12 Wing Mess

Constitution and By-Laws



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# **MESS CONSTITUTION**

## General

### References:

1. QR&O 27.01 – Messes
2. [Personnel Support Programs - Policy Manual](https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/PSP/Documents/1-PSP%20PM%20-%20En.pdf) – Part 9
3. [DAOD 5045-0](http://corpsec.mil.ca/admfincs/subjects/daod/5045/0_e.asp) – Canadian Forces Personnel Support Programs (Issued 2014-01-14)
4. [A-PS-110-001/AG-002](https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Corporate/Documents/aps110_e.pdf) – Morale and Welfare Programs in the Canadian Forces Vol 1
5. A-FN-105-001/AG-001 – Policy and Procedures for Non-Public Fund (NPF) Accounting
6. CFAO 19-8 – Canvassing - Defence Establishments
7. CFAO 19-1 – Gambling, Sweepstakes, Raffles and Slot Machines
8. A-DH-265-000/AG-001 – Canadian Forces Dress Instructions
9. Nova Scotia Liquor Licensing Regulation (under Section 50 of Liquor Control Act)

### Statement of Principle

1. This order describes the working arrangements of the combined 12 Wing Mess which primarily serves CAF members of 12 Wing Shearwater and CFB Shearwater. Nothing in this Constitution and its By-Laws is intended to supersede, misrepresent, or bypass directives from higher authority. Wherever there is potential for uncertainty or confusion, the correct interpretation of this order will be provided by the Wing Commander (W Comd) upon submission from the Mess Committee.

### Name

1. The name of the Mess is “12 Wing Mess”, hereinafter may be referred to as “the Mess” or “Mess”.

### Authority for Establishment and Operation

1. The 12 Wing Mess is established as prescribed in References A and B.
2. The Mess shall be operated in accordance with regulations and orders governing Messes in the Canadian Forces, specifically Reference B, including, but not limited to References C through F, and the instructions contained in this Constitution. The Mess By-Laws are intended to amplify the Constitution.
3. A copy of the approved Mess Constitution and By-laws will be posted in a prominent location within the Sea King Club and online at the Mess website [here](https://cfmws.ca/halifax/facilities/messes/shearwater-messes/mess-constitution). (https://cfmws.ca/halifax/facilities/messes/shearwater-messes/mess-constitution)

### Purpose of Operation

1. The Mess shall be operated for the purpose of providing goods, services, and amenities to the members. The Mess shall receive and account for all revenues, allowances, and donations, as well as any expenses which apply to the Mess.
2. Mess funds shall only be expended to benefit the membership. The Mess shall ensure all Ordinary and Associate members are accorded equal opportunity of Mess privileges, functions, events, and activities.

### Definitions

1. The following definitions apply to this constitution:
	1. 12 Wing Mess. May be abbreviated as “the Mess” or “Mess”. The 12 Wing Mess is the name of the Mess as an entity, encompassing the Committees and membership and the events/activities undertaken to support them. Sometimes referred to as “the Sea King Club”;
	2. Sea King Club. The Sea King Club is the name for the building (SH242), the surrounding area, the contents within and the facility organizational structure which is primarily used by the 12 Wing Mess. Sometimes be referred to as “the Mess”;
	3. Mess membership. May be abbreviated to the “membership” or “members”. Comprises of all Ordinary, Associate, and Honorary Members, but normally refers to only Ordinary and Associate members;
	4. Mess Manager. A civilian position provided under the provisions in Reference D. Responsible to the CFB Halifax BAdmO through the Senior Manager PSP. The Mess Manager is not elected and cannot be dismissed by the membership;
	5. Mess Committee. May be abbreviated to the “Committee”. Consists of the Mess Executive and all Committee members identified in para 11. Any ordinary member (once approved by membership vote or acclamation) is eligible to be part of the Committee. Ex-Officio members are entitled to be part of the Committee;
	6. Mess Executive. May be abbreviated to the “Executive” or the “Exec”. Sometimes referred to as “Executive Committee”. Consists of three ordinary members normally representing each rank group respectively. They are the President of the Mess Committee (PMC), Vice-President of the Mess Committee (VPMC), Secretary;
	7. Ex-Officio. A special type of Ordinary Member with all the same privileges accorded to Ordinary Members including Mess events and activities, prizes, making motions and voting. They normally act in an advisory role and are entitled to serve on the Mess Committee without election and cannot be dismissed. The W Comd, WCWO and unit COs are Ex-Officio Members;
	8. rank groups. A term used to refer to the separation of members by rank, according to customary Mess membership structures. They consist of three groups: MCpl/MS and below, Sgt/PO2 and above, and Officers. These groups may be abbreviated to “Junior Ranks”, “Senior NCMs”, and “Officers” respectively. No distinction is made between Regular Force and Primary Reserve Force;
	9. combined Mess. A term used to refer to the all-ranks nature of the 12 Wing Mess. There shall be no separation of membership privileges or use of the Sea King Club between rank groups, however certain Mess activities/events are allowed to be limited by rank groups. This is further amplified in the By-Laws;
	10. Mess staff. A term used to identify persons employed in the Sea King Club for the benefit of the Mess. It includes, but is not limited to, the Mess Manager, Mess bartenders, Mess administrators, serving staff for functions and events, and property maintenance staff.
	11. Mess email. A term used to identify the method of electronic correspondence which the Mess Committee can provide the membership, per the distribution list, with information and actionable items (outgoing), and which the membership can provide information, voting decisions, and proposals to the Mess Committee (incoming). The Mess email (incoming) is +12W Mess Board of Directors@Shearwater (p-w12.messbod@intern.mil.ca);
	12. electronic vote. May be abbreviated to “e-vote”. A vote counted in specified replies received by Mess email, normally using embedded voting buttons;
	13. may. A term used to describe an action as being permissive (optional);
	14. shall. A term used to describe an action as being imperative (required);
	15. should. A term used to describe an action as being preferred;
	16. Constitution. The 12 Wing Mess Constitution defines the fundamental principles and mission of the 12 Wing Mess;
	17. By-Laws. The 12 Wing Mess By-Laws are subsidiary to the 12 Wing Mess Constitution. They aim to provide specific rules and procedures to amplify the regulations of the Constitution;
	18. Non-Public Property. May be abbreviated as “NPP”. Refers to all money and property, other than issues of materiel, received for or administered by or through the Mess;
	19. Non-Public Funds. May be abbreviated as “NPF”. Refers to the money component of NPP and includes Mess revenues, sales, fees, and charges. NPF is sometimes inaccurately referred to as an entity or organization with capacity to perform functions or undertake responsibility, but such an entity or organization does not exist. The term “NPF” can be considered the primary source of resources for a Mess to perform functions and activities; and
	20. Mess budget. May be abbreviated as “budget”, or referred to as “entertainment budget”. Primarily refers to expenditures associated with entertainment activities but also includes all anticipated and actual Mess expenditures and incomes over a fiscal year; and

Break-even events. Refers to Mess events, functions, and activities where the anticipated revenue from tickets or other purchases is the equal to or greater than the expenditure of Mess funds.

## Membership

### Requirement

1. Every CAF member shall belong to a Mess appropriate to their rank and location as an Ordinary Member. The 12 Wing Mess is established to serve 12 Wing Shearwater and lodger units of CFB Shearwater. Any individual in CFB Shearwater who normally belongs to 12 Wing Mess but wishes to belong to another Mess other than the 12 Wing Mess may do so only with the written approval of the W Comd.
2. When a CAF member proceeds on posting, temporary duty or attach posting over 14 days to CFB Shearwater they shall clear into the 12 Wing Mess.

