

NATIONAL DEFENCE
RIDEAU CANAL JUNIOR RANKS MESS
CONSTITUTION AND BY-LAWS



This Constitution of the Rideau Canal Junior Ranks Mess is published under the authority of the Commandant Canadian Forces Support Unit Ottawa, Ottawa, Ontario.

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Colonel
Base Commander

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Rideau Canal Junior Ranks Mess Constitution

101. NAME

The name of the Mess is the Rideau Canal Junior Ranks Mess, hereinafter referred to as "The Mess".

102. AUTHORITY FOR ESTABLISHMENT AND OPERATION

The mess is established under authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Forces and the instructions contained in the constitution. The By-Laws will amplify the Constitution.

103. PURPOSE OF OPERATION

The Mess may be established to provide:

- a. a home for living-in personnel;
- b. facilities for entertainment events;
- c. a meeting place to develop morale, comradeship, and co-operation between units;
- d. facilities for meeting Public and non-public social obligations; and
- e. bar and food services.

104. MESS ACCOUNTING

Non-Public Funds Accounts shall take accounting action on all receipts, disbursements and allowances resulting from the operation of the mess.

105. MEMBERSHIP

1. The Mess membership may consist of:

- a. Ordinary Members
- b. Associate Members (may be invited)
- c. Honorary Members

2. The conditions and terms of membership for each class of membership shall be as set out in the Morale and Welfare Manual Volume 1, Governance and Administration.

106. MESS COMMITTEE

Organization and Responsibilities

Mess committees, shall be responsible to the Comd CFSG (O-G) Ottawa through the Mgr PSP.

The Mess committee shall consist of not less than three members as follows:

- a. a president of the mess committee (PMC)
- b. a vice-president of the mess committee (VPMC); and
- c. secretary or finance member.

Additional members may be added to the mess committee, and sub-committees may be created as needed for efficient and effective operation.

Mess committee members shall normally serve in their position not less than six months or more than one year. No more than 50 per cent of the mess committee should be changed at one time. Terms of reference shall be prepared for all positions on the mess committee and a copy provided to each committee member.

Mess committee members shall not receive any advantage because of their connection with the management of the mess. If a potential conflict of interest arises, the Morale and Welfare Policy Manual, Volume 1 Governance & Administration. Member shall advise the Comd CFSG (O-G) Ottawa who shall decide whether the member will continue in office.

Mess committee members are responsible directly to the PMC. Their duties are to assist and to advise the PMC on matters pertaining to their area of responsibility. Except as specifically authorized by the PMC they shall have no authority to issue instructions to mess staff.

The Mess committees, through the Mgr PSP, shall ensure:

- a. day to day mess management is effective and efficient;
- b. mess functions and activities comply with the wishes of the members, subject to Comd CFSG (O-G) Ottawa approval;
- c. the Comd CFSG (O-G) Ottawa is kept aware of the wishes of the members regarding their mess; and
- d. mess members are advised of the Cmdt CFSG (O-G) Ottawa policy direction regarding their mess.

Minutes of mess committee and general meetings shall be completed and approved by the Cmdt CFSG (O-G) Ottawa. Motions for the expenditure of mess funds shall clearly define individual items and shall be within budget limitations.

The composition and duties of the committee and its members shall be set out as in the By- Laws of this constitution and A-AD-262-000/AG-000.

107. MEETINGS

1. Mess Committee meetings shall be held at least monthly at the call of the PMC.
2. General Mess Meetings shall be held at least semi-annually.
3. Extraordinary General Mess Meetings may be called at any time by:
 - a. the Commandant CFSG (O-G) Ottawa; or
 - b. the PMC.
4. The PMC must convene a General Mess Meeting on receipt of an application signed by at least 10 Ordinary members available. The application must state clearly the reason for requesting the extraordinary Mess Meeting.
5. Matters for consideration, methods of notification, and conduct of Mess Meetings shall be as set out in the By-Laws.

