offered SRCP during their final years of service who were members of the Chief and Petty Officers'/Warrant Officer and Sergeants' Mess prior to accepting SRCP will be entitled to apply for Retired Membership status once they retire from the CAF. Members retiring under this plan are not entitled to Gold Card privileges.
- h. An Ex-Officio shall represent active Retired Military Members on the Mess Committee. This representative will be appointed by the PMC
- i. The rate of subscription for Retired Military members will be 70% of the Social Member rate (this rate will be prorated for those Gold Card Retired members whose Honorary Membership privileges expire after the anniversary date when Mess dues for the current year have already been paid).
- j. ***Social Members*** may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for a further one-year term(s)) upon recommendation and approval of the Mess Executive Committee and the approval of the Base Commander. Social Members may consist of:
 - i. Civilian employees holding senior non-commissioned member status employed with DND or employed with the Regular Armed Forces of other NATO or allied countries and serving in the vicinity of CFB Halifax; and
 - ii. Any other civilian personnel who have current/past affiliation or interaction with the Mess.
- k. Social Membership will terminate on the last day of March, and renewal will commence on the first day of April each year.
- l. An Ex-Officio shall represent Social Members on the Mess Committee. This representative will be appointed by the PMC; and
- m. Social Members shall enjoy the privileges of the Mess, but apart from the Ex-Officio Representative, shall not serve on the Mess Committee or attend meetings. They may assist the Mess Committee or sub-committee, but by doing so assume no responsibilities.

Note: The Associate Membership should not normally exceed 25% of the total Membership of the Mess. Consequently, Social Membership numbers will be reviewed, and limitations on applications for new Social Memberships will be set by the PMC, in consultation with the Mess Committee on an annual basis.

- n. ***Honorary Members*** consist of personnel who through their current/previous service in the CAF or for other reasons stated in the following paragraphs meet the prerequisites for Honorary Members shall be accorded the privileges of the Mess but shall not pay Mess subscription or serve the Mess in any capacity;
- o. A member of the Regular or Reserve Force of the Canadian Armed Forces are considered an Honorary Member of every Mess in the CAF appropriate to their rank except the Mess in which they are an Ordinary Member and in seagoing ships;
- p. Any distinguished person may be invited to become an Honorary Member of the Mess upon recommendation of the Mess Committee, majority vote of a General Mess Meeting and the approval of the Base Commander; and
- q. The spouse of an Ordinary or Associate member who becomes deceased shall be offered an Honorary Membership for a period of one year immediately following the death of the member. They will be assessed a proportional share of expenses associated with any Mess function or entertainment to which they are invited and attend.

5. Mess Committee

The Mess will be administered by a Committee of Ordinary Members appointed by the Base Commander or elected by and from the Ordinary Members at a General Mess Meeting. The Committee is categorized in two parts and shall consist of:

Part 1 – The Executive

- a. Executive members shall be appointed by the Base Commander on recommendation by the Base Chief Petty Officer First Class and is responsible to them for the efficient operation and administration of the mess. The tenure of the Executive members shall be for one year. At the end of each year, the tenure may be extended for an additional year with the approval of the Base Commander. The Executive consists of:
 - i. President (PMC); and
 - ii. Vice-President (VPMC)

Part 2 – The Committee

- b. Committee members shall be elected from the Mess Membership at a General Mess Meeting with the exception of the Social Members' Rep and the Retired Members' Rep who will be appointed by the PMC. The mess committee shall consist of not less than three members as follows: PMC, VMPC & secretary/finance member.
- c. No more than 50% of the mess committee should be changed at one time. Request to deviate from this can be forwarded to DGMWS
- d. At the end of each year of service, a member may stand for re-election for an additional term. When a member is required to leave their position prior to completion of their tenure, the PMC may appoint an interim chairperson/representative who shall be ratified at the next general mess meeting.

The Committee consists of:

- i. Entertainment Chairperson;
- ii. Assistant Entertainment Rep;
- iii. Secretary;
- iv. Membership Rep;
- v. Financial Rep;
- vi. Sponsorship Rep;
- vii. Games Chairperson;
- viii. Special Projects Rep;
- ix. Advertising Rep;

Part 3 - Ex Officio

- e. Ex Officio members are part of the Mess Committee by proxy of their position or as appointed by the PMC who support the mess committee and speak for the memberships they represent or the Base Commander but do not have voting rights.
 - i. BCPO; and

ii. Associate Members' Rep.

f. The duties and responsibilities of each Committee Member are laid down in annexes attached to the By-Laws.

6. Meetings

a. Meetings shall be held as follows:

- i. Executive Mess Committee Meeting monthly
- ii. General Mess Meeting not less than twice yearly
- iii. Extraordinary Meeting at the call of the Base Commander, PMC or request in writing by 25% of Ordinary Members. Normally only one agenda item will be discussed at an Extraordinary Meeting.

b. Committee Meetings shall be held at the call of the President to consider:

- i. Approval of expenditures which come within Committee approval
- ii. Approval of financial statement
- iii. Any other matters concerning the operation of the Mess.

c. General Mess Meetings shall be held at the call of the President to consider:

- i. Financial matters
- ii. Proposed Mess activities
- iii. Election of officers
- iv. Proposal book recommendations; and
- v. Any other business concerning the Mess.

d. The approved agenda for General Mess Meetings shall be posted at least two working days prior to the General Mess Meeting.

e. A mess meeting proposal book shall be made available to mess members. Proposals shall be duly recorded and seconded in the proposal book by the mess members concerned at least four working days prior to the meeting.

These proposals together with any matter raised by the mess committee should be included in the agenda.

7. Advisory Office

- a. The CFB Halifax Chief Petty Officer (BCPO) is appointed Honorary PMC (HPMC) and acts in an advisory capacity to the Committee and as liaison officer between the Committee, through the Senior Administrative Officer, to the Base Commander.
- b. Under provisions of A-PS-1100-001/AG-001 a Mess Manager is provided to the Mess for administration of Personnel Support Programs.

8. By-Laws

- a. To ensure the effective administration and operation of the Mess, more detailed rules, referred to as the By-Laws, shall be promulgated with the approval of a majority vote at a General Mess Meeting and subject to approval of the Base Commander.

9. Promulgation and Amendments to the Constitution

- a. This Constitution shall be effective when approved at a General Mess Meeting and approved by the Base Commander and shall supersede all previous constitutions and amendments on the date of such approval.
- b. Proposals to amend the Mess Constitution shall be made in writing and not be entered in the proposal book. They shall be submitted to the Secretary and posted on the notice board. Provided the notice has been posted for seven days or more, the proposals shall be considered at the next General Mess Meeting.

10. Mess Discipline

- a. 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.
- b. A host is always responsible for their guest and is subject to disciplinary action for knowingly permitting a minor, as described in the relevant provincial liquor act, to receive or consume intoxicants within the mess.