

NATIONAL DEFENCE HEADQUARTERS
WARRANT OFFICER AND SERGEANTS' / CHIEF AND PETTY
OFFICERS' MESS
CONSTITUTION AND BY-LAWS



These Warrant Officer and Sergeants' / Chief and Petty Officers' Mess Constitution and By-Laws are promulgated to amplify orders for the operation of that Mess. They form part of and bear the same authority as Canadian Armed Forces Support Unit Standing Orders.

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PART 1 – CONSTITUTION

1.01 Name

(1) The name of the institution is “National Defence Headquarters Warrant Officer and Sergeants’ / Chief and Petty Officers’ Mess”, hereafter referred to as “The Mess”. The abbreviated name shall be “NDHQ WO & Sgts’ / C & POs’ Mess”.

1.02 Authority for Establishment

(1) The Mess is established under authority of [QR&R 27.01](#) and [DAOD 5045-0](#).

1.03 Purpose and Operation

(1) The Mess shall be operated in accordance with the regulations and orders specified in article 1.02; as well as CFP 262 which governs the operation of Messes in the Canadian Armed Forces, the instructions contained in this Constitution, and the By-laws which amplify it.

(2) 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 that apply to it.

1.04 Definitions

(1) The term “Mess” means to include the dining room, the bars and lounges, the games room and other common rooms or areas which are operated and administered to provide services to its’ Members.

(2) The term “Warrant Officer” means to include the ranks of Warrant Officer, Master Warrant Officer, and Chief Warrant Officer.

(3) The term “Chiefs” means to include the ranks of Chief Petty Officer 1st and 2nd Class.

(4) The term “Petty Officer” means to include the ranks of Petty Officer 1st and 2nd Class.

(5) The term “Warrant Officer and Senior Non-commissioned Officers” means to include all ranks mentioned at paras 2, 3, and 4 of this article.

(6) The term “Commandant” means the Commandant of Canadian Forces Support Group Ottawa-Gatineau (CFSG(O-G)), and it shall mean the person authorized to establish a Mess or person so delegated by him/her to act as Commandant for the purpose of the Mess.

(7) “Mess Function” - Any activity or event planned by the Mess Committee, for Mess members, for which a subsidy has been allocated. Mess functions are budgeted annually

and the funds to cover these events are collected by way of monthly membership dues and ticket sales.

- (8) “Private functions” - Any activity or event that has not been subsidized by the Mess. These events are hosted at the Mess, but are organized by a person, organization, or unit that is not necessarily associated with the Mess Membership (i.e. conferences, weddings, luncheons, etc.). There are two types of private functions:
- a. Military – Function attendees are primarily military personnel, of which the majority are members of the Mess. This includes events such as Departure with Dignity ceremonies, Unit Professional development briefings, etc. These events are typically held during working hours, but may also include evening events such as formal unit dinners; and
 - b. Non-Military – Function attendees are primarily civilian personnel attending a non-military and/or non-work related function. This includes events such as weddings, fundraisers, etc. Please note that an administration fee shall be charged for non-military private functions when sponsored by a mess member IAW Art 2.17 (4) to cover miscellaneous costs associated with the event.
- (9) “Mess Staff” – any persons employed by the Personnel Support Program (PSP) to work in the Mess on either a full, part time or casual basis.

1.05 Membership

(1) The Membership of the Mess shall consist of Ordinary Members, Associate Members, Honorary Members and Honorary Lifetime Members. Unless otherwise stated herein, the Ordinary Membership shall continue during all periods of temporary absence such as leave, temporary duty (less than 14 days), hospitalization, and maternity/parental leave.

(2) Ordinary Members

- a) Shall consist of all Regular Force and Primary Reserves Warrant Officers and senior non-commissioned officers on establishment and administratively supported by CFSG(O-G) excluding those that are granted authority by the Commandant to be Members of another Mess in the area;
- b) May consist of Members of the armed forces of other countries who are on exchange with or on loan to the Canadian Armed Forces and who are holding rank equivalent to the Members of the NDHQ WO & Sgts’ / C & POs’ Mess and who are employed at a base, station, unit or ship served by the Mess;
- c) Every Warrant Officer and senior non-commissioned officer of the regular force who is on temporary duty or posted for a period in excess of 14 days at a unit administered by CFSG(O-G) shall be an “Ordinary Member” and will pay Mess dues for the period of attached posting or temporary duty; and

- d) Every Warrant Officer and senior non-commissioned officer of the Primary Reserve who is serving on Class A, or if on a Class B or C contract administered by CFSG(O-G), shall be an “Ordinary Member” and will pay Mess dues for the period of contract.

(3) Associate Members

- a) Shall enjoy the privileges of the Mess, but, with the exception of the Ex-Officio representative, shall not serve on the Mess Committee nor attend meetings. They may assist the Mess Committee or sub-committees, but by doing so assume no responsibility. Upon application, and subject to the recommendation of the Mess Committee, and approval of the Commandant, the following may become Associate Members of the Mess:

- i) **RETIRED** Associate Members -

- (a) Retired senior non-commissioned officers of the Canadian Armed Forces (Regular) or Reserve Force honorably released.

- ii) **WORKING** Associate Members -

- (a) Members of the regular armed forces of other allied countries serving in the vicinity of the unit or other element served by the Mess (ie. Embassy staff); and
- (b) Civilian employees holding senior non-commissioned officer status employed with DND or employed with the Regular Armed Forces of other NATO countries and serving in the vicinity of NDHQ.

- iii) **SOCIAL** Associate Members -

- (a) This category is comprised of personnel other than those mentioned in sub-paragraphs (i) and (ii), who may be admitted to Membership for a term not exceeding one year (without prejudice to renewal thereof for further one year terms), upon the recommendation of the Mess Committee, the majority vote of those present at a General Mess Meeting, and the approval of the Commandant CFSG(O-G); and
- (b) Social Membership will terminate on the last day of March and renewal will commence on the 1st day of April of each calendar year.

(4) Honorary Members

- a) Each member of the Regular Force or Primary Reserve of the Canadian Armed Forces will be an Honorary Member of every Mess appropriate to his/her rank except the Mess in which he/she is an Ordinary or Associate Member and in seagoing ships;
- b) Any distinguished person may be invited to become an Honorary Member of the Mess for a term not exceeding one year (without prejudice to renewal of Membership for further one year terms), upon recommendation of the Mess Committee, a majority vote of a General Mess Meeting, and the approval of the Commandant;
- c) If the holder of an Honorary Lifetime Membership from other WO & Sgts' Messes wishes to become an Associate Member, he/she may make formal application to the Commandant through the Mess Committee. If approved, applicable associate Mess subscriptions and assessments shall be paid by the Member in accordance with existing regulations;
- d) 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; and
- e) Honorary Members shall be accorded the privileges of the Mess, however, they shall not pay Mess subscriptions nor serve the Mess in any capacity. They may be assessed a proportional share of expenses associated with any Mess function to which they are invited and attend. Except as provided in [CFAO 19-8](#), they shall not enter DND property, buildings or Messes for the purpose of soliciting or transacting business. Reprehensible conduct or other abuse of Mess privileges may result in the suspension or withdrawal of Honorary Membership by the Commandant.