108. AMENDMENTS

1. Proposals to amend the Mess Constitution shall be made in writing directly to the PMC. Proposals shall be considered by the Committee and approved by the Comd CFSG (O-G) Ottawa. Valid proposals shall be posted on the Mess Notice Board at least fourteen (14) days prior to consideration at a General Mess Meeting and voted.
2. Should a proposal be considered invalid by the Committee they shall advise the originator in writing of the reason for considering the proposal invalid.
3. Amendment entries shall make reference to the item from the minutes of the General Mess Meeting at which the amendment was authorized.

BY-LAWS

201. PURPOSE

1. To provide detailed rules for the efficient operation of the Mess.
2. Amendment of the By-Laws will be carried out in the manner prescribed for amendments to the Constitution (Article 108 refers)

202. MESS COMMITTEE

1. In accordance with article 106 of the Constitution, the Mess Committee shall consist of:

Executive:

- a. President;
- b. Vice President;
- c. Secretary and/or
- d. Fin Rep;

Committee:

- a. Sports/Entertainment Representative;
- b. Housing Representative;
- c. Hospital Representative;
- d. Electronics Representative;
- e. Financial Representative;
- f. Advertisement Representative
- g. A representative of each sub-committee only when a chairperson cannot attend a meeting

2. In accordance with A-AD-262-000/AG-000 (Canadian Forces Mess Administration), the following shall serve as ex-officio members of the Mess Committee.

- a. the Supervising Officer;
- b. the Mess Manager.

3. The Mess Committee shall be responsible for the efficient operation of the Mess in accordance with the Constitution, including these By-Laws and other current regulations;

4. The Mess Committee will meet at the call of the PMC to:

- a. approve expenditures that fall within the Committee's authority;
- b. approve, subject to audit, financial statements presented by the financial rep;
- c. consider the agenda items of the General and Extraordinary Mess Meetings;
- d. conduct the annual review of existing Associate and Honorary Memberships;

- e. consider and recommend or reject all applications for Associate or Honorary Memberships;
- f. review, consider and recommend or reject all nominations and volunteers for duties on the Mess Committee or Sub-Committees; and
- g. consider any other matters concerning the operation of the Mess.

5. Supervising Officer of the Mess Committee:

The Comd CFSG (O-G) Ottawa shall appoint a supervising officer for the junior rank's mess.

The supervising officer shall:

- a. provide assistance and advise to the mess committee;
- b. be an ex-officio member of the mess committee; and
- c. keep the Comd CFSG (O-G) Ottawa advised on the affairs of the mess.

6. President of the Mess Committee (PMC)

- a. the office of the PMC shall normally be filled by advancement of the Vice-PMC (VPMC) or appointed by the Comd CFSG (O-G) O to the rank of Master Corporal/Master Seaman. The term of office shall normally be twelve (12) months.
- b. the duties and responsibilities of the PMC are detailed in Annex A to these By-Laws.

7. Vice-President of the Mess Committee (VPMC)

- a. shall be appointed by the Commandant CFSG (O-G) Ottawa to the rank of Master Corporal/Master Seaman;
- b. the term of office shall normally be twelve (12) months and is normally followed by advancement to the office of PMC; and
- c. the duties and responsibilities of the VPMC are detailed in Annex B to these By-Laws.

8. Entertainment Chairperson

- a. the Chairperson of Entertainment shall normally be elected by and from the ordinary membership at a General Mess Meeting;
- b. the term of office shall normally be twelve (12) months; and
- c. the duties and responsibilities of the Entertainment Chairperson are detailed in Annex C of these By-Laws.

9. Sports Representative

- a. the Sports Representative shall normally be elected by and from the ordinary membership at a General Mess Meeting.
- b. the term of office shall normally be twelve (12) months; and
- c. the duties and responsibilities of the Sports Representative are detailed in Annex D of these By-Laws.

