



# Constitution

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## RECORD OF AMENDMENT

| AL NO. | Date      | Entered Signature |
|--------|-----------|-------------------|
| 01/16  | 13 Apr 16 |                   |
| 02/18  | 11 May 18 |                   |
| 03/20  | 22 Oct 20 |                   |
| 04/21  | 10 Nov 21 |                   |
| 05/22  | 29 Nov 22 |                   |
|        |           |                   |
|        |           |                   |

## **PART I - CONSTITUTION**

### **Name**

1. The name of the institute is the Officers' Mess, Canadian Forces Base Halifax, hereinafter referred to as the Mess. The Mess includes the Wardroom, and the Officers' Mess at RA Park.

### **Authority**

2. The Mess is established under the authority of QR&O 27.01. It shall be operated in accordance with the references, any other regulations and orders that may from time to time apply, this constitution and the by-laws.

### **Purpose**

3. The Mess shall be operated for the purpose of providing services and amenities to members. The Mess shall receive and account for all allowances and donations, including those of property, which apply to it.

4. It is considered that the Mess, as a function of a Fleet Establishment supporting the Base Headquarters, Integral & Lodger Units, and the Fleet, has a vital role in the fostering of Service customs and traditions, and therefore, wherever feasible, usage and practices in the Mess will follow these.

### **Constitution and By-Laws**

5. The constitution outlines the authorized principles under which the Mess is formed and governed.

6. The by-laws amplify the constitution.

### **Membership**

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

8. The following persons are Ordinary members of the Mess:

- a. All officers of the Canadian Regular and Primary Reserve Force in the greater Halifax Dartmouth area who are borne on the establishment of Halifax or its Integral or Lodger units in the area, or who are serving at Halifax on temporary or attached duty more than 14 days,
- b. Officers of the Armed Forces of other countries who are on exchange with or on loan to the Canadian Forces, and who are employed at Halifax or one of its Integral or Lodger units,
- c. Officer Cadets of the ROTP/UTPNM/DOTP/METP/MOTP/etc attending university in the vicinity during their academic year; and
- d. Officers of the Cadet Instructors' Cadre of directly sponsored cadet units of CFB Halifax, upon application.

9. Associate members of the Mess may comprise the following categories:
- a. Retired Military
    - (1) officers honourably released from the Regular Force who are entitled to an immediate or deferred annuity; or,
    - (2) officers honourably released from the Primary Reserve and who have accumulated at least 12 years of service,
  - b. Working
    - (1) DND civilian employees of officer status who are employed at CFB Halifax or one of its Integral or Lodger Units,
    - (2) teachers, supervisors, inspectors, and administrators employed in civilian schools sponsored by DND and associated with the base,
    - (3) other civilians similarly employed at, or in association with, CFB Halifax of one of its Integral or Lodger units; and,
    - (4) officers of the Supplementary List, Cadet Instructor Cadre, the Canadian Rangers, the Royal Canadian Mounted Police, Canadian Coast Guard or Canadian Border Services Agency
  - c. Social
    - (1) Individuals reflecting various business and professional interests in the area who may be nominated and elected by majority vote of the Mess Committee at a regular committee meeting for a period of one year at a time beginning on 1 Jan CY (“Calendar Year”),
  - d. Corporate
    - (1) Corporations within the Halifax area may apply for membership to CFB Halifax Officer's Mess for membership for up to four members of their corporation,
    - (2) Corporations may be nominated and elected by majority vote of the Mess Committee at a regular committee meeting for a period of one year beginning on the 1 Jan CY; and,
    - (3) The cost per person will be the same rate as that of a regular membership,
  - e. Surviving Partners of Deceased Ordinary and Associate Members
    - (1) surviving partners of deceased Ordinary and Associate members may, if they choose, continue their association with the CFB Halifax Officers' Mess,
  - f. Honorary Appointments
    - (1) Individuals appointed to the honorary rank of Captain(N), Colonel or Lieutenant Colonel while so serving, or who have completed a term(s) as Honorary Captain(N), Colonel or Lieutenant Colonel.
10. Honorary members comprise the following:
- a. Officers of the Canadian Regular Force and Primary Reserve who are serving in ships and other units in Canada,
  - b. Visiting Regular Force officers of the Armed Forces of other nations; and,
  - c. Individuals of notable distinction by reason of position, achievement, or beneficence, and who are otherwise eligible for membership, may be elected Honorary members of the mess with all the benefits of membership by a majority vote of the Mess Committee at a regular committee meeting and ratified at the next General Meeting of the mess.