### Types of Membership

1. The membership of the Mess shall consist of the following members:

Ordinary Members – the primary body, owing dues and accorded all privileges, comprising the majority of members;

Associate Members – the subsidiary body, owing dues and accorded all privileges except voting or serving on committees, comprising of no more than 50% of the membership and owing dues; and

Honorary Members – a non-established body, exempted dues and accorded all privileges except voting, making motions, inviting guests, or serving the Mess in any way. Comprising of ordinary members belonging to other Messes and distinguished individuals.

1. Membership is further defined in Reference B and amplified in the By-Laws.

## Meetings

1. The 12 Wing Mess is required to hold meetings at regular intervals. These meetings normally consist of, but are not limited to:
	1. General Mess Meeting – held twice annually, normally in March and September;
	2. Mess Committee Meeting – normally held every other month or as required;
	3. Entertainment Meeting – normally held monthly; and
	4. Extraordinary General Meeting – held as required.

## Mess Committee

1. The Mess shall be administered by a Mess Executive which acts as the senior body of the Mess Committee. The Mess Executive shall normally consist of members from each rank group respectively, such that the outgoing PMC and incoming Secretary are of the same rank group.
2. Unless otherwise stated, any authority herein which may be approved by the Mess Committee, requires the approval of two members of the Mess Executive and two Committee Chairs.
3. Unless otherwise stated, any authority herein which may be approved by the Mess Executive, requires the approval of two members of the Mess Executive.

### Mess Committee Members

1. Annex A lists the duties and responsibilities of Mess Committee Members. Except for the rank group separation of rank groups in the Mess Executive, there shall be no restrictions regarding rank for eligibility of Mess Committee members.
2. The Mess Committee shall consist of the following members:
	1. Mess Executive – Appointed by the W Comd or WCWO, or elected by the membership:
		1. President of the Mess Committee (PMC);
		2. Vice-President of the Mess Committee (VPMC); and
		3. Secretary.
	2. The Committee – Elected by the membership:
		1. Financial Representative;
		2. Entertainment Chair;
		3. Improvements Chair;
		4. Sports Chair;
		5. Marketing Chair;
		6. Professional Development Representative;
		7. Associate Members Representative; and
		8. unit representatives.
	3. Ex-Officio Members – Entitled by virtue of position:
		1. W Comd;
		2. WCWO; and
		3. Unit COs.

Mess Manager – Acts as an advisor but is not a Mess Committee member.

### Mess Executive Succession

1. Executive of the Committee shall normally consist of members from each rank group. A new member of the Executive will start in the Secretary role then advance to the VPMC and eventually PMC role, with each position advanced normally every 6 months at General Mess Meetings. This intends to provide representation for all three rank groups on the Executive Committee. Mess Executive members must stand down and are not entitled to serve again on the Mess Executive after their tenure has finished.
2. Mess Executive members shall normally serve a tenure of 18 months, or 6 months per position. Figure 1 shows an example of the progression from Secretary to PMC over an 18 month period.



Figure 1 - Example progression of Mess Secretary

### Mess Committee Duties and Responsibilities

1. The duties and responsibilities of the Mess Committee Members shall be set out in the By-Laws. All Committee Chairs are responsible to the Mess Executive. It is the responsibility of each new elected or appointed Mess Committee member to familiarize themselves with the Constitution and By-Laws of the Mess.
2. The tenure of office for Committee members is normally 12 months. Ex-Officio members have no term length. Members who previously completed a full tenure on the Mess Executive can be elected to serve on the Committee but cannot serve on the Mess Executive. Members who are not expected to serve a minimum of 6 months should not be considered for a position on the Mess Committee.
3. The Mess Committee shall, wherever possible, prioritize efforts to retain a balanced Mess budget. Fiscal responsibility of Mess expenditures is critical to the 12 Wing Mess and its importance should not be overlooked.

### Entertainment Committee

1. The Entertainment Committee shall consist of as many members as required and is comprised of unit representatives and other members appointed by the Entertainment Chair. The entertainment committee is responsible to the Entertainment Chair

### Marketing Team

1. The Marketing Team shall consist of as many members as required and is comprised of members appointed by the Marketing Chair. The team is encouraged to engage with unit representatives to maximize outreach. The marketing team is responsible to the Marketing Chair.

### Vice chairs and subcommittees

1. With the exception of the PMC, the Committee chairs have the ability to appoint vice chairs and sub-committees as required. These positions are not required or expected to be voted in by the Mess membership. Subcommittees and vice chairs are responsible to the relevant chair.
2. Subcommittees are appointed by Committee chairs as required. Members are not restricted from serving on multiple subcommittees concurrently.

### Advisory Members

1. Ex-Officio members are encouraged to provide guidance and expertise to the Committee from their areas of responsibility. The committee can engage other experts or guidance as required.
2. The Mess Manager is responsible for the management of the Mess, reports to the CFB Halifax BAdmO through Senior Manager PSP, and informs the W Comd as required. The Mess Manager acts as an advisor to the Mess Committee with regards to planning, organizing, directing, and controlling Mess activities, and are responsive to the PMC. They should be included in all Mess Committee decisions and correspondence to maintain efficient operation of the Mess and Committees.

## Amendments

1. If any proposal to amend the Constitution or By-Laws requires immediate attention and needs discussion, it may warrant calling an Extraordinary Mess Meeting or an e-vote by Mess email.

### Constitution Amendments

1. Temporary Constitution amendments can be made by the Mess Executive and approved by the W Comd. Approved temporary amendments shall be posted on the Mess notice board and disseminated by Mess email. Once approved they shall remain in force until the next General Mess Meeting, at which point they must be presented as a motion to amend the Constitution and are subject to voting from the membership.
2. Permanent Constitution amendments can only be made by the following:
	1. Ordinary member. A proposal to amend the Constitution shall be submitted as a motion to the Executive at least 14 days prior to a General Mess Meeting. Motions shall address a specific change in the Constitution and must be voted in by the membership and approved by W Comd;
	2. Mess Executive. Amendments to the Constitution can be proposed by any member of the Executive and are accepted or rejected by the PMC. Accepted amendments must be voted in by the membership and approved by W Comd; and
	3. W Comd. All amendments to the constitution made by the W Comd must be ratified by membership vote. Amendments will be posted on the Mess notice board and disseminated by email.

### By-Law Amendments

1. Temporary amendments to the By-Laws can be proposed by any Mess Committee member and are accepted or rejected by the PMC and approved by W Comd. Once approved they shall remain in force until the next General Mess Meeting, at which point they must be presented as an amendment to be voted in by the membership.
2. Permanent By-Law amendments can be proposed by any Ordinary member as a motion, to be submitted in writing or by email to the Mess Executive at least 14 days prior to a General Mess Meeting. Motions shall address a specific amendment in the By-Laws and shall be voted in by the membership and approved the W Comd.

# **BY-LAWS**

## Purpose of By-Laws

1. These By-Laws are authorized by the 12 Wing Mess Constitution and serve to amplify the regulations established by the Constitution. The By-Laws attempt to provide specific rules and procedures and may be subject to more frequent amendments.