10. Committee Secretary

- a. the Secretary shall normally be elected by and from the ordinary membership at a General Mess Meeting
- b. the term of office shall be twelve (12) months
- c. the duties and responsibilities of the Committee Secretary are detailed in Annex E of these By-laws.

11. Housing Representative

- a. the Housing Representative shall normally be elected by and from the ordinary membership at a General Mess Meeting
- b. the term of office shall normally be twelve (12) months
- c. the duties and responsibilities of the Housing Representative are detailed in Annex F to these By-Laws.

12. Hospital Representative

- a. the Hospital Representative shall normally be elected by and from the ordinary membership at a General Mess Meeting;
- b. the term of office shall be twelve (12) months
- c. the Hospital Representative shall keep the PMC informed as to the number of members admitted and discharged from the hospital; and
- d. the duties and responsibilities of the Hospital Representative are detailed in Annex G to these By-Laws.

13. Electronics Representative / Web Administrator

- a. the Electronics Representative shall normally be elected by and from the ordinary membership at a General Mess Meeting;
- b. The term of office shall be twelve (12) months,
- c. the Electronics Rep shall be responsible for all electronic equipment owned by the Mess. The Electronics Representative shall ensure that all equipment is in good working order and that all necessary repairs are done;
- d. the duties and responsibilities of the Electronics Representative are detailed in Annex H to these By-Laws;
- e. preparing the Mess Calendar on a quarterly basis, and passing it to the Mess Manager for printing and distribution; and
- f. maintaining and updating the Mess web page, in particular the Calendar of events and Committee member's list.

14. Advertisement Representative

- a. liaison with the Entertainment Chairperson and Sports Representative;
- b. create, design posters in both languages;
- c. send all activities through communication avenue within the NCR; and
- d. any other duties as may be assigned by the PMC.

Note: Vacant Mess Committee Office. Should the office of a Committee member become vacant before the normal term is completed, the PMC may appoint a member to fill the office.

203. SUB-COMMITTEES

1. The following Sub-Committees will be standing Sub Committees and shall assist the Mess Committee in the administration of the Mess:
 2. Special Sub-Committees
 - a. the PMC may appoint Special Sub-Committees to assist and advise the PMC or the Mess Committee on matters outside the normal duties and responsibilities of other Sub-Committees; and
 - b. the term of office of a Special Sub-Committee will expire with the appointing PMC's term, without prejudice to reappointment by the succeeding PMC.
 3. The Entertainment Committee
 - a. the Entertainment Committee shall consist of other members (with addition to members from different units as representatives), including a chairperson. The term of office of each member of the Entertainment Committee shall normally be twelve (12) months.
 - b. the duties of the Chairperson are detailed in Annex C of these By-Laws. The duties of members of the Committee shall be as detailed by the Chairperson.

204. MESS MANAGER AND MESS STAFF

The Mess manager shall be responsible to the PSP Manager, but responsive to the PMC for planning, organizing, directing, and controlling mess activities. The mess manager may serve as an adviser to the mess committee but shall not be a member.

21. Mess staff shall follow the technical direction of the PSP Manager. This direction includes the policies and procedures for efficient and effective day-to-day mess administration.

205. WAGES

The CFSG (O-G) Ottawa NPF wage control board governs the wages of the Mess Employees both permanent and temporary.

JUNIOR RANKS MESS MEMBERSHIP

206. The following table shows the classes of mess membership

Member	Description	Access
Ordinary Members (MCpls and below)	Serving members of the CAF, including Regular, Reserve, and the Special Force, and Foreign military personnel on exchange posting or training with the CAF, and Foreign Military Training personnel where included by agreement	Entitled to access, to serve on mess committees, and vote in general meetings.
Associate Members (may be invited)	<ol style="list-style-type: none"> 1. Veterans (Former members of the CAF who have successfully completed Basic Military training and have been honourably discharged; 2. Serving DND, NPF, MFRC, DRDC, CSE, DCC Employees and serving RCMP; 3. Other Civilians employed at or in connection with the unit or other element served by the mess; 4. Members of the Canadian Cadet organization, Canadian Ranger and Cadet Organization, Administrative and Training, and 5. Serving members of other country militaries serving in the vicinity of the unit or other element served by the mess. 	May apply for membership on a space available basis. Not entitled to vote but may participate as ex-officio members of mess committee
Honorary Members	They may be invited to join RCJRM	May apply for membership on a space available basis. No voting privileges.