11. Fees:
  - a. Membership fees and payment terms for all classes of Membership shall be approved by the Mess Committee and reflected in the Budget for the CY.
  - b. Fees will be pro-rated for new Members who join the Mess after 1 Jan CY.

### **Finances**

12. The Mess is an independent financial entity exclusive of the Base Fund.
13. Sources of revenue for the Mess include:
  - a. Mess dues,
  - b. Bar profits,
  - c. Receipts from entertainment tickets,
  - d. Gifts and bequests; and,
  - e. Miscellaneous revenue.
14. The funds of the Mess will be expended in accordance with an annual budget as approved at a General Mess Meeting.
15. The Mess Committee may expend up to \$5,000.00 for any item of a capital or non-recurring nature outside the budget.
16. The CFB Halifax Base Commander may order that the Mess pay to the Base Fund a levy in the form of percentage of gross bar sales to support the activities of the Base Fund in accordance with NPF regulations and orders.

### **Entertainment**

17. Annually, at a General Mess Meeting immediately preceding the beginning or within thirty days of the commencement of a new NPF fiscal year, the Mess Committee will present an outline of entertainment events using mess funds for the coming fiscal year for approval in principle by the membership.
18. The effect of entertainment on residents is to be considered in the planning and conflicts between schedules is to be minimized, but if such exists, priority for the use of the Mess will be given in the following order:
  - a. Formation functions,
  - b. Base functions,
  - c. Brigade functions,
  - d. Mess functions; and
  - e. Private entertainment.
19. Within reason, the Mess should not be liable to criticism by being seen to be in competition with commercial establishments in the area because of the use of the Mess by out-of-service groups.
20. The CFB Halifax Base Commander may, at their discretion through the President of the Mess Committee, authorize the use of the Mess by out-of-service groups to meet public social obligations, or to the benefit of community relations.
21. Individual mess members may be permitted to sponsor certain functions for out-of-service groups on a personal entertainment basis.

22. The Mess will not be made available to any out-of-service organizations or individuals solely for the purposes of supplementing mess funds, without prior approval of the Executive Committee.

### **Bar Cards (Chits)**

23. Bar cards (chits) are permitted for use by the
- a. Commander, Maritime Forces Atlantic,
  - b. Commander, 5<sup>th</sup> Canadian Division,
  - c. CFB Halifax Base Commander,
  - d. PMC,
  - e. VPMC; and,
  - f. Entertainment Chairman
24. Bar card holders must use the bar cards in accordance with this constitution and the By-laws of the mess; however, the following guidance shall be provided:
- a. In general, 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.),
  - b. Bar cards should not be used for personal use,
  - c. If there is a proposal to use a bar card outside of the guidance above, it shall be presented to the membership at a General Mess Meeting so it can be voted on; and,
  - d. In all cases, at no time should a bar card be used to allow a mess member or guest to become intoxicated.
25. At the discretion of the PMC, bar cards may be made available to the Bull-Sub and/or the Senior-Sub under terms and conditions deemed appropriate by the Mess Committee and included in the By-Laws.