## Membership

### Ordinary Members

1. Ordinary Members are accorded the privileges of the Mess and may serve on the Mess Committee. All members who have cleared into the Mess and are paying Mess dues to the 12 Wing Mess are considered Ordinary Members, comprised of the following persons:
	1. members of the Regular Force and Primary Reserve including those on Class B or on annuitant break;
	2. members of the Armed Forces of other countries who are on exchange or loan to the Canadian Armed Forces and are employed at 12 Wing Shearwater; and
	3. all other persons defined as Ordinary Members in Reference B.
2. All Regular and Primary Reserve Force personnel on temporary duty or attached posting to 12 Wing Shearwater for more than 14 days shall clear into the Sea King Club and pay Mess dues to the 12 Wing Mess for the duration of their stay. Mess dues paid at the parent unit shall cease, or can be reimbursed by presenting a receipt from the Sea King Club acknowledging the dates for which dues were paid. These personnel shall be considered Ordinary Members of the Mess and are entitled to serve on the Mess Committee.

### Associate Members

1. Associate membership is subject to recommendation by Executive Committee and approval by W Comd. Associate Members shall be accorded all the privileges of the Mess but may not serve on the Mess Committee. They may assist the Committee or subcommittee but by doing so assumes no responsibility.
2. The following persons may be Associate Members:
	1. former members of the Canadian Armed Forces who have been honourably released from the Regular Force or Primary Reserve Force;
	2. DND civilian employees;
	3. RCMP members;
	4. civilian employees employed at or in connection to 12 Wing Shearwater; and
	5. all other persons defined as Ordinary members in Reference B.
3. The following procedures will be adhered to in all cases of nominations for Associate membership, except for CAF members in their first year following retirement:
	1. an Ordinary Member of the Mess sponsors (nominates) the prospective Associate member at least 14 days prior to the next General Mess Meeting;
	2. the Executive Committee shall screen the nomination and review the applicant’s suitability;
	3. upon conclusion of the above screening, the nomination shall be:
		1. posted in the Mess Minutes; and
		2. rejected if it is determined that the applicant is not suitable for the Mess.
	4. a member retiring from the Regular Force to join the Primary Reserve Force is still an Ordinary Member and not eligible for Associate membership; and
	5. if the Executive Committee sanctions the applicant nomination and W Comd approves the respective minutes, the applicant is to pay Mess dues in advance for the remainder of the fiscal year and is granted full Associate membership rights and privileges until membership is suspended or cancelled.
4. Associate membership is subject to suspension or cancellation for cause or at the discretion of the PMC or W Comd. If Associate membership is cancelled or suspended, the Associate Member shall be informed immediately and is entitled to reimbursement of unused Mess dues for the period of the suspension or cancellation.
5. A person who has applied for Associate membership but is not currently an Associate Member is not permitted to use the facilities of the Mess, except as the Personal Guest of an Ordinary or Associate Member.
6. The total number of Associate members will be limited to maximum of 50% of the total number of Ordinary Members. No precedence shall be given for Associate membership and will be considered in the order which they apply.
7. Associate membership status will be reviewed annually by the Mess Executive.

### Honorary Members

1. A currently serving member of the Canadian Armed Forces Regular Force and Primary Reserve Force is an Honorary member of every Mess, except in a Mess where they are an Ordinary or Associate Member and in seagoing HMC ships.
2. Any distinguished person may be invited to become an Honorary member of the Mess for a term not to exceed one year, without prejudice to renewal of the membership for a further one-year term. Membership is granted based upon recommendation of the Mess Committee, majority vote of those present at a General Mess Meeting and approval of the W Comd.
3. An Honorary Member is accorded the privileges of the Mess but shall not pay Mess dues nor serve the Mess in any capacity. They may be assessed a proportional share of the expenses associated with any Mess function or entertainment which they attend. Except as provided in Reference E, they may not enter DND property, buildings or Messes for the purpose of soliciting or transacting business. The W Comd has sole power of authority to cancel an Honorary membership.
4. Honorary memberships are intended to recognize an individual’s position or contribution to the nation or to the military by providing opportunities for the occasional use of the Mess. However, when an Honorary Member, including an Ordinary Member of another Mess, wishes to use the facilities of the Mess on a frequent basis, they should apply for Associate membership.

## Meetings

### Quorum

1. A General or Extraordinary Mess Meeting is not competent to transact any business unless a quorum is present. A quorum shall be reached when at least 75% of Ordinary Members that are available to attend are present. Available members are those members not on duty, annual leave or otherwise excused by either the W Comd or PMC.
2. Quorum may be assumed whenever an electronic vote by Mess email is used in place of an Extraordinary Mess Meeting.

### Attendance

1. All Ordinary Members should attend General Mess Meetings unless on duty, leave or otherwise unavailable.

### General Mess Meetings

1. General Mess Meetings (GMM) will be held twice annually, normally in March and September. Notification will be made by email at least two weeks in advance when possible.
2. Proposals for agenda items shall be made to the Mess Executive at least 7 working days prior to the meeting. Motions should be provided by Mess email prior to the GMM.
3. A GMM event will be created and opened in Microsoft Teams one week prior to the meeting in order to facilitate discussion on upcoming motions. Instructions on how to join the event shall be provided to the membership by Mess email.

### Extraordinary Mess Meeting

1. Extraordinary Mess Meetings may be convened at the direction of:
	1. the W Comd; or
	2. the PMC.
2. An Extraordinary Mess Meeting may be called to consider a matter of urgent business that may affect the Mess. In certain circumstances, the Mess Executive Committee may determine an e-vote by Mess email is more suitable than calling an Extraordinary Mess Meeting.

### Conduct of Mess Meetings

1. Mess meetings may be used to provide relevant information but should also encourage debate and discussion using a parliamentary forum. Mess meetings should be orderly and prevent discourse. The following are tenets of the parliamentary procedure and must be adhered to:

members shall address the PMC to be recognized;

only one speaker has the floor at a time and shall not be interrupted except to object to a motion;

all remarks and discussion shall be addressed to the PMC and not between the members on the floor;

the PMC is responsible to maintain orderly conduct during meeting; and

rulings made by the PMC shall be impartial.

1. Wherever possible GMMs should be held in person at the Sea King Club and concurrently broadcast over Microsoft Teams. Preference for discussion will be given to members attending in person.
2. The normal order of business for Mess Meetings is:
	1. Call to order;
	2. Roll call if necessary;
	3. Ratification of the minutes of the last meeting;
	4. Financial statement or report;
	5. Committee reports;
	6. Executive report;
	7. Old business arising from the minutes;
	8. New business from the agenda;
	9. Nomination/election of new committee members;
	10. Open discussion; and
	11. Adjournment.

### Committee Meeting

1. The 12 Wing Mess Committee will meet as required, normally every 2 months or more frequently if required to discuss Mess matters arising or persisting.
2. As well as the Mess Committee, Ex-Officio Members may attend as required. Any other person required to cover a specific agenda item may be invited to attend.

### Entertainment Meeting

1. The Entertainment Chair will hold regular meetings as required, normally every month, to discuss, plan and coordinate Mess events and entertainment functions. The Mess Entertainment Committee are required to attend, as well as the Financial Chair or Mess Manager. Mess Executive may be invited to attend by the Mess Manager or Entertainment Chair.

### Improvements Meeting

1. The Improvements Chair will hold meetings as appropriate with the aim of outlining the projects to be presented for approval to the and for co-ordinating the implementation of projects and developments that have been approved. The Mess Improvements Committee (if one exists) are required to attend, as well as the Financial Chair or Mess Manager. Mess Executive may be invited to attend by the Mess Manager or Improvements Chair.