Note: Honorary Membership shall be used to recognize an individual's position or contribution to Canada and/or its military, by providing occasional use of the Mess. Honorary Members wishing to use the Mess on a more frequent basis should apply for Associate Membership.

(5) Honorary Lifetime Members

- a) The Honorary Lifetime Membership granted in accordance with [DAOD 5045-0](#) to former RCAF personnel shall be valid, (see note)
- b) The Mess may grant an Honorary Lifetime Membership to a retired/retiring member of the NDHQ WO & Sgts' / C & POs' Mess as follows:

- i) A retired/retiring member of the Mess having rendered significant service to the mess may be nominated to the Mess Committee by an Ordinary Member for Honorary Lifetime Membership,
 - ii) A retired former member of the Mess Committee of the Mess having held the position of President of the Mess Committee is entitled to an Honorary Lifetime Membership.
 - iii) A retired/retiring member of the Mess, with less than 35 years of service in either the Regular Force or Primary Reserve, or both, of the Canadian Armed Forces, may be nominated to the Mess Committee by an Ordinary Member for Honorary Lifetime Membership,
 - iv) All nominations for Honorary Lifetime Membership recommended by the Mess Committee shall be ratified by a majority vote at a General Mess Meeting, and approved by the Commandant CFSG(O-G). The Mess Committee shall take into account the nominee's service to the Mess when deciding upon their recommendation,
 - v) Honorary Lifetime Members shall be accorded the privileges of the Mess, however, they shall not pay Mess subscriptions. They may be assessed a proportional share of expenses associated with any Mess function to which they are invited to attend. Reprehensible conduct or other abuse of Mess privileges may result in the suspension or withdrawal of Honorary Lifetime Membership by the Commandant; and
 - vi) The total number of Honorary Lifetime Memberships shall not exceed ten (10%) percent of the Ordinary and Associate total membership.
- c) Honorary Lifetime membership granted prior to this constitution revision shall continue to be honoured in full.

Note: NDHQ WO & Sgts' / C & POs' Mess is not considered a former Air Force Mess.

1.06 Mess Committee

- (1) The Mess will be administered by a committee of Ordinary Members or Honorary Lifetime Members either appointed by the Commandant or elected by and from the Ordinary Members at a General Mess Meeting.
- (2) The Committee is categorized in two parts, and shall consist of:
 - a) Part 1 – The Executive:
 - i) President of the Mess Committee (PMC);
 - ii) Vice-President of the Mess Committee (VPMC);
 - iii) Secretary;
 - iv) Financial Representative;
 - v) Facilities Representative;
 - vi) History and Heritage Representative;
 - vii) Entertainment Chairperson;
 - viii) Sports Representative;
 - ix) Publicity Representative;
 - x) Imposed Restriction Representative;
 - xi) Community Outreach Representative; and
 - xii) Associate Members Representative.
 - xiii) Rideau Canal Junior Ranks Mess Mentor
 - b) Part 2 – Ex-Officios:
 - i) Honorary President of the Mess Committee – NDHQ Chief Warrant Officer;
- (3) The duties and responsibilities of each Committee Member are detailed in the Annexes attached to the By-Laws. These duties shall be acknowledged by signing the appropriate Annex to the By-Laws and shall be retained by the PMC on annual basis.

- (4) The PMC and VPMC, rank of CPO2/MWO and above, shall be appointed to the Mess Committee by the Commandant, on the recommendation of the Honorary PMC.
- (5) The tenure of office for the Mess Executive Members is to be not less than six months, except the VPMC may be appointed to PMC prior to the completion of six months as VPMC.
- (6) The Financial Representative shall be appointed to the Mess Committee by the Commandant, on the recommendation of the Honorary PMC. The tenure of office 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 Commandant.
- (7) Committee Members shall be elected from the Mess Membership at a General Mess Meeting, with the exception of the Financial Rep, who is appointed by the Commandant. The tenure of office for Mess Committee members, excluding the Financial Rep, shall be not less than six months or more than one year. At the end of each year of service on the Committee, the member may stand for re-election for an additional term. When, for military reasons, a Member of the Mess Committee is required to leave office prior to the completion of his/her tenure, the PMC may appoint an interim Representative / Chairperson who shall be ratified at the next General Mess Meeting.
- (8) The Associate Members' Rep shall be elected annually by the Associate Membership.

1.07 Meetings

- (1) Meetings of the Mess shall consist of General Mess Meetings, Mess Committee Meetings, Emergency Mess Meetings, and Extraordinary Meetings; and shall be held as follows:
 - a) General Mess Meetings held not less than twice yearly, in the months of April and October;
 - b) Mess Committee Meetings held monthly during the period September to June, or more frequently when required;
 - c) Emergency Mess Meetings, at the call of the Commandant or PMC; and
 - d) Extraordinary Meetings, at the call of the Commandant, PMC or when requested in writing by of the Ordinary Membership through the Honorary PMC.
- (2) General Mess Meetings shall be held at the call of the PMC to consider:
 - a) Financial matters including the annual budget;
 - b) Proposed Mess activities;

- c) Election of Committee Representatives and Chairpersons;
 - d) Proposal book recommendations; and
 - e) Any other business concerning the Mess.
- (3) Mess Committee Meetings shall be held at the call of the PMC to consider:
- a) Authorizing of expenditures which are within committee jurisdiction;
 - b) Approval of financial statements;
 - c) Review of applications for Social Associate Membership; and
 - d) Any other matters concerning the operation of the Mess.
- (4) The approved agenda for General Mess Meetings shall be posted at least two (2) working days prior to the General Meeting. The approved agenda for all other meetings should be posted on the Mess notice board at least twenty-four hours prior to the Meeting.

1.08 Mess Advisors

- (1) The CSFG(O-G) CPO1/CWO is appointed the Honorary President of the Mess Committee (HPMC) for the Mess, and acts in an advisory capacity to the Committee; and as the liaison officer between the Committee, through the Personnel Support Program (PSP) Manager, to the Commandant.
- (2) A Mess Manager is provided to the Mess for the administration of Personnel Support Programs as directed by the PSP Manager. Under the functional control of the PMC, the Mess Manager is responsible for the technical planning, organizing, directing and controlling of Mess activities, including Mess food services. The Mess Manager responds to the technical direction of the PSP Manager, and provides this direction on behalf of the PMC. The Mess Manager is an advisor to the Mess Committee, and not a Representative / Chairperson.