Conditions related to Mess Membership

Priority of Access

Military Members have full access to the mess appropriate to their rank as a matter of entitlement. Associate members are entitled to mess membership subject to the requirements of Military Members being fulfilled.

Honorary members may apply for mess membership on a space available basis with the approval of the applicable mess committee. Guest Memberships shall be approved for a maximum of one year with no guarantee of renewal.

The PMC may restrict or remove Mess privileges of Ordinary Members for reason of misconduct or contravention of the Constitution or By-Laws. The restriction may be for any period of time deemed appropriate pending Cmdt CFSG (O-G) Ottawa action and may include immediate removal of the privileges of making purchases of and consuming alcoholic beverages in the Mess.

Procedures for implementing the removal or restriction of privileges shall include notification to the member by memorandum with information copies to:

- (1) Comd CFSG (O-G) Ottawa and Unit CO;
- (2) Supervising Officer;
- (3) Mess Manager; and
- (4) PSP Manager.

207. MESS SUBSCRIPTIONS

1. All Mess Members shall pay into the Mess funds in the amount determined by a General Mess Meeting and approved by the Cmdt CFSG (O-G) Ottawa in accordance with the following:
 - a. A monthly subscription corresponding to a membership fee, towards defraying the general operating expenses of the Mess; and
 - b. Military Members proceeding on temporary or attached duty for an estimated period of more than fourteen (14) days shall notify the Mess Manager so action may be taken as per CFAO 27-1, para 20.
2. Mess subscriptions and assessments will be charged on a daily basis for periods of less than a month.
3. The method of payment of Mess subscriptions by full-time military members shall be by pay deduction at source.

4. For all other Members, payment of Mess subscriptions in advance shall constitute a membership fee covering a one (1) year period. The Mess Manager on or before 15 Jan shall contact members individually.

5. Where a paid-up Member, other than Military, wishes to voluntarily terminate his or her association with the Mess, he/she may apply in writing to the PMC for a refund of paid-up dues. The PMC may authorize reimbursement to the extent totalling the sum of monthly assessments for each unexpired month of membership following the month during which the decision to rescind the membership was made.

208. TRADING ACTIVITIES

1. Bar operations shall be carried out in accordance with QR & O 19.04 and the provisions of this article.
2. Prices of merchandise shall be determined by the Mess & PSP.
3. All sales shall be recorded as per the PSP manual using the POS system.
4. Bar operating hours shall be established by the Mess & PSP and approved by the Comd CFSG (O-G) Ottawa.
5. Bar cards in an amount to be decided annually at the March GMM meeting of the Mess Committee and approved by the Cmdt CFSG (O-G) Ottawa, shall be provided for the use of the PMC or his/her delegated representative(s) for official visitors only.
6. Bar prices and operating hours shall be posted at the bars.
7. Intoxicants shall not be served to any individual who is not a Mess Member, except to authorized guests for their actual consumption in the Mess. When in doubt, the Bar tender may ask for confirmation of membership or guest status of anyone who requests service to make sure that the person is authorized to make purchases.
8. Bartenders have the right to refuse service to any person for any reason that the Province of Ontario Liquor Control Act would give them the right as a bartender. The PMC shall be informed on the next working day.
9. Bar staff are the only personnel authorized entry behind the bar without permission of the Mess Manager.
11. Federal, Provincial and Municipal laws shall be observed.