### Mess Meeting Minutes

1. The Secretary shall prepare the minutes of all General Mess Meetings within seven working days after the meeting. All voting results and type of vote conducted shall be included. The minutes shall be distributed electronically and signed off in order as follows:
	1. PMC;
	2. PSP Deputy Manager;
	3. Mess Officer;
	4. BAdmo; and
	5. W Comd.
2. General Mess Meeting minutes will be posted on the Mess website. Prior to a General Mess Meeting, the previous minutes will be emailed to members for ratification vote.

## Motions and Voting

### Motions

1. A motion is a proposal that the Mess take action, or that it expresses itself as holding certain opinions. Any member of the Mess except the PMC may make a motion.
2. All motions, whether made in person or by Mess email, require a seconder. If a seconder is not forthcoming, the motion cannot be considered.
3. Making a motion (by Mess email):
	1. all motions sent to Mess email must be sent from the email of the member who makes the motion;
	2. motions require a seconder to be identified and normally cc’d on the email;
	3. the PMC will consider the motion and determine if it is presentable for discussion to the meeting. If required the PMC may rephrase the motion or contact the member making the motion for adjustment; and
	4. the PMC will introduce the motion at the next GMM.
4. Making a motion (during a meeting):
	1. member must first be recognized by the PMC;
	2. the member makes the motion determining the action or expression the Mess should take, normally starting with “I move that” or “I move to”;
	3. the PMC.
5. Motions are categorized as follows:
	1. main motions – a main motion introduces a subject to the meeting. It is debatable and amendable;
	2. subsidiary motions – a subsidiary motion amends or postpones a main motion. It is debatable but not amendable; and
	3. incidental motions – an incidental motion is used to challenge a PMC ruling or unseat a Committee member or nominee. Each motion is limited to only one ruling and cannot be debated or amended. When introduced it will be voted upon immediately and requires a 66% majority to carry.

### Voting

1. All motions are decided by majority vote by Ordinary Members present or that have responded to an electronic vote within the defined timeframe. Members who vote to abstain will not be counted. This is interpreted to mean more than half of the votes cast or received and is not subject to minimum count. A tie vote defeats the motion.
2. Voting on motions and other matters requiring a vote should normally use electronic voting by Mess email, with results being attached to the Mess minutes for approval. Electronic voting requires the applicability period of the vote to be stated. When appropriate, voting by acclamation may be preferred.
3. The voting at a General Mess Meeting is done by one of the following methods:
	1. electronic vote – email sent by Mess email with embedded voting options (normally “Approve”, “Reject”, “Abstain”). Voting replies are tallied and retained until the approved minutes have been ratified at the next GMM. This is the preferred method of voting.
	2. counted vote – members present during a General Mess Meeting will indicate their vote by show of hands when called for “all in favour”, “all opposed”, and “abstentions”, to obtain an exact count.
	3. by acclamation – members present during a General Mess Meeting raise their hands or voice “aye” when called for “all in favour” or raise their hands and voice “nay” when called for “all opposed”. If an obvious majority is not apparent, then a call for call for a counted vote can be motioned by any Ordinary Member in attendance. Acclamation may also be assumed in circumstances where no opposition exists, for example, nomination for Mess Committee positions with only 1 candidate identified. No count is required.
	4. by ballot – Ordinary Members cast their vote by writing it on a slip of paper, to remain anonymous when secrecy is desired.
4. All Ordinary Members are encouraged to vote but cannot be compelled to do so. Only Ordinary Members are entitled to vote.
5. The PMC and Ex-Officio members are entitled to vote on all motions and decisions calling for vote but will normally refrain from doing so. In the event of a tie, the PMC vote cannot be the tie-breaking vote.

### Nominations

1. Nominations for Mess Committee positions are made by Mess email to the Mess Executive or called from the floor at General Mess Meetings.
2. Ordinary Members can nominate themselves or be nominated by any Ordinary Member, no seconder is required. Nominees are given the option of accepting or declining the nomination. If there are multiple accepted nominations each nominee will be afforded an opportunity to express to the membership their suitability as a candidate, prior to any voting.
3. If voting is conducted during a General Mess Meeting, nominees must excuse themselves for the duration of voting.
4. Where there is only one nomination and no opposition has been raised, the nominee will ascend to the Mess Committee position by vote of acclamation.

### Adjournment

1. The closing of the meeting shall be by motion to adjourn, which is only invited by the Chairperson. A seconder is required. The Chairperson may adjourn the meeting for a specific period or may close the meeting at any time under special circumstances.

## Guests, Conduct and Discipline

### Guest(s) of the Mess

1. Guests of the Mess will be in one of two categories:

a. Official Guests – an official guest of the Mess is a person whom the mess, as an entity, has a social or public obligation to entertain and for whom the Mess is financially responsible. Official guests are designated as such by the PMC or the W Comd; and

b. Personal Guests – a person whom a member of the Mess invites to the Mess and for whom the member is responsible. This includes, but is not limited to, spouses and relatives of an Ordinary or Associate Members unless they are determined to be an Official Guest.
2. The W Comd or PMC normally designates an official guest(s) of the Mess prior to the visit so that all Mess members are aware of their presence.
3. Official Guests of the Mess shall be entertained at Mess expense, inclusive of all 12 Wing Mess functions and activities regardless of where they occur. Entitlement for Official Guests shall not exceed that of Ordinary Members, except with respect to food and refreshments.
4. Members are permitted to invite any reasonable number of personal guests to the Mess so long as it does not impede on other Mess member’s activities. Members are responsible for their Personal Guests conduct, dress and deportment while they are in the Mess.
5. Members must be present to invite Personal Guests and shall accompany them. When a member departs the Mess or activity/event, their Personal Guests must also depart.
6. Personal Guests under the age of 16 will only be admitted to the Sea King Club for designated family functions, or other times specified by the Mess Committee. Guests under 19 must not enter any area of the Mess where alcohol is being served or consumed.
7. Personal Guests are not entitled to any Mess functions or activities which have expended Mess funds. Personal Guests wishing to take part in functions or activities which Mess funds have been expended, shall be required to fully compensate the Mess expenditure with respect to their involvement.

### Conduct & Discipline

1. All members of the 12 Wing Mess will share the same privileges within the combined Mess, regardless of rank. All members must conduct themselves in a manner that will preserve the efficient operation and dignity of the combined Mess. The relationship between superior and subordinate ranks must be respected, however, the Mess is not appropriate for disputes between members of different rank groups. While in the Mess, members should act in a professional way and, if necessary, relocate to another area of the Mess to avoid conflict between rank groups. Any unresolved incidents related to rank groups shall be reported to the PMC.
2. No Mess member, with the exception of the PMC, shall direct, criticize or reprimand a Committee member regarding their duties.
3. Dress and deportment of Personal Guests are the inviting member’s responsibility.
4. The senior member present in the Mess shall be responsible, however all members are obliged to act professionally. The PMC may impose restricted privileges on any member reported for misconduct or for an infraction of any order or instruction. In each instance a report shall be made to the WCWO via the Mess Manager and BAdmo.
5. The following restrictions apply:
	1. the working areas of the bars are out of bounds to all personnel except for the Sea King Club Staff or Committee member with the approval from the Mess Manager;
	2. gambling and/or games of chance shall be conducted IAW Reference F, and
	3. Personal guests may participate in all activities in the Sea King Club available to members. In the event that there is an incident or misconduct of the guest(s), the Mess Executive Committee may impose a suspension of the guest as required.
6. Notices are not to be posted in the Sea King Club without the permission of the Mess Committee, Mess Manager or Administration Assistant.
7. Animals are not permitted in the Sea King Club with the exception of those used as assistance animals (e.g. guide/service dogs).
8. Sea King Club property, including newspapers, periodicals etc., are not to be defaced or removed from the Sea King Club. No article of furniture, equipment, glassware etc. is to be removed from the Sea King Club without permission from the Mess Manager.
9. Damage to any Mess infrastructure or property is to be reported immediately to the Mess Manager. Articles accidentally broken or damaged may be charged for at their replacement value. Units or individuals will be liable for misbehaviour resulting in damage. Any cases of intentional breakage will be considered as a serious breach of etiquette and will be treated accordingly.
10. Sea King Club will close after the bar closes and all personnel, except those on duty therein, shall vacate the Sea King Club as directed by bar staff. Permission to keep the Sea King Club open beyond the normal closing must be requested in writing to BAdmo through the Mess Manager.