1.09 By-Laws

- (1) To ensure the effective administration and operation of the Mess, more detailed rules, referred to as By-Laws, shall be promulgated by the Committee and agreed to by a majority vote at a General Mess Meeting; and subject to the approval of the Commandant.

1.10 Promulgation and Amendments to the Constitution

- (1) This constitution shall be effective when adopted by a majority vote at a General Mess Meeting, and subject to the approval by the Commandant. This constitution shall repeal all previous constitutions and amendments on the date of such approval.
- (2) Proposals to amend either the Mess Constitution or By-Laws shall be made in writing, and shall 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.

PART 2 – BY-LAWS

2.01 Purpose

- (1) The purpose of these By-Laws is to apply the basic principles laid down in the Constitution; AFN 105, Non-Public Funds Accounting Manual, A-PS-110-001/AG-001, Personnel Support Program Manual, and CFP 262 Mess Administration; in order to ensure the efficient administration and operation of the Mess.
- (2) These By-Laws shall come into effect when accepted by a two-thirds (2/3) majority vote at a General Mess Meeting and approved by the Commandant; and shall repeal all previous By-Laws and amendments in effect at the date of approval.
- (3) Proposals to amend the Mess By-Laws shall be made in writing, but shall 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 proposal shall be considered at the next General Mess Meeting.

2.02 Dress

- (1) It is the responsibility of every Member of the Mess to be acquainted with and adhere to the Dress policy of the Mess, particularly with regards to the established dress for all Mess functions. Failure to be attired in the correct form of dress may result in denial of entry to the Mess function without reimbursement of the function price.
- (2) Military dress shall be in accordance with Dress Regulations as published in CFSG(O-G) Routine and Standing Orders.
- (3) The following dress regulations shall be observed in the Mess:
 - a) Formal (Mess Dinners, Balls, etc):

- i) Military members – Uniform: No. 2, 2B (IAW [CAF Dress Instructions](#)). Civilian Attire: at their discretion, appropriate for the event.
 - ii) Non-military members – at their discretion, appropriate for the event.
 - b) Semi-Formal:
 - i) Military members – Uniform: No. Any order of No. 1, or No.3 Dress as directed by the organizer of the event. (IAW [CAF Dress Instructions](#)). Civilian Attire: at their discretion, appropriate for the event.
 - ii) Non-military members – at their discretion, appropriate for the event.
 - c) Casual:
 - i) Military members – Dress of the day. Civilian Attire: at their discretion, appropriate for the event.
 - ii) Non-military members – at their discretion, appropriate for the event.
- (4) Members and Guests shall use the cloakroom to hang their outer garments, such as parkas, raincoats and jackets. Under no circumstances are jackets to be hung/draped on or over chairs/bar stools within the Mess. Headdress, side arms and web equipment shall not be worn in the Mess. Police officers, both military and civilian, are authorized to wear side arms when on duty and utilizing the Mess for coffee and/or lunch. When exercising a police function, headdress may continue to be worn. Headdress shall be removed when entering the Mess, and shall not be worn past the top of the stairs of the main entrance.
- (5) Hats, when they form a part of the ensemble being worn, may continue to be worn inside the Mess. Other hats such as ball caps and military headdress are not considered as being part of an ensemble, and shall not be worn in the Mess at any time.
- (6) Each Member of the Mess is responsible to ensure that his/her guests abide by these ByLaws. Guests not properly attired in the correct form of dress may be denied entry to the Mess function without reimbursement of the function price.

2.03 Mess Discipline

- (1) The PMC and VPMC are responsible to the Commandant, through the CFSG(O-G) CPO1/CWO for the maintenance of Mess Discipline.
- (2) In the absence of the PMC and VPMC, the senior member present will be responsible to the PMC for the maintenance of Mess discipline and observance of Mess By-Laws. Mess

Committee members, are expected to assist the PMC, VPMC, or senior member present in the exercise of enforcing Mess By-Laws. When this authority is exercised, a report shall be made to the PMC the following working day advising of the incident and any disciplinary action taken.

(3) The Mess staff shall not be censured directly by Mess Members. Complaints concerning the Mess staff shall be made in writing to the PMC.

(4) Pets shall not be permitted in the Mess. Service animals (ie: seeing-eye dogs, etc) shall be allowed in the Mess in that capacity. The presence of Companion animals will require approval from the CFSG(O-G) Commandant.

(5) Accidental damage caused by a Member or his/her guest will be borne by the Mess. Damage caused by a willful or negligent action of a Member or his/her guest will be the responsibility of the Member concerned and full restitution will be made. Any damage caused at the Mess shall be reported by the Member to the Mess staff working that day, and the Facilities Rep shall be notified no later than the next working day.

(6) The PMC may restrict privileges of any Member for misconduct (profanity, drunkenness, etc) or for infractions of any Mess By-Law or Instruction as issued by the PMC. A report shall be submitted to the Commandant, through the CFSG(O-G) CPO1/CWO, on any restrictions issued.

(7) Members are responsible at all times for the conduct of guests they invite to the Mess. Failure to do so may result in loss of Mess privileges of the Member concerned. Members shall be subject to disciplinary action for knowingly permitting any minor, as described in the Ontario Liquor License Act, to receive or consume intoxicants within the Mess.

(8) The Mess shall conform to municipal laws and by-laws pertaining to smoking in public places and to any additional restriction on smoking issued by CFSG(O-G). This means smoking is not permitted in any part of the building, whether appropriate signs are posted or not. Failure to comply with these regulations may result in disciplinary action.

2.04 Suggestions and Complaints

(1) Any suggestions or complaints regarding the management of the Mess shall be made in writing in a suggestion book, maintained at the bar. Any suggestions or complaints regarding the Mess staff, or of a confidential nature, shall be made in writing personally to the PMC.

2.05 Mess Bar

(1) The sale of spirits, wines, and malt liquors will be made in the Mess, and these only from the Mess bar. The Mess shall sell no spirits, wines or malt liquors to a person who is not an Ordinary, Associate, Honorary Member or an invited guest of the Mess. Spirits will not be sold by the bottle. Wines may be sold by the bottle.

- (2) No Member of the Mess shall be allowed inside the Mess bar at any time except for stocktaking and inventory checks. The PMC, VPMC, and Facilities Rep may be allowed inside the bar at the invitation of the Bar Supervisor, or the on duty bartender, for official purposes only.
- (3) The Mess will abide by the Province of Ontario Liquor License Act. The selling price of goods, as set forth by the Commandant or as approved by the Mess Committee, will be posted in the Mess.
- (4) All sales will be on a cash basis, with the exception of those members listed below. Members may run a “tab” at the bar at the discretion of the on duty bartender, however, a credit card shall be provided to ensure the “tab” is settled in full prior to the Member leaving the Mess.
 - a) PMC Bar Chit – To be used by the PMC, for the purpose of hosting persons at the Mess and on other occasions at the discretion of the PMC;

Note: The use of the Bar Chits are to be monitored periodically by the PSP Manager and the Mess Manager to ensure their proper use and to prevent abuse.