209. MESS ENTERTAINMENT

1. Mess Entertainment, shall be determined by the Entertainment Committee, and approved by of the Mess Committee and the Cmdt CFSG (O-G) Ottawa.
2. The Cmdt CFSG (O-G) Ottawa may prescribe the amount of funds, which the Mess Committee may expend in any one month for the entertainment of individuals at the Mess expense. Where the funds are insufficient to cover the cost of a function, an assessment in the form of an admission charge, shall be levied on those attending to defray the extra cost.
3. Mess dinners shall be held at the call of the PMC. Retiring members may be honoured at this time, but will normally be honoured at a luncheon, as mentioned in para 4. Each retiring member may invite one (1) guest. Retiring members and their guest at a Mess dinner shall be considered guests of the Mess. Excluding the cost of entertaining guests of the Mess, the cost of a Mess dinner in excess of any funds appropriated shall be borne by the members attending.
4. Retiring members will normally be honoured at a luncheon or Dining-in Night in lieu of a Mess Dinner. The Mess shall defray the cost of entertaining the retiring members and one (1) guest per retiring member at the function selected. All other cost for the function selected shall be bourn by the members attending.
5. A member who invites guests to a Mess function shall be responsible for their conduct on Mess premises.
6. Activity registration: Registration payment is final
Member's who register for a free event (paid by the Mess) then do not show up for said event and did not contact the Mess or PMC before hand to provide substantial reason, may be preclude from all other free (cost to the Mess) activities.

210. MEETINGS

1. Mess Committee Meetings.
 - a. Mess Committee Meetings shall be held once a month (with the exception of July and August) or at the call of the PMC in accordance with the Constitution and By-Laws;
 - b. Minutes of the Mess Committee Meetings shall be prepared and action in accordance with A-AD-262-000/AG-000;
 - c. copies of the Minutes shall be forwarded to the PMC for signature then forwarded to Mess Manager, Mess Manager will forward to the Supervising Officer and all other officers concerned;
 - d. a copy of the Minutes shall be posted on the Mess notice board not later than two (2) working days following approval; and
 - e. copies of the Minutes shall be forwarded to the Cmdt CFSG (O-G) Ottawa and the supervising officer by the mess manager.

2. General Mess Meetings

- a. General Mess Meetings shall be called by the PMC in accordance with Annex "B" Chapter 3 of A-AD-262-000/AG-000 to consider:
 - (1) reports of the PMC, Secretary, Fin Advisor;
 - (2) proposed mess activities; and
 - (3) any other business concerning the Mess.
- b. the approved agenda, including constitutional changes, for a General Mess Meeting shall be forwarded to all Committee Members and posted on the Mess notice board at least five (5) days before the time of the Mess Meeting;
- c. a Mess book may be made available to all Mess members (e-mail to the mess committee members are also acceptable), all motions should be entered at least five (5) working days prior to a General Mess Meeting. The Mess Committee shall consider duly recorded and seconded proposals and valid proposals within the scope of that Committee shall be actioned, with the mover and seconder being advised of the action taken;
- d. General Mess Meetings shall not be valid unless a quorum is present. A quorum shall consist of ten (10) of the Ordinary Membership unless the supervising officer authorizes a lesser number for any particular meeting;
- e. General Mess Meetings shall be conducted in the manner prescribed in Annex B of A-AD-262-000/AG-000. All motions or other matters shall be voted upon by the Ordinary Members present and shall be decided by the majority vote as defined in Annex B Chapter 3 of A-AD-262-000/AG-000;
- f. Minutes of a General Mess Meeting shall be prepared and action in accordance with A-AD-262-000/AG-000.