### Smoking Area

1. Smoking and vaping tobacco is permitted only in the designated smoking area in front of the Sea King Club. Cannabis can only be consumed in the designated cannabis smoking area beside the Sea King Club. No smoking or vaping is allowed inside the Sea King Club, or in the patio area behind the Eagles Nest. See figure 2 for reference.



**Figure 2 –** Sea King Club Smoking Areas

### Provision for Appeal

1. Any Mess member, who is of the belief that they or their Personal Guest(s) have been improperly dealt with in the enforcement of these By-Laws, has the right to submit their complaint, in writing, to the Mess Executive for consideration. The results of any appeal shall be made available to the member submitting appeal only and shall not be made available to the membership by the Mess Executive.

### Suggestions and Complaints

1. Suggestions and complaints can be forwarded to the Mess Committee and Mess staff using the designated books or preferably by Mess email. If the suggestion or complaint is of a serious or sensitive nature, it can be made directly to the PMC or Mess Manager.

### Dress Guidelines

1. The 12 Wing Mess recognizes the relaxation of some standards and traditions throughout the CAF recently, particularly with aspects of dress and personal appearance. The dress guidelines are intended to align with these changes within the CAF by replacing the strict dress code. To maintain professionalism and respect, Mess members and Personal Guests shall not enter the Sea King Club in attire which can reasonably be considered to discredit the Mess or the individual. This includes, but is not limited to, the following:

attire which is dirty or in a state of disrepair;

words or images of hate, discrimination, racism, sexism, or illegal behaviour;

attire considered overtly sexual or otherwise inappropriate; and

loungewear (ie. toga, bathrobe, nightgown).

1. Members and guests entering the Mess shall wear appropriate footwear. This can generally be considered any footwear which would not otherwise be prohibited in local malls, stores and businesses. In some circumstances, particularly with respect to safety, Mess events, functions, and activities may impose further restrictions or prohibit certain footwear at the discretion of the respective Committee Chair.
2. Headdress shall be removed upon entering the Mess, except when indicated by a member’s religious practice or when performing duties requiring headdress.
3. During official Mess functions (ie. Mess dinner), the PMC may impose or relax dress requirements as appropriate.

### Mess Executive Inquiries

1. When a problem with a potential disciplinary issue arises in the Mess concerning the Mess Committee, Mess staff or members, the Mess Executive shall conduct an informal inquiry and present their findings to the 12 WCWO.

## Financial

### Mess Dues

1. The Mess will assess dues corresponding to a membership fee on each Ordinary Member and Associate Member. The revenue from this subscription (dues) will be used to fund the general operating expenses and activities of the Mess.
2. Any Associate or Honorary member may elect to cease their membership at any time by contacting the Mess Executive or the Mess Manager. In the case of Associate Members, any remaining unused dues shall be refunded.
3. Ordinary members pay the following Mess dues at 12 Wing Mess:
	1. Regular Force:
		1. MCpl/MS and below - $15 per month;
		2. Sgt/PO2 and above - $20 per month; and
		3. Officers - $25 per month.
	2. Primary Reserve Force:
		1. MCpl/MS and below - $10 per month;
		2. Sgt/PO2 and above - $15 per month; and
		3. Officers - $20 per month.
4. Associate members pay the following Mess dues at 12 Wing Mess:
	1. retired CAF members:
		1. first year immediately following retirement from the CAF is free; and
		2. each subsequent year dues are 50% of current Regular Force Mess dues, based on rank member retired. For example, a retired MWO would be required to pay $120 per year based on 50% rate. This is irrespective of the MWO retiring from the Regular Force or the Primary Reserve.
	2. other members:
		1. dues are 50% of current Mess dues, based on civilian equivalent rank. If civilian equivalent rank is not otherwise defined, then Mess Executive will make determination of appropriate rank group for each instance.

### Mess Dues Accounting

1. Each member of the Mess may request an itemized monthly statement, denoting the charges incurred by the member during the previous month. The request must be made in writing (preferably by email) to the Mess Manager.
2. The normal method for Ordinary Members to pay Mess dues is by pay allotment, deducted from a members pay each month. As stated in Reference B it is the responsibility of all members to check their pay statements to ensure Mess dues have been deducted. Members who are owing unpaid dues are shall be considered to be not in good standing.
3. Associate members are required to pay Mess dues one year in advance no less than 1 month prior to the expiration of their membership or their membership may be cancelled. Associate Members can pay by cash or other appropriate methods approved by the Mess Manager.

### Expenditure of Mess Funds

1. The following financial authorities shall be reviewed annually. Any amendments must be proposed at a General Mess Meeting and are subject to W Comd approval:
	1. Mess Executive discretionary expenditure authority;
	2. Mess Committee discretionary expenditure authority;
	3. monthly dues for Ordinary and Associate Members.
2. The following amounts are approved as discretionary expenditure authorities:
	1. the Mess Executive may approve individual and non-recurring discretionary expenditures up to $500, not to exceed $1000 quarterly, to a maximum of $2000 annually. The expenditure must be reported at the next General Mess Meeting. The expenditures shall directly benefit the majority of the Mess membership; and
	2. the Mess Committee may approve individual and non-recurring discretionary expenditures up to $1,500, not to exceed $3000 quarterly, to a maximum of $6000 annually. The expenditure must be reported at the next General Mess Meeting. The expenditures shall directly benefit the majority of the Mess membership.

### Mess Budget

1. A proposed balanced yearly Mess budget shall be submitted by the Financial Rep, through consultation with the Mess Committee and Mess Manager.
2. The budget shall be proposed at a General Mess Meeting and approved by the membership, prior to the start of each fiscal year.
3. The Mess Executive may further amend the approved budget if significant deviations occur. This authority should not be exercise without caution. Normally this represents an attempt to retain a balanced budget resulting from unanticipated losses. However, this could also be to approve additional spending which was not considered when the budget was proposed.

### Non-Public Funds Capital Expenditure Program

1. The NPF CEP is prepared each year to identify those projects which the Mess proposes to undertake in the future. The program includes a five-year forecast with the immediate forthcoming year being the most important.
2. The Mess Manager is the primary point of contact for requests related to NPF CEP. The PSP Deputy Manager and BAdmO may be engaged to assist members seeking to utilize the NPF CEP. Prior to submission, the NPF CEP request is to be presented to the Mess Executive during a General Mess meeting for approval by acclamation.