- (5) The Mess shall operate bar hours are required based on membership, attendance, and schedule events.
- (6) The PMC and VPMC shall have authority to extend bar hours by signing the extended bar hours book provided by the bartender. In the absence of the PMC and VPMC, the senior Member in rank present, not below the rank of MWO/CPO2, may extend bar hours by up to one hour. The latter action must be justified in writing, to the PMC, not later than the first working day following the event.

Note: The on duty bartender may deny extending bar hours where the serving of further alcoholic beverages would be in contravention of the Ontario Liquor License Act. Bar extensions are not applicable to private functions.

- (7) The on duty bartender may reduce the bar hours by one hour when there are fewer than four (4) Ordinary or Associate Members present.

2.06 Expenditures

- (1) The expenditure of Mess funds shall be conducted in accordance with CFSG(O-G) Delegation of Authorities for Financial Administration of NPP, and as follows:
 - a) PMC – may:

- i) Expend capital funds to a maximum of \$2500.00 (per single item). A completed Capital Expenditure Request shall be submitted to NPF Accounts; and
- ii) From the gift account, expend up to \$75.00 to cover the cost of a token of sympathy for a member of the Mess staff or their immediate relative, or other special status person associated with the Mess;
- b) VPMC – may exercise the spending limits of the PMC when delegated in writing to do so in the PMC’s absence;
- c) Mess Committee – when duly recorded in the minutes of any meeting, may:
 - i) Authorize all recurring expenditures of the Mess and all expenditures of a capital or non-recurring nature to a maximum of \$10,000.00;
 - ii) Authorize purchases such as newspapers, periodicals and magazines as they determine are required;
 - iii) From the gift account, expend up to \$75.00 to cover costs for flowers or other tokens of sympathy for all classes of Members or their primary next of kin;
 - iv) Provide hospital comforts equal to the amount of \$50.00 per day. These benefits can include TV rental, parking, flowers, sundries, magazines or books. These benefits will cover the first 48 hours of hospitalization provided the Member has been hospitalized in excess of 24 hours.
 - v) Authorize expenditures up to the budgeted amount as contained in the approved Mess fiscal budget; and
 - vi) Provide gifts as required for Committee Members having completed their tenure of office, for special occasions (ie: Guest speaker for Mess Dinner) or as authorized by the Mess Committee; and
- d) General Mess Membership – all amounts in excess of \$10,000.00 shall be presented to a General Mess Meeting, and duly recorded in the meeting minutes, for ratification prior to submission to the Commandant for approval.

2.07 Departing Members

- (1) On retirement from the Canadian Armed Forces, an Ordinary Member with a minimum of one-year membership (unless circumstances don’t permit the one year) will be presented with a Mess gift not to exceed \$75, provided they meet with one or more of the following prerequisites:

- a) Entitled to an annuity;
 - b) Completion of Regular Force terms of service;
 - c) Medical release;
 - d) Completion of Reserve Force terms of service, entitled to an annuity, and not having been previously recognized on release from the Regular Force; or
 - e) Any other special circumstances as authorized by the PMC.
- (2) On departing for posting, commissioning, etc; Ordinary Members will be presented with a departing Mess gift, not to exceed \$50. Any other special circumstances shall be approved by the PMC prior to the Mess issuing a departing gift.
- (3) An Ordinary Member, honorably released from the Canadian Armed Forces shall be given a one-year Retired Associate Membership at no charge to the Member. This one year free membership shall commence from the month following the last Mess Dues were paid.
- (4) In the event that an individual on the one-year free Membership becomes a Member of the Mess through a Reserve Force contract, the balance of the free year will be deferred to the end of the Reserve contract.
- (5) If a member of the mess accepts a commission and were members of the Warrant Officer and Sergeant's / Chief and Petty Officers' Mess prior to accepting they will be entitled to apply for Retired Membership status once they retire from the CAF. Members retiring under this plan are entitled to a Depart with Dignity function and are granted all the rights and privileges of a Retired Associate Member for a period of one year from their retirement date.
- (6) The PMC reserves the right to alter the above procedure in extenuating circumstances.

2.08 Guests

- (1) Guests to the Mess will be of two categories:
- a) Mess Guests – A Mess Guest is anyone who the Mess, as an entity, has social or public obligation to entertain and for whom the Mess is financially responsible; and
 - b) Personal Guests – A Personal Guest is anyone who a Member of the Mess invites to the Mess and for whom the Mess Member is responsible.

- (2) It is the duty and responsibility of each Member to make Mess Guests welcome and to ensure their needs are met.
- (3) For Mess functions, the Mess Committee will determine the number of guests permitted. For non-Mess functions, additional guests may be permitted with the approval of the PMC. In all cases, personal guests shall not remain in the Mess after their host has departed.
- (4) Guests under the age of majority, as described in the Ontario Liquor License Act, shall not enter the Mess except when cafeteria service is being offered in the Snake Pit; or at an approved function in the Snake Pit, Rockcliffe Lounge or Dining Room. Under no circumstances shall any guest under the age of majority enter the Beaver Lounge during bar hours.
- (5) All guests shall be duly registered by the sponsoring Member in the appropriate Guest Register at the time they enter the Mess.
- (6) Members of another Mess, other than a Warrant Officer and Senior Non-commissioned Officers' Mess, shall not normally be permitted entry into the Mess, except when they form attendance at a private function. In the case of married service couples, where the spouse is a member of either an Officers' Mess or Junior Ranks' Mess, a request for standing authority for the spouse to attend Mess social functions may be granted by the PMC. Member's wishing to invite guests, other than a married service spouse, who are members of an Officers' Mess or Junior Ranks' Mess shall submit a request in writing for each individual function to the PMC for approval.

2.09 Employees and Wages

- (1) The number of employees for the Mess and their duties shall be determined by the Mess Manager and recommended for approval by the Mess Committee. The salaries and wages shall be determined by the CFSG(O-G) NPF Employee Wage Review Board.