3. Extraordinary General Mess Meeting

- a. Extraordinary General Mess Meetings shall be called as necessary, as provided in the Constitution;
- b. Extraordinary General Mess Meetings shall be called to discuss one subject only;
- c. a quorum for an Extraordinary General Mess Meeting shall be as per para 2 sub-para d;
- d. the order of business for an Extraordinary General Mess Meeting shall be:
 - (1) call to order;
 - (2) confirmation of quorum;
 - (3) stating of the proposal, discussion and voting; and
 - (4) adjournment.
- e. Minutes of an Extraordinary General Mess Meeting shall be prepared and actioned in accordance with A-AD-262-000/AG-000.

211. NOTICES

1. A notice board shall be maintained in a prominent place in the Mess. Copies of the latest minutes of the Mess Committee, General Mess, or Extraordinary General Mess Meetings, agenda for General Mess Meetings and Financial statements shall be posted on the board. The Mess Manager may post any other notices deemed necessary to keep the members informed. The posting of notices of private nature on this board will require the permission of the Mess Manager.
2. Notification of a General Mess Meeting will be at the discretion of the PMC but shall be published in CFSG (O-G) Ottawa and NDMC Routine Orders.
3. Notification of Extraordinary Mess Meetings shall be by such means as the PMC deems appropriate.
4. Notification of Mess Committee Meetings shall be made by the Mess Secretary on instruction from the PMC.
5. Notification of Sub-Committee Meetings shall be made by the Chairperson concerned.
6. Monthly / yearly entertainment schedules shall be made available to every Ordinary and Associate Member.
7. The Mess Manager shall maintain notice boards adjacent to the main entrance of the Mess showing the names of the members and officers of the Mess Committee, including the ex-officio members.

212. DISCIPLINE

1. The Duty Personnel and Custodians working in the Mess shall be responsible for discipline in the Mess. For purposes of discipline and military protocol in the Mess, the following shall be the order of seniority:
 - a. PMC
 - b. VPMC
 - c. Entertainment Chairperson;
 - d. senior member by rank present when the above are absent; or
 - e. when no Ordinary Member is present, the Bar Tender on duty.
2. Any misconduct or infraction of the Mess Constitution and By-Laws shall be reported to the PMC for appropriate action.
3. Members shall co-operate with the Bar Tender(s) when closing the bar and the Mess.
4. No dogs, cats or other pets shall be allowed in the Mess unless authorized by the PMC in writing.

213. DRESS

Dress in the Mess shall be in accordance with Annex M.

214. COMPLAINTS

1. Complaints may be entered in the motion book, or in writing, directly to the PMC.
2. Complaints regarding the service rendered by Mess employees shall be resolved by the PMC. No member, except the Mess Manager, shall censure Mess employees. The Mess Manager will give orders to Mess staff.

215. SUGGESTIONS

1. A motion book shall be provided for members to enter any suggestions regarding the management of the Mess.
2. If a suggestion concerns a Mess employee or is of a confidential nature, it may be given in writing to the Mess Manager.
3. All suggestions will be considered by the Mess Committee. If they consider it is of a general nature, it will be discussed at the next General Mess Meeting. Otherwise action will be taken.

216. GUESTS

1. Guests are classified in these By-Laws as: guest of the Mess or guest of a member.
2. Guests of the Mess (in addition to those members retiring to an annuity and one invited guest per retiring member who are attending Mess dinner or luncheon as laid down in para 1) are any other guests officially invited to the Mess. The Cmdt CFSG (O-G) Ottawa or PMC shall indicate those considered as guests of the Mess are suitably attended. However, at a large function the PMC may appoint an official host(s).
3. Guests of a member are persons, including a spouse, calling on a member or attending as guests of a member. Except as the PMC designates, each member is allowed to bring the following number of guests into the Mess:
 - a. Ordinary Members -three (3)
 - b. Associate Members -three (3)
 - c. Honorary Members -one (1)
4. The PMC may restrict the number of guests that members may bring to a function or she/he may, on request of a member, allow that member to bring more guests than the quota laid down in para 3.
5. Members shall be responsible for the conduct of their guests in the Mess. Members shall not leave the Mess before their guests.
6. Members shall register all guests other than their spouse/escort in the Guest Register at all times.
7. In a marriage or recognized common-law relationship between members of different ranks, the spouse holding the higher rank may attend social functions at the Mess of the spouse of the lower rank, if the spouse holding the higher rank is invited by the President of the Mess Committee (PMC) of the other spouses Mess. Such invitations will normally require a request in writing to the PMC. If approved, the spouse of the member shall not wear a uniform, but shall wear civilian attire appropriate to the occasion.