### Taxi Chits

1. Ordinary and Associate Mess members may utilize taxi chits in exceptional circumstances. Taxi chits are only valid when travelling directly from the Sea King Club to the member’s residence. Taxi chits are funded from the Mess entertainment budget. To qualify for a taxi chit and limited reimbursement, members must adhere to the following:

obtain a taxi chit from the Mess bartender;

provide their contact information on the taxi chit prior to departing;

the maximum subsidized amount for a taxi chit is $20.00. The member is required to reimburse any additional funds exceeding this amount;

only 1 subsidized taxi chit is authorized per member, per fiscal year; and

there must be exceptional circumstances.

1. Exceptional circumstances refer to an unlikely event or scenario which prevents a member from travelling home by regular means. These include, but are not limited to, unforeseen mechanical issues with personal vehicle, unusual weather events, minor injuries or unexpected health conditions (including intoxication) which restrict driving.
2. Taxi chits are not intended for scheduled use. No member shall arrive at the Sea King Club with anticipation to obtain a taxi chit to return home. Taxi chits can be provided, but if conditions to qualify for limited reimbursement are not met it will remain the members responsibility to reimburse any amount owing.

### Shuttles and Transportation Services

1. In rare circumstances it may be desirable to provide transportation for members during or after an event. This may be limited in scope (transporting members to and from a specified location) or full service (transporting members to their personal residence. Transportation services, when provided by the Mess, shall only be obtained using professional drivers with a signed contract. Any vehicles for use with professional drivers shall have appropriate insurance for that purpose. Members shall not be tasked or employed by the Mess to act as valets in any vehicle.

## Non-Public Funds

### Proper use of Non-Public Funds

1. There are certain occasions where Mess funds cannot be expended in accordance with NPF policies and procedures. The Mess Manager will advise whenever proposals, actions, or decisions are made which would be in opposition to those policies.

### Insurance

1. Insurance coverage for the Mess is provided by the Canadian Forces Central Fund Consolidated Insurance Program (CFCF CIP) according to the provisions in Reference E.

### Banking

1. Access to the 12 Wing Mess bank account is strictly controlled. Any requests for expenditure from the Mess bank account shall be made through the Mess Manager.
2. The 12 Wing Mess bank account consists of Mess revenue including dues paid to the Gift Fund. The account maintains Unencumbered Cash primarily for, but not limited to, the Gift Fund and budget deficits. It is not intended to fund events, functions, or activities.

## Prizes Draws and Gifts

### Claiming Prizes and Gifts

1. A member who has been identified as a winner in a Mess contest, event, or draw must claim their prize within 60 days. Winners shall be notified by Mess email. Any unclaimed prizes will be forfeit and will funds will be recovered or prizes will be offered in future events or draws. Members who make arrangements with Mess staff or Mess Committee may be granted an extension of the 60 day limit.
2. A member who is entitled to a Mess gift must claim it within a reasonable timeframe, normally limited to 1 year. In exceptional circumstances members may be entitled to claim a Mess gift after 1 year (ie. member on parental leave for 18 months).
3. Primary Reserve Force members do not pay into the gift fund and are not entitled to receive gifts.
4. No individual member shall be entitled to a single prize exceeding $2500.

### Prizes

1. Unless otherwise specified, all members and guests are entitled to win prizes in contests, events or draws. Guests are not entitled to win prizes unless they are associated with a Mess function, activity, or event which the guest attends.
2. Disposition of prizes which require direct compensation and a mode of chance are not allowed (ie. 50-50 draws or lottery schemes). Door prizes or draws associated with a Mess activity or event are acceptable within the constraints of References B and F.
3. In circumstances where Mess funds are expended to subsidize prizes partially or fully, guests shall have less entitlement than members. Normally this means guests are prohibited from winning some or all prizes and/or the cost of the event ticket for guests is proportionately greater than for members.

### Mess Departure/Retirement Gifts

1. All Ordinary members who have paid into the gift fund for minimum of six months, will receive a departure gift of up to $50.
2. All Ordinary members who have been a member of the Canadian Armed Forces for minimum of 20 years shall receive and have paid into the gift fund for minimum of six months, will received a on retirement gift of up to $100 value upon retirement.
3. Primary Reserve Forces members do not pay into the gift fund.

### Birth and Bereavement Gifts

1. After six months membership in the 12 Wing Mess each ordinary member will be entitled to birth and bereavement gifts for the following:
	1. a congratulatory gift of up to $150 upon the birth or adoption of a child; and
	2. a bereavement gift of up to $150 upon the death of a parent, spouse or child.
2. Birth and bereavement gifts are provided to members per occurrence, irrespective of the number of persons involved. Gifts shall not exceed $150 per occurrence.

## Mess Operations

### Mess Staff

1. The Mess Staff comprises of all persons serving the benefit of the Sea King Club and the 12 Wing Mess. This includes, but is not limited to, the Mess Manager, Bar Supervisor and bartenders, Mess Administrative Assistants, serving staff for functions and events, and property maintenance staff.
2. Mess members shall not direct, criticize, reprimand, or obstruct/hinder the duties of Mess staff. Any member wishing to make a complaint against Mess staff shall do so to the PMC or Mess Manager. The Mess Manager coordinates the duties of Mess Staff.

### Mess Property

1. All property of the Mess and contents (excluding personal items) of the Sea King Club including NPP shall be considered Mess property for the purpose of this By-Law.
2. Mess property shall not be removed, relocated, or otherwise disturbed from the Mess and Sea King Club without the express permission of the PMC or Mess Manager.
3. Any approved expenditures which involve construction or alteration to the Sea King Club shall not be implemented without appropriate authority obtained through consultation with the Mess Manager.

### Mess Notice Board

1. The Mess Notice Board is located at the entrance to the Sea King Club. The Mess Manager shall be responsible for all displays on this board. All posting of notices, except for those explicitly stated herein, shall be approved by the Mess Manager.

### Bar Operation

1. As stated in Reference B, the bar must be operated on a profit-making or break-even basis. All alcohol sales must be in accordance with the Liquor License regulations in Reference I.
2. A current price list of all commodities sold by the bar shall be posted for ease of review by customers. Alcohol sales from the Mess bar cannot be subsidized or discounted for any reason.
3. All sales from the bar can be paid for via cash, credit, or debit.
4. Alcoholic beverages shall not be purchased, handled, received, or consumed within the Mess by minors. A person who has not reached the age of 19 years is considered a minor.
5. Alcoholic beverages sold in the Mess are to be consumed within the confines of the Sea King Club.

### Mess Hours

1. Mess/bar hours shall be permanently displayed on the Mess notice board. Hours may be changed subject to the recommendation of a General Mess Meeting and approval by the W Comd. The normal Mess bar hours (subject to change) are as follows:
	1. Wednesday and Thursday 1500-2100;
	2. Friday 1500-2200;
	3. Saturday 1700-2200; and
	4. Monday to Friday office hours (bar may be open upon request)
2. All extensions and changes to the bar hours of operation must adhere to provincial and municipal laws and Reference I. Only the W Comd has the authority to extend bar hours.
3. No sales shall be permitted from the bar except during authorized hours.
4. The “last call” to the bar shall be given approximately fifteen minutes prior to the closing of the bar and the Mess shall be cleared of all members no later than thirty minutes after the closure of the bar.