2.10 Membership

- (1) The Membership of the Mess shall consist of Ordinary, Associate, Honorary, and Lifetime Honorary Members, as outlined in the Constitution. Refer to Article 1.05 of the Constitution for details and descriptions of the four Classes of Membership.
- (2) Applications for Associate Membership will be as follows:
 - a) RETIRED – upon application without sponsorship and excluded from the percentage quota allotted for Working and Social Associate Membership. All application forms for Retired Associate Membership shall be signed as approved by the Mess Manager and PMC;

- b) WORKING – upon application, providing they are sponsored by two (2) Ordinary Members, investigated by the Nominating Committee, and if found acceptable, placed before the General Mess Meeting for approval by the Commandant. All applications forms for Working Associate Membership shall be signed as approved by the Mess Manager, PMC, VPMC and HPMC; and
 - c) SOCIAL – upon application, providing they are sponsored by two (2) Ordinary Members, investigated by the Nominating Committee, and if found acceptable, placed before the General Mess Meeting for approval by the Commandant. All applications forms for Social Associate Membership shall be signed and approved by the Mess Manager, PMC, VPMC and HPMC.
- (3) The Nominating Committee referred to in Para 2 b and c above shall consist of the VPMC, Mess Secretary and at least one other member of the Mess Committee. They shall query the sponsors of each application and advise the Mess Committee as to the suitability of each candidate.
 - (4) Applications for Working and Social Associate Membership shall be posted in the Mess for 14 days on the Mess Bulletin Board prior to the Mess Committee Meeting, in order to allow Members to request attendance at the Committee Meeting in order to express their views. One of the sponsors for each application shall make presentation, either in person or written form, to the Mess Committee substantiating the application. The sponsors for any application shall be present at the General Mess Meeting where voting on the application will take place in order to speak and answer any queries concerning the applicant.
 - (5) Working and Social Associate Memberships shall not comprise in excess of 20% of the Ordinary Membership.
 - (6) Ordinary Members may not sponsor nor co-sponsor more than three applicants for either Working or Social Associate Membership in any one calendar year.

2.11 Subscriptions

- (1) Every Ordinary and Associate Member shall pay a monthly subscription to the Mess.
- (2) The rate of subscription for Ordinary and Associate Members shall be fixed at a General Mess Meeting and approved by the Commandant.
- (3) Every Ordinary Member of the Mess shall pay his/her subscription on or before:
 - a) the fifteenth of the month following that in which the dues were effective; and
 - b) the date he/she ceases to be a Member.

All Ordinary Members of the Regular and Reserve Force shall pay his/her monthly Mess subscription by pay allotment.

- (4) Every Associate Member shall pay his/her subscription annually by cash, cheque, or preauthorized debit for each fiscal year. Subscriptions for Associate Members must be paid within 30 days of notice. Failure to do so may result in the Membership being revoked, with reinstatement only by means of re-application, but not before a six-month period has passed.
- (5) Mess subscriptions incurred by transient personnel shall be paid prior to their departure. If for any reason, a settlement cannot be arranged prior to an individual's departure, payment shall be requested from the parent Mess.
- (6) The Mess Manager shall advise the PMC of any delinquent Mess subscriptions. The PMC shall take necessary action against the Member to ensure payment is made. If the PMC is unable to affect a payment solution, he/she shall advise the CFSG(O-G) CPO1/CWO on a monthly basis with the names of any Ordinary Members who have not paid their Mess subscription and any additional information pertaining to the efforts to date to secure the payment.

2.12 Financial

- (1) All funds and other assets received by the Mess shall be accounted for by the financial records of the NPF Accounting Section.
- (2) All money received shall be deposited without deduction for any purposes whatsoever. Deposits shall be made each day, insofar as it is possible. Except for the current day's receipts, all cash on hand on the last banking day of the month will be deposited on that day.
- (3) Mess funds shall be accumulated only in the amount sufficient to:
 - a) meet continuing and future obligations; and
 - b) establish an adequate reserve for:
 - i) replacement of assets on inventory; and
 - ii) capital outlay in a normal year.
- (4) The funds of the Mess may only be expended for the immediate benefit of the Members of the Mess.
- (5) Payments shall be made by cheque or DFT, except that settlement may be made in cash (petty cash fund) for those items in an amount as approved at a General Mess Meeting where the annual operating budget is presented.

- (6) The Mess Manager is authorized to manage a petty cash fund in an amount as approved in the annual operating budget for payment of laundry and express charges, etc or should be signed by the PMC.
- (7) The Bar Supervisor and Chef are authorized to each hold a change fund in an amount as approved in the annual operating budget.

2.13 Mess Meetings

- (1) There shall be a General Mess Meeting at least twice yearly, normally in the months of April and September, at which all Ordinary Members have a right and privilege to attend. A General Meeting shall not be considered competent or valid unless a quorum is present.
- (2) A quorum shall not be less than 100 persons representing the Ordinary Membership. Where it is not possible to have 100 persons present, the H/PMC may declare a quorum valid provided there are not fewer than 75 persons representing the Ordinary Membership present for the General Meeting.
- (3) All General Mess Meetings shall be held in the Mess, or in a place specified by the PMC, at a time and date to be published in Routine Orders.
- (4) The order of a General Meeting should normally adhere to the following format:
 - a) Signing in of all attending Members;
 - b) Meeting called to order;
 - c) Confirmation of a valid quorum;
 - d) PMC remarks;
 - e) Introduction of new Members;
 - f) Ratification of the minutes of the previous meeting;
 - g) Presentation of a financial statement;
 - h) Reports of the Committee;
 - i) Old Business;
 - j) New Business. As presented by the Mess Secretary, from submissions by the Membership; which includes the proposal book. This also includes the election of Committee Members and approval of Associate and Honorary Memberships;

- k) Open Discussion;
 - l) H/PMC remarks; and
 - m) Adjournment.
- (5) Extraordinary Meetings may be called as required by:
- a) the Commandant;
 - b) the PMC; or
 - c) the signed request of Ordinary Members through the Honorary PMC.
- (6) The rules of Parliamentary procedure, as outlined in CFP 262, Chapter 3, Annex B should be used for the proper conduct of Mess Meetings.
- (7) Members who wish to include an item in a Mess Meeting Agenda will do so by publishing the item, at least seven (7) days prior to the Mess Meeting, to the Mess Secretary refer to Article 1.10 (2) for further details. Members may also have an item included in the Mess Meeting Agenda by answering the call for agenda items of each meeting, by the Mess Secretary.
- (8) No Member will make a motion at a General Mess Meeting unless it has been recognized or called for by the chairperson of the meeting.
- (9) All motions made at a Mess Meeting shall be voted upon by the Ordinary Members present, and shall be decided by a majority vote; subject to concurrence by the Commandant.
- (10) Except as stipulated in By-Law article 2.13 Para 14, all motions are decided by majority vote of the Ordinary Members present. This is to be interpreted to mean fifty percent (50%) plus one of the votes cast, ignoring Members who do not vote. Because of the interpretation of meaning of the word majority, equal votes defeat a motion. The system of voting is decided by local custom, ie: use of ballots or show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.
- (11) A secret ballot may be demanded by the Member or may be approved by the Members as a result of a secondary motion.
- (12) The PMC may exercise their own vote as a Member as long as they vote at the same time as the Members, but as a general rule they refrains from doing so. Except for their vote as an Ordinary Member, the PMC does not have an extra or casting vote in the event of a tie.