217. TOKENS

1. Mess members retiring to an immediate annuity with not less than twenty (20) years service and who have been members of the Mess for a period of at least one (1) year immediately prior to retirement shall be entitled to a retirement gift. The cost to the Mess shall be up to but not exceed one hundred dollars (\$100.00) tax included per retirement member. The retirement gifts will be of a type established by the Executive Committee.
2. Tokens of sympathy shall be offered with respect to deceased Mess members or their immediate next-of-kin (next of kin as follows next of the kin shall be considered one of the following: mother, father, spouse or children. Exceptional circumstances may be approved by PMC in the form of a floral tribute, or (if it is the wishes of the next-of-kin) a cash donation in the name of the deceased to a benevolent or charitable organization of their choice. The cost to the Mess shall not exceed seventy-five dollars (\$75.00) tax included with receipts.
3. Mess members or next-of- kin hospitalized for a period of 24hrs shall be entitled to hospital related comforts to a sum not to exceed fifty dollars (\$35.00) with receipts Mess members or next-of- kin hospitalized for a period of 48hrs shall be entitled to hospital related comforts to a sum not to exceed thirty five dollars (\$50) with receipts. Mess members or next-of-kin hospitalized for a period of 72 hours or more shall be entitled to hospital related comforts to a sum not to exceed seventy five dollars (\$75.00) with receipts Mess Members shall not receive Hospital related comforts“(maximum of fifty dollars) more than once per calendar month and not to exceed a maximum two hundred dollars (\$200) per annum. All taxes are included in the entitlement.
4. Full-time Mess members posted or released who have been members of the Mess for a period of at least one year shall be entitled to the standard mess gift. The gift shall be a standard gift approved by the Mess Committee.
5. Baby Gift Certificate; On behalf of the Mess, mess members are entitled to receive a Gift Card valued up to \$50, 00 for a New Born Baby and for a recent Baby adoption to congratulate the proud parent(s). The Mess Hospitality Representative must be contacted and the following information must be provided; Mess member name, rank, unit and service number.
Note: Twin baby will receive 2 Gifts Certificates and triplets baby 3 Gifts Certificates.
6. Cash donations shall not be solicited in the Mess.
7. On the retirement of the Mess Manager an amount not to exceed \$250 can be spent on the departing gift, at the discretion of the Mess Committee.
8. On the departure of the PMC an amount not to exceed one hundred (\$200) for gavel taxes included.

218. EXPENDITURES

1. Approval authority for all capital or non-recurring expenditures shall be in accordance with the Delegation of Authorities for Administration of NPP
2. Approved expenditure involving construction or alterations of works and buildings on DND property shall not be implemented before approval has been obtained in accordance with D-08-005-120/AG-000.
3. The Mess Committee may, with the approval of the Cmdt CFSG (O-G) Ottawa authorize capital or non-recurring expenditures up to \$10,000 for any one item or project.
4. The President of the Mess Committee may spend up to \$3,500.00 for routine maintenance without having a Capital Expenditure Request
5. A petty cash fund, not to exceed an amount set by the Mess Committee and approved by the Cmdt CFSG (O-G) Ottawa may be maintained by the mess Manager, to pay minor, day-to-day expenses of the Mess as approved by the Mess committee.
6. The write-off of loss or damage to non-public property against the funds of the Mess shall be in accordance with A-AD-262-000/AG-000.
7. The Mess Manager may spend up to \$2,000.00 for routine maintenance and up keep of the Mess to coincide with its efficient operations, with the PMC approval.