### Private Functions

1. The Mess Manager may authorize the use of Mess facilities for functions sponsored by a Mess member or group of members (depart with dignity, mug-out, change of command, promotion ceremony, ground training day etc.) provided that:
	1. the facilities are not otherwise required by the Mess;
	2. bar facilities remain available for other members;
	3. all foods and beverages are provided and catered by the Mess unless specifically authorized by the Mess Manager; and
	4. all costs are borne by the sponsoring member or group.
2. The Mess Manager may authorize the use of mess facilities for private functions sponsored by a Mess member (wedding reception, family anniversary etc.) subject to the conditions above and NPP contracting policy in Reference E.
3. Any functions, events, or activities which are not open to General Mess Members, shall be self-supporting and are not authorized to utilize Mess funds or consumable products which were purchased or subsidized by Mess funds.

## Mess Entertainment

### Events, functions, and activities

1. Providing Mess entertainment is the primary function of the Entertainment Committee. The Entertainment Committee shall normally, where practical, provide minimum of one entertainment activity, function, or event each month.
2. All functions involving ticket sales shall adhere to the following:
	1. tickets must be serialized, recorded, and controlled using a register. Ticket sales must be reported to the Mess Manager;
	2. ticketed Mess Entertainment events are normally for Members only. Unless explicitly stated, non-members are not permitted to participate;
	3. the organizer, in consultation with the Mess Manager and Financial Rep, shall determine the price of tickets. The Mess Executive may amend the price of tickets, as appropriate;
	4. Mess funds shall not be expended to subsidize or discount the cost of non-member tickets. For example, if an event expends $1000 from Mess funds and 100 tickets are available for sale, non-members tickets shall be sold at $10; and
	5. access to events, functions, and activities shall be controlled and limited to ticket holders only.

### Break-even events

1. Events, functions, and activities are considered break-even events when the anticipated revenue from tickets or other purchases is the equal to or greater than the expenditure of Mess funds.
2. Cost of tickets for members may be the same or less than the cost of tickets for non-members but shall never exceed the cost of tickets for non-members.

### TGIF

1. TGIF generally refers to a recurring Mess event (normally occurring on a Friday) which offer discounted food or refreshments to Mess members by expending Mess funds.
2. The Entertainment Committee is responsible for scheduling TGIF and may authorize an Ordinary or Associate Member volunteer to coordinate the event. The success of TGIF events is largely dependent on volunteers willing to assist the Entertainment Committee.
3. The following guidelines are provided for successful TGIF events:

the Mess Manager should be consulted prior to any food orders. Priority for food orders should be requested through CFB Halifax, otherwise foods may be obtained from a preferred civilian establishment;

quantity of food ordered should be sufficient to serve all attending members. Consultation with the Mess Manager will give a reasonable estimate;

TGIF shall be advertised to all Mess members, normally by Mess email. Posters and advertisement on social media and unit websites are also encouraged. The date, time, and fee charged shall be included;

hours of TGIF may vary but should be intended to maximize participation. Participants arriving earlier;

the cost of food should normally be subsidized by the Mess but this may still require members to incur a fee to participate. The fee charged should be determined through consultation of the Mess Manager or Entertainment Chair and should normally be a rounded dollar amount (ie. $1, $2, $5);

when a fee is required, a cash box and cash float can be obtained from the Mess Manager or Bar Supervisor;

participants of TGIF should be limited to one serving and must be present (no proxy is permitted). When it can be determined that most participants have had sufficient opportunity to be served, the organizer may decide to allow additional servings.

TGIF is intended for members only, however, in cases where non-members are invited to attend, the fee for non-members should be equal the cost of food (rounded to the nearest dollar amount). Fees charged for non-members shall be greater than fees charged for members.

food should only be offered at the Sea King Club. Any foods which involves direct hand contact (hamburger buns, pizza etc.) shall be served to participants from a controlled area;

allowances should be made for vegan and vegetarian options wherever practical;

food should only be consumed at the Sea King Club, although limited exceptions may be made with regards to members on duty (ie. Fire Hall); and

leftovers shall not be made available to units or individuals, irrespective of any fees paid. This will discourage members from attending in future TGIF and cause dissatisfaction amongst members who were charged a fee. In some cases, leftovers may be made available to members and guests at the Sea King Club.

### Musical Instruments

1. Musical instruments (electric/acoustic/bass guitars and amplifiers, drum rig, and accessories) are available to all Members for individual use or for hosting an open mic, jam night, or band practice. Members are also entitled to use personally owned musical instruments in the Sea King Club.
2. Musical instruments owned by the Mess shall not be removed from the Ashley Lounge except in specific circumstances where they are to be used for a Mess event in another location, and only with the express permission of the PMC.
3. Booking of instruments is not required but is recommended as priority will be given to members who have made a booking. Personal Guests of members are entitled to use instruments. Access to instruments can only be obtained through Mess Staff.
4. Use of musical instruments shall depend on availability of the Ashley Lounge.

### Golf Simulator

1. A golf simulator representative shall be appointed by the Sports Chair to manage any concerns related to the operation and condition of the golf simulator.
2. The golf simulator is available to all Ordinary and Associate Members, including those belonging to other Messes. Priority will be given to 12 Wing Mess members who have booked the simulator online at the 12 Wing Mess website [here](https://cfmws.ca/halifax/facilities/messes/shearwater-messes/golf-simulator-booking). (<https://cfmws.ca/halifax/facilities/messes/shearwater-messes/golf-simulator-booking>)
3. Ordinary and Associate Members of 12 Wing Mess are not assessed a fee to use the golf simulator. Personal Guests and members of other Messes shall be assessed a fee of $10 per person, per session. Payment can be cash, debit, or credit. The member booking the golf simulator is responsible to collect and submit any fees to the Bar Supervisor or Mess Manager prior to using the golf simulator.
4. All users of the golf simulator shall adhere to the rules posted at the golf simulator. Any misuse may result in a temporary or permanent ban from using the golf simulator, at the discretion of the Mess Executive.

### Mess Dinners

1. All Mess Dinners held in the Sea King Club shall be in accordance with Reference B.
2. Distinction shall be made between Mess Dinners and mixed dinners/formal dinners. Mess dinners are formal occasions considered to be a compulsory parade and may be eligible for public support of associated costs. Mixed dinners/formal dinners has relaxed customs and traditions and the membership is required to support associated costs.
3. Dress for Mess dinners will be as indicated by invitation.

### Facebook

1. The 12 Wing Mess maintains an unofficial Facebook page to inform members of upcoming events. The contents therein are provided for information only and may be inaccurate or out of dated. Any opinions or views posted there belong to the individual who posted them and are not representative of the 12 Wing Mess.
2. The Facebook page can be accessed [here](https://www.facebook.com/groups/seakingclub). https://www.facebook.com/groups/seakingclub

# ANNEX A

## President of the Mess Committee (PMC)

Responsible to: W Comd

Responsible for: Mess Committee

1. Duties:
	1. calling of and presiding over all General Mess Meetings and Mess Committee meetings;
	2. issuance and maintenance of the Mess Constitution and By-Laws;
	3. compliance with the Mess Constitution, policies and procedures, and financial practices;
	4. consider for action all motions, suggestions, and complaints received from members;
	5. ensure Mess expenditures remain consistent with 12 Wing Mess budget; and
	6. coordinate with the Mess Manager regarding operation of the Mess.
2. Appointment and Advancement:
	1. will advance from the Vice PMC role;
	2. will normally serve for a term of 6 months; and
	3. after their tenure, the PMC is no longer eligible to serve in the Mess Executive of 12 Wing Mess but may serve on the Mess Committee as a Committee member or unit representative.
3. Responsibility:

responsible to the W Comd; and

responsible for the Mess Committee.