- (13) Immediately prior to taking a vote on any matter, the Secretary shall read clearly the terms of the motion to be voted on.
- (14) Any vote on financial expenditures or allotment of funds must show a two-thirds majority of the Members present to be valid.
- (15) The Meeting shall be closed by the PMC/Chairperson by calling for a motion of adjournment when all business on the agenda has been concluded.

2.14 Types of Motions

- (1) Motions are of two kinds, main and secondary. They can be described as follows:
 - a) Main Motions – introduce a subject to the meeting. It is amendable and debatable. It is quite proper for all Members in favor of the motion to present all arguments they can think of which seem to make the action advisable, and to present these arguments as persuasively as possible. The opponents have the same privilege. The Member must, however, remain absolutely impartial; and
 - b) Secondary Motions – during discussion, various questions may arise which must be disposed of before the main motion can be acted upon. Other circumstances may also occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary motions and may take the form of:
 - i) an amendment to the main motion or an amendment to an amendment; or
 - ii) a motion to:
 - 1) defer the subject of the main motion temporarily or indefinitely,
 - 2) refer the subject of the motion for further study; or
 - 3) limit the time for debate of a motion.
 - iii) such motions must be considered and voted upon in reverse order before action can be taken in the main motion. Should any amended main motion be carried prior to reaching a vote on the initial main motion that amended motion becomes effective and all others are considered to be defeated.

2.15 Mess Dinners

- (1) Mess Dinners should be held by each PMC during their term of office, at least once. This Annual Mess Dinner is open, without restriction, to all Ordinary Members of the Mess. The

inclusion, and number, of Associate Members and other guests from outside the Ordinary Membership is at the discretion of the PMC.

(2) The procedures and protocol for Mess Dinners and other social functions, such as formal balls, dining-ins, mixed dinners will be carried out in accordance with guidelines published in CFP 262, Chapter 5.

2.16 Food in the Mess

(1) The Mess provides food services for its Members and sanctioned Private Functions. The Mess Chef, and staff, is the sole provider of food services within the Mess, which require catering services. Food prepared inside the Mess may be removed as either takeout or leftovers when purchase from the galley. Food prepared outside the Mess by other catering services, are not permitted to be brought into the Mess at any time unless approved by the mess manager.

2.17 Private Functions

(1) A private function is an event held at the Mess, for which the Mess is not responsible for the provision of services, except those negotiated with the Mess Manager and agreed to in a signed contract.

(2) Any Ordinary or Associate Member of the NDHQ WO & Sgts' / C & POs' Mess may be a Convener/Sponsor and reserve either the Rockcliffe Lounge, Dining Room, Snake Pit, Conference Room, or combination of these rooms in order to host a private function.

(3) Any military member of another Mess, ie: Officers' Mess or JR's Mess, may be a Convener/Sponsor and may reserve either the Rockcliffe Lounge, Dining Room, Snake Pit, Conference Room, or combination of these rooms in order to host a private function.

(4) An administrative fee will be charged for non-military private functions to cover the costs of other miscellaneous expenses incurred by the mess associated with the function being held at the Mess. This fee may be waived by the PMC and Mess Manager for Ordinary and Associate Members on a case by case basis.

(5) Reservations for private functions shall be done on a first come, first served basis. Where more than one function is requested for the same facility and on the same date, the following criterion will be applied to determine the contract to be awarded:

- a) Ordinary and Associate Members of the NDHQ WO & Sgts' / C & POs' Mess will have priority over non-members of the Mess; and
- b) All other Conveners/Sponsors will have equal priority.

Note 1: Functions of equal standing shall be decided by a method to be determined by the Mess Manager, without bias towards any applicant.

Note 2: Functions are subject to applicable taxes, fees and gratuities.

Annex A

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
By-Laws

Duties of the President of the Mess Committee

1. The President of the Mess Committee (PMC) shall hold office for a term of six to 12 months with the recommendation of the H/PMC.
2. PMC shall be responsible for the management of the Mess in accordance with QR & O Article 27.01; Non-Public Fund Accounting Manual A-FN-105-001/AG-001; CFP 262, and such orders and/or instructions as may be issued from time to time by or on behalf of the Commandant.
3. PMC through the Mess Manager shall be responsible for the conduct and efficiency of the Mess employees and will ensure that they are conversant with their duties and that such duties are properly performed.
4. PMC shall ensure that proper care and custody is taken of all Mess property.
5. PMC has the authority to approve all normal expenditures of a recurring nature, as authorized from time to time by the Mess and approved by the Commandant or his/her delegated officer.
6. PMC shall be responsible to the Commandant for the efficient discharge of Committee Members' responsibilities.
7. PMC shall sign the meeting minutes after each Committee or General meeting.
8. Subject to the concurrence of the Commandant, appoint a replacement to be responsible for duties during the absence of the Committee Member to whom such duties are allocated.
9. PMC is responsible to the Commandant through the CFSG(O-G) CPO1/CWO for the maintenance of the Mess discipline.
10. PMC will be assisted in his/her duties by the following:
 - a) a Vice-President for a term of six to twelve months;

- b) a Secretary for a term of six to twelve months;
- c) a Financial Chairperson; and
- d) various sub-committees as may be elected or appointed.

President Mess Committee

Date

Honorary President Mess Committee

Date

Annex B

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

By-Laws

Duties of the Vice-President of the Mess Committee

1. The Vice-President of the Mess Committee (VPMC) shall normally hold office for a term of six to 12 months with the recommendation of the HPMC.
2. The VPMC is responsible to the PMC and will assume the duties and responsibilities of the President in his/her absence.
3. Will provide assistance to the PMC in performance of his/her duties.
4. Oversees the preparation of the entertainment and sports schedule of the Mess.
5. Ensures an up to date record of furniture and fixtures is maintained.
6. The VPMC is also responsible to the PMC for:
 - a) the proposal of Ordinary Members for election to the Mess Committee, to be held at a General Mess Meeting. These proposals may be either by the Executive Committee or nominations from the floor;
 - b) the preparation of nominating agendas for elections, to be available to the Mess Secretary, for posting 48 hours prior to a General Mess Meeting;
 - c) the screening, investigation and assessing of applications for Associate Membership in the Mess, and ensuring that these applications are brought before the Mess Committee for recommendation, and in addition, that applications for Working and Social Class Memberships are brought before the next appropriate General Mess Meeting; and
 - d) review of Social Membership annually prior to their renewal date; the renewal date being subject to a majority vote at a General Mess Meeting.
7. Perform such other specific duties as assigned by the PMC.