### **Mess President**

26. The President of the Mess Committee (“PMC”) shall normally be appointed by the Base Commander for a three (3) year period and shall be an Ordinary Member in good standing at the substantive rank of Naval Commander/Army Lieutenant Colonel or higher in the Canadian Regular Force.
27. The Base Administration Officer is ineligible to serve as the PMC. The PMC shall normally be a secondary duty.
28. They oversee the operation of the Mess and acts as an advisor to the Commander of CFB Halifax on mess matters.

### **Mess Manager**

29. The Mess Manager is concerned with the planning for and the effective functioning of the day-to-day operations of the Mess.
30. The Mess Manager will serve with the Mess Committee in an advisory capacity.

## **Mess Committee**

31. The Mess shall be administered by the PMC and a Mess Committee comprising members appointed by the CFB Halifax Base Commander or elected by and from the ordinary membership of the Mess at a General Mess Meeting.
32. The President, Vice-President (Army), the Mess Secretary, the Mess Treasurer and a representative from the Associate membership shall be appointed, and a maximum of five (5) members may be elected to carry out the duties as specified in the by-laws. The Vice-President (Army) will act as PMC RA Park and execute functional control of this facility on behalf of the CFB Halifax Base Commander through the Officers' Mess PMC.
33. Unless they hold a position on the Mess Committee, the following officers will serve with the Mess Committee in an ex-officio status:
- a. The Base Hospitality Services Officer or their representative,
  - b. The Base Food Services Officer or their representative,
  - c. Mess and Accommodations Officer; and,
  - d. A representative from the Real Property Operations Unit (Atlantic)
34. Sub-committees may be formed for specific reasons, under the chairmanship of a member of the Mess Committee, with membership coming from the membership at large. (Two permanent Sub-Committees, the Entertainment Sub-Committee, and the RA Park Sub-Committee, are hereby established to manage the affairs of the Mess. These Sub-Committees will execute functional control of mess functions on behalf of the PMC.)

## **Meetings**

35. General Mess Meetings will generally be held immediately preceding the beginning, or within thirty days of the commencement of a new NPF fiscal year, and at least one other occasion each year.
36. General Mess Meetings are called to consider:
- a. Constitutional changes,
  - b. Budget and other financial matters,
  - c. Election or confirmation of appointment of members to the Mess Committee,
  - d. Proposed mess activities; and,
  - e. Any appropriate business (i.e., yearly approval of Honorary memberships, write offs).
37. An Extraordinary General Mess Meeting may be called at any time by the CFB Halifax Base Commander, the PMC, or by the PMC on application in writing of 10% of the ordinary members to deal with a specific matter, normally of an urgent nature.
38. Only Ordinary Mess Members and One (1) representative from the Associate Members shall be entitled to vote or otherwise have standing at any Meeting of the Mess
39. Mess Committee meetings will be held as required to consider:
- a. Amendments to by-laws,
  - b. Budget and other financial matters,
  - c. Proposals for capital expenditure,
  - d. Mess activities,
  - e. Matters concerning the operation of the Mess; and,
  - f. Any other appropriate business.
40. Sub-Committees will meet as required to deal with specific matters in detail.

41. A quorum for a General Mess Meeting may be declared at the discretion of the PMC provided that the normal notification of a meeting was provided.

42. The Mess Secretary shall publish, at least two weeks' prior, notice of a General Mess Meeting and an invitation to members to submit items for discussion. The approved agenda will be published at least two days before the meeting.

43. Procedures for the conduct of meetings, including motions, nominations, and voting, are contained in detail in CFP 262.

#### **Amendments to Constitution and By-Laws**

44. Proposals to amend the constitutions and by-laws are to be made in writing to the PMC or their designate.

45. A proposed amendment to the Constitution for consideration at a General Mess meeting will be published at least 14 days in advance in any one or more of the following:

- a. Mess notice boards,
- b. Monthly entertainment bulletin,
- c. Routine Orders,
- d. E-mail announcements; and,
- e. Special message traffic

46. A proposed amendment to the by-laws will be considered by the Mess Committee, and if approved, will be promulgated to the general membership.