## Vice President of the Mess Committee (VPMC)

1. Duties:
	1. attend all General Mess Meetings, Mess Committee meetings, and Entertainment Committee meetings;
	2. assist the PMC in the performance of their duties;
	3. officiate in the absence of the PMC; and
	4. act as Entertainment Chair if the chair is vacant.
2. Appointment and Advancement:
	1. will advance from the Secretary role;
	2. will normally serve for a term of 6 months; and
	3. after their tenure, the VPMC will advance to serve as PMC.
3. Responsibility:

responsible to the PMC.

## Secretary

1. Duties:
	1. attend all General Mess Meetings and Mess Committee Meetings;
	2. prepare and post the agenda for all General Mess Meetings;
	3. record the minutes of General Mess Meetings; and
	4. perform other duties in the service of the Mess as assigned by the PMC.
2. Appointment and Advancement
	1. normally appointed by the W Comd or WCWO, otherwise may be nominated and elected by vote of Ordinary Members;
	2. incoming nominee or appointee should be selected from Ordinary Members within the same rank group as the outgoing PMC;
	3. ineligible if they have previously served on the Mess Executive;
	4. will normally serve for a term of 6 months; and
	5. after their tenure, the VPMC will advance to serve as PMC.
3. Responsibility:

responsible to the PMC

## Financial Representative

1. Duties:
	1. attend all General Mess Meetings and Mess Committee Meetings, and other Committee meetings when requested by Committee Chairs;
	2. prepare and present a financial report to members during General Mess Meetings;
	3. prepare yearly Mess budget with assistance and consultation of Mess Manager and Mess Committee;
	4. advise Mess Committee of potential financial implications of actions and decisions; and
	5. assist with pricing of tickets or fees for events, functions, and activities when requested;
	6. inform the PMC when it is suspected Mess Committee or members are acting in bad faith with regards to financial matters; and
	7. perform other duties in the service of the Mess as assigned by the Mess Executive.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive.

## Entertainment Chair

1. Duties:
	1. calling of and presiding over all Entertainment Committee;
	2. attend all General Mess Meetings and Mess Committee meetings;
	3. prepare and present an entertainment report to members during General Mess Meetings;
	4. prepare and maintain a suitable entertainment program for the benefit of the Mess members;
	5. coordinate with the Mess Manager to ensure adequate preparation is made for Mess events, functions, and activities;
	6. coordinate with the Marketing Chair and unit representatives to ensure effective promotion of Mess events, functions, and activities;
	7. coordinate with Financial Rep to propose an entertainment budget for inclusion in the 12 Wing Mess budget;
	8. ensure Mess entertainment expenditures remain consistent with 12 Wing Mess budget; and
	9. perform other duties in the service of the Mess as assigned by the Mess Executive.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive; and
	2. responsible for the Entertainment Committee.

## Improvements Chair

1. Duties:
	1. attend all General Mess Meetings and Mess Committee meetings;
	2. prepare and present an improvements report to members during General Mess Meetings;
	3. coordinate with the Mess Manager for any maintenance, repair, adjustment, relocation, or purchase of Mess equipment and furnishings;
	4. recommend removal or disposal of unserviceable equipment and damaged furnishing; and
	5. prepare cost estimates for installation, replacement, removal, or repair of furnishings and equipment.
	6. perform other duties in the service of the Mess as assigned by the Mess Executive.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive; and
	2. responsible for the Improvements Committee.

## Sports Chair

1. Duties:
	1. attend all General Mess Meetings and Mess Committee meetings;
	2. prepare and present a sports report to members during General Mess Meetings;
	3. organize and conduct appropriate sports related events for the benefit of the Mess;
	4. appoint a golf simulator representative within the Sports Committee to manage any concerns related to the operation and condition of the golf simulator;
	5. coordinate with the Marketing Chair to ensure effective promotion of sports related events;
	6. ensure accessories for darts and billiards are available and are in good condition, and coordinate with the Mess Manager to restock/replace as required;
	7. coordinate with Financial Rep to propose a sports budget for inclusion in the 12 Wing Mess budget; and
	8. perform other duties in the service of the Mess as assigned by the Mess Executive.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive; and
	2. responsible for the Sports Committee.

## Marketing Chair

1. Duties:
	1. attend all General Mess Meetings and Mess Committee meetings;
	2. prepare and present a marketing report to members during General Mess Meetings;
	3. coordinate with Committee Chairs as required to ensure accurate and complete information of Mess events, functions, and activities are advertised and distributed;
	4. prepare or suggest promotional materials in coordination with Committee Chairs;
	5. liaise with unit representatives to maximize marketing efforts; and
	6. perform other duties in the service of the Mess as assigned by the Mess Executive.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive; and
	2. responsible for the Marketing Team.

## Professional Development Representative

1. Duties:
	1. attend all General Mess Meetings and Mess Committee meetings;
	2. prepare and present a professional development report to members during General Mess Meetings;
	3. recommend or coordinate suitable professional development events for Mess members;
	4. coordinate with the Marketing Chair to ensure effective promotion of professional development events; and
	5. perform other duties in the service of the Mess as assigned by the Mess Executive.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive.

## Associate Members Representative

1. Duties:
	1. attend all General Mess Meetings and Mess Committee meetings;
	2. prepare and present an Associate Members report to members during General Mess Meetings;
	3. recommend and initiate action to ensure suitable and adequate professional development events are included in the Mess Calendar;
	4. appoint a golf simulator representative within the Sports Committee to manage any concerns related to the operation and condition of the golf simulator;
	5. coordinate with the Marketing Chair to ensure effective promotion of professional development events;
	6. coordinate with Financial Rep to propose a professional development budget for inclusion in the 12 Wing Mess budget; and
	7. perform other duties in the service of the Mess as assigned by the PMC.
	8. to recommend and initiate action to ensure suitable and adequate professional development events are included in the Mess Calendar;
	9. to organize and coordinate suitable and appropriate professional developments events at the12 Wing Mess;
	10. to utilize the promotion/marketing rep to advertise professional development functions; and
	11. to assist the Financial Rep in preparation of the annual budget and to ensure that professional development expenditures are made in accordance with the budget.
2. Appointment and Advancement:
	1. nominated and elected by vote of Ordinary Members;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role if no other nominees are forthcoming, otherwise they must step down but remain eligible to be nominated and elected; and
	4. eligible to serve the Mess Committee as another Committee member or unit representative.
3. Responsibility:
	1. responsible to the Mess Executive.

## Unit Representatives

1. Duties:
	1. attend all General Mess Meetings and Mess Committee meetings;
	2. coordinate with Entertainment Chair and Marketing Chair to ensure Mess events, functions, and activities are effectively advertised within their units;
	3. provide unit volunteers to support Mess events as required;
	4. identify a proxy or replacement when unavailable for extended periods;
	5. to perform or provide support to other duties as assigned by the Mess Committee.
2. Appointment and Advancement:
	1. volunteers or appointees who serve on the Mess Committee. Not elected;
	2. will normally serve for a term of 12 months;
	3. after their tenure, they are eligible to remain in the role; and
	4. eligible to serve the Mess Committee as a Committee member
3. Responsibility:
	1. responsible to the Mess Committee.

## Ex-Officio

1. Requests:
	1. appointment or select unit representatives to serve on the Mess Committee, when appropriate;
	2. advise the Mess Committee, when appropriate;
	3. attend General Mess Meetings and Mess Committee meetings if available; and
	4. support unit members who serve the 12 Wing Mess.
2. Appointment and Advancement:
	1. entitled to serve on the Mess Committee by virtue of position;
3. Responsibility:
	1. none