Vice President Mess Committee

Date

President Mess Committee

Date

Annex C

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
Bylaws

Duties of the Secretary of the Mess Committee

1. The Mess Committee Secretary shall hold office for a term of one year and is responsible to the PMC for the following:

- a) preparation of agenda for Mess Committee and General Mess Meetings;
- b) record and prepare the minutes of the Mess Committee and General Mess Meetings;
- c) ensuring that Routine Order entries are prepared and forwarded to the CFSG(O-G) advising Members of Mess meetings and other specific information;
- d) conduct of Mess correspondence;
- e) prepare enough copies of agendas, financial statements to distribute at committee meetings or general Mess meetings;
- f) maintain an up to date file for retirement Messages. These Messages are to be displayed in the Mess for senior Members of the Mess;
- g) post proposals to amend the Mess Constitution or By-Laws on the notice board;
and
- h) perform such other duties as assigned by the PMC.

Mess Committee Secretary

Date

President Mess Committee

Date

NDHQ WARRANT OFFICER AND SERGEANTS' / CHIEFS AND PETTY OFFICERS' MESS

Annex D

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
Bylaws

Duties of the Finance Chairperson

1. The Finance Chairperson is appointed by the Commandant, on the recommendation of the PMC and HPMC, and is responsible to the PMC for the following:

- a) to assist the Mess Committee in preparation of the yearly budget;
- b) to monitor financial results in relation to the budget;
- c) to interpret financial statements and keep the PMC informed on the financial status of the Mess;
- d) liaison between the PMC and the NCR/NPF Acct supervisor as required;
- e) ensuring the Mess committee is aware of the financial implications of any decisions; and
- f) perform such other duties as may be assigned by the PMC.

Finance Chairperson

Date

President Mess Committee

Date

NDHQ WARRANT OFFICER AND SERGEANTS' / CHIEFS AND PETTY OFFICERS' MESS

Annex E

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

Bylaws

Duties of the Facilities Representative

1. The Facilities Representative shall hold office for a term of one year and is responsible to the PMC for the following:

- a) maintain close contact with, and assist the Mess Manager for maintenance and procurement of Mess furniture, fixtures and equipment both public and nonpublic; and
- b) such other duties as assigned by the PMC.

Facilities Representative Date

President Mess Committee Date

Annex F

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

Bylaws

Duties of the History and Heritage Committee Representative

1. The History and Heritage Committee Representative shall hold office for a term of one year and is responsible to the PMC for the following:
 - a) Cataloging, tracking and maintaining a complete inventory of History and Heritage memorabilia held by the Mess;
 - b) Liaising with outside agencies in the procurement, purchase or loan of new historical memorabilia and/or art pieces;
 - c) Arranging for the tasteful display of History and Heritage memorabilia throughout the Mess that is representative of all elements of the CAF;
 - d) Preparing detailed quotes for any expenses required to acquire, clean, and/or display new pieces of memorabilia;
 - e) Any such other duties as may be assigned by the PMC.

2. The History and Heritage Committee Representative should establish a sub-committee with representation from each of the Elements of the CAF to assist in the furtherance of these duties and ensure equitable, informed representation throughout the Mess.

3. The History and Heritage Committee Representative shall maintain close liaison with the Mess Manager on all financial matters prior to purchases, etc., and in other areas in which the Mess Manager is responsible.

History and Heritage Representative

Date

President Mess Committee

Date

Annex G

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
Bylaws

Duties of the Entertainment Chairperson

1. The Entertainment Chairperson shall hold office for a term of one year and is responsible to the PMC for the following:

- a) planning and organizing of the Mess entertainment program;
- b) preparation of yearly budget operation in conjunction with sports and financial Chairperson;
- c) arranging for hiring of bands, food, decorations, removal of decorations, storage and procurement of same etc., within the guidelines authorized by the Mess Committee;
- d) ensuring proper administration and financial control is maintained of all revenues and accounts paid;
- e) proper records are maintained and signatures obtained for monies, gifts, prizes, etc., that are handed out;
- f) ensuring advertisement bulletins to Members are prepared well in advance of functions; and
- g) fulfillment of any other duties assigned by the PMC.

2. The Entertainment Chairperson shall at all times maintain close liaison with the Mess Manager particularly in areas involving financial matters, e.g., purchase of trophies or decorations, cheque requisitions, etc., and in other areas that are related to the Mess Manager's terms of reference.

3. The Entertainment Chairperson may establish a sub-committee whose sole purpose is the planning and organizing of Mess entertainment activities. The Entertainment Chairperson is responsible to the PMC for the conduct of any persons who make up this sub-committee.

NDHQ WARRANT OFFICER AND SERGEANTS' / CHIEFS AND PETTY OFFICERS' MESS

Entertainment Chairperson

Date

President Mess Committee

Date

Annex H

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
Bylaws

Duties of the Sports Representative

1. The Sports Representative shall hold office for a term of one year and is responsible to the PMC for the following;
 - a) organizing and planning of the Mess Sports program;
 - b) preparation of the yearly sports budget in conjunction with the entertainment and financial Chairperson;
 - c) promulgation of advertisement programs and posting of applicable posters;
 - d) control and administration of all financial transactions, both on financial matters and entertainment programs;
 - e) maintain close liaison with the entertainment Chairperson, both on financial matters and entertainment programs; and
 - f) any other such duties as may be assigned by the PMC.

2. The Sports Representative shall maintain close liaison with the Mess Manager on all financial matters prior to purchases, etc., and in other areas in which the Mess Manager is responsible.

Sports Representative _____ Date _____

President Mess Committee _____ Date _____

NDHQ WARRANT OFFICER AND SERGEANTS' / CHIEFS AND PETTY OFFICERS' MESS

Annex I

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

Bylaws

Duties of the Publicity Representative

1. The Publicity Representative shall hold office for a term of one year and is responsible to the PMC for:

- a) liaison with the Entertainment Chairperson and Sports Representative;
- b) preparing the Mess Calendar on a quarterly basis, and passing it to the Mess Manager for printing and distribution;
- c) maintaining and updating the Mess web page, in particular the Calendar of events and Committee member's list; and
- d) any other duties as may be assigned by the PMC.

Publicity Representative

Date

President Mess Committee

Date

Annex J

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
Bylaws

Duties of the IR Representative

1. The Imposed Restriction Representative shall hold office for a term of one year and is responsible to the PMC for:
 - a) representing the interests and concerns of IR personnel, by attending all meetings and channeling information to and from the:
 - (1) Mess Committee; and
 - (2) IR Members.
 - b) such other duties as may be assigned by the PMC.
2. Shall be appointed by the PMC and/or elected from among the IR Members

Imposed Restriction Representative

Date

President Mess Committee

Date

Annex K

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

Duties of the Community Outreach Representative

1. The Community Outreach Representative shall hold office for a term of one year and is responsible to the PMC for:
 - a) Representing the interests and concerns of Regular Mess Members who are hospitalized :
 - i. Provide hospital comforts equal to the amount of \$25.00 per day;
 - ii. These benefits can include gift baskets, gift cards, TV rental, parking, flowers, sundries, magazines, books, get well cards;
 - iii. These benefits will cover less than 48 hours of hospitalization provided the member has been hospitalized in excess of 24 hours;
 - iv. Receipts are required to receive the support;
 - v. If the member is hospitalized for more than 48 hours, only the benefits of Support Our Troops, Hospital Comforts (www.supportourtroops.ca) apply; and
 - vi. Will visit member in hospital if on imposed restriction or if alone in National Capital Region (NCR). If Community Outreach Rep is not available, another member of the Executive will visit member in hospital.
 - b) Representing the interests and concerns of members who experience the death of immediate relative:
 - i. From the gift account, expend up to \$75.00 to cover the cost for flowers / gift baskets or other tokens of sympathy (sympathy cards) for all Regular Mess Members or their primary next of kin;
 - ii. From the gift account, expend up to \$75.00 to cover the cost of a token of sympathy for a member of the Mess staff or their immediate relative, or other special status person associated with the mess;
 - iii. Classification of immediate relative. Person needs to be list on line 1, 2, 3 and 4 of Next of Kin (NOK) Form. Examples of immediate relatives: Parent (Step), Spouse, Child, sister (step), brother (step);

- iv. Not classified as immediate relative include: mother-in-law; father-in-law; sister in law; brother-in law; cousin; and family pet;
 - c) Will purchase Get Well and Sympathy Cards on behalf of the mess. \$300.00 will be included in the yearly budget with regards to this expense;
 - d) Will encourage mess Executive and members to sign “Get Well & Sympathy Cards” on behalf of the mess;
 - e) Community Outreach Representative shall establish a sub-committee representative/s; and
 - f) Any such other duties as maybe assigned by the PMC.
2. Community Outreach Representative shall maintain close liaison with the PMC, Mess Manager on all financial matters prior to purchases of hospital comforts and tokens of sympathy.
 3. Community Outreach Representative shall accept emails / phone calls from mess members or members unit; with regards to hospitalization of member or notification of death (member/NOK). Upon notification the Community Outreach Rep will notify the PMC and Mess Manager.

Community Outreach Representative Date

President Mess Committee Date

Annex L

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

By-Laws

Duties of the Mess Manager

1. **Functions** - Responsible to the PMC for the implementation of Mess Committee policies and carrying out of these responsibilities in a professional and efficient manner under the influence of the PSP manager.
2. Advise and assist Chairpersons and Representatives of the Mess Committee in carrying out their duties and responsibilities respecting compliance with CF accounting and administration orders.
3. Coordinates Mess activities and maintains close liaison with the Mess Committee Chairperson/Representative responsible to ensure all requirements are understood and met.
4. Attend functions, as directed by the PMC, to personally assist the Mess Chairperson/Representative of staff on protocol, etiquette and customs.
5. **Coordination** - The Mess Manager:
 - a) coordinates activities in conjunction with the Chairperson/Representative of entertainment, sports, special events or any other committee as required;
 - b) works in close liaison and cooperation with the Chairperson of the entertainment committee to ensure that his requirements are understood and met;
 - c) coordinates the following with the Kitchen/Dining Supervisor regarding the kitchen and cafeteria operations:
 - (1) staff adequacy;
 - (2) protocol;
 - (3) settings;
 - (4) table arrangements;
 - (5) seating plans; and
 - (6) special menu or other food requirements as directed by the PMC or the entertainment Chairperson.
6. **Responsibility** - for the following administrative functions:

- a) Mess cleanliness;
- b) safeguarding of petty cash and monies collected;
- c) compilation of Mess charges;
- d) handling of Mess correspondence and ensuring contents are brought to attention of respective committee Chairperson/Representative;
- e) maintaining an appropriate file system; and
- f) conduct of business with salesmen, contractors, etc.

7. **General** - The Mess Manager ensures that a high degree of cleanliness is maintained within the Mess, the surrounding exterior areas and on the grounds of the Mess.

Mess Manager Date

President Mess Committee Date

Annex M

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
By-Laws

Duties of the Associate Members' Representative

1. The Associate Members' Representative is responsible to the PMC for:
 - a) representing the interests and concerns of all Associate Members;
 - b) attending meetings at the PMC's invitation;
 - c) channeling information to and from the PMC and other Chairpersons of the Mess Committee.
2. Generally these duties shall be accomplished by:
 - a) assisting in the preparation and distribution of advertising and flyers/calendars pertaining to Mess functions to Associate Members
 - b) recruiting assistance from among Associate Members in support of functions
3. The Associate Members' Representative shall be selected from, or be a volunteer from the Associate Members, and the post will be held subject to the approval of the PMC. The term will normally be for one year, with extensions at the discretion of the PMC and/or the Mess Committee.
4. The Associate Members' Representative may have a deputy to ensure continuity of performance of these duties throughout the term and in succeeding terms.

Associate Members' Representative

Date

President Mess Committee

Date

Annex N

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess
By-Laws

Duties of the Rideau Canal Junior Rank Mess Mentor

1. The Rideau Canal Junior Rank Mess (RCJRM) Mentor, must be a CPO 2/MWO or PO1/WO.
2. The RCJRM Mentor shall normally hold office for a term of six to 12 months with the recommendation of the HPMC.
3. The RCJRM Mentor is responsible to the HPMC.
4. The RCJRM Mentor shall act in an advisory capacity to the RCJRM Executive Committee, and shall advise and mentor the RCJRM PMC and VPMC in the performance of their duties.
5. The RCJRM Mentor is the liaison officer between the RCJRM Committee, through the Personnel Support Program (PSP) Mess Manager, to the HPMC.
6. Perform such other specific duties as assigned by the HPMC in relations to the role.

Rideau Canal Junior Rank Mess Mentor

Date

President Mess Committee

Date

Annex O

NDHQ Warrant Officer and Sergeants' / Chiefs and Petty Officers' Mess

By-Laws

Duties of the Diversity and Inclusion Representative

1. The Diversity and Inclusion Representative shall hold office for a term of one year and is responsible to the PMC for:
 - a) Identifying ways to eliminate barriers in mess policies, procedures and practices;
 - b) Being a catalyst for new initiatives that ensure our operations meet the diverse needs of our membership;
 - c) Provide recommendations to committee on approaches to Diversity and Inclusion;
 - d) Presentation to Committee on updates and key issues as requested;
 - e) Ensure mess is in compliance with CAF Diversity and Inclusion Policies and Initiatives; and
 - f) To perform other duties as may be assigned by the PMC.

2. Shall be appointed by the PMC and/or elected from among the Members

Diversity and Inclusion Representative Date

President Mess Committee Date