219. TAXI REIMBURSEMENT

Mess member may submit to be reimbursing by the mess if they attend a Mess activity at the Mess to the maximum amount below. All requests for reimbursement must include the original Taxi Receipt and brought to the Mess Office. Members coming to the mess and then leaving the mess to go home will be reimbursed only.

\$35 for taxi/parking inclusive of tax.

220. MESS DINNER PROCEDURE AND CUSTOMS

In accordance with A-AG-262-000/AG-000.

221. MESS PROPERTY

1. Every Mess member shall be responsible for following all rules of fire prevention while in the Mess.
2. When a Mess member causes or finds damages or breakage to Mess property, that member shall report such brakeage or damage to the Housing Representative or the Mess Manager.
3. No article of Mess property shall be taken from the premises without the permission of the PMC or Mess Manager.
4. Expenses arising from the wilful damage, loss, or misappropriation of Mess property shall be levied against the individual member or members responsible.

5. Defects in the operation of equipment etc, shall be reported to the Housing Representative or the Mess Manager.
6. The disposal of Mess non-public furniture and equipment shall be in accordance with AAD- 262-000/AG-000 and A-FN-105-001/AG-001.

222. PERSONAL PROPERTY

1. The Mess shall not be responsible for the loss or damage of items of personal property introduced in to the Mess by a member or guest.
2. The Mess is responsible for items, which have been checked with an authorized cloakroom attendant hired by the Mess. During the time an attendant is present, the cloakroom is out-of-bounds to all members and guests.

ANNEX A
MESS COMMITTEE RESPONSIBILITIES
PRESIDENT OF THE MESS COMMITTEE

1. The President of the Mess Committee (PMC) shall hold office for a term of six to 12 months;
2. PMC shall be responsible for the management of the Mess in accordance with QR & 0 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 for time to time by or on behalf of the Commandant.
3. PMC shall ensure that proper care and custody is taken of all Mess property.
4. 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.
5. PMC shall be responsible to the Commandant for the efficient discharge of Committee Members' responsibilities.
6. PMC shall sign the meeting minutes after each Committee or General meeting.
7. 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.
8. PMC is responsible to the Commandant through the NDHQ CWO for the maintenance of the Mess Discipline.
9. 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

ANNEX B
MESS COMMITTEE RESPONSIBILITIES
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.
2. The VPMC is responsible to the PMC and will assume the duties and responsibilities of the President in his/her absence.
3. Assists the PMC in performance of his/her duties.
4. Oversees the preparation of the entertainment and sports schedule of the Mess.
5. 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.
6. Perform such other specific duties as assigned by the PMC.

Vice President Mess Committee Date

President Mess Committee Date

ANNEX C

MESS COMMITTEE RESPONSIBILITIES
ENTERTAINMENT CHAIRPERSON

1. The Entertainment Chairperson shall hold office for a term of one year to a max of two years 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) responsible to conduct research to find 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.

Entertainment Chairperson Date

President Mess Committee Date

ANNEX D
MESS COMMITTEE RESPONSIBILITIES
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) maintain close liaison with the entertainment Chairperson, both on financial matters and entertainment programs; and
 - e) 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

ANNEX E
MESS COMMITTEE RESPONSIBILITIES
COMMITTEE SECRETARY

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) (O) 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

ANNEX F
MESS COMMITTEE RESPONSIBILITIES
HOUSING REPRESENTATIVE

1. The Housing Representative is responsible to the PMC for:
 - a. the maintenance and repair of all Mess furnishings;
 - b. attending all General, Extraordinary and Executive meetings;
 - c. Advising and directing the Mess Manager to initiate work orders to the Construction Engineering Section for repairs to the building and grounds;
 - d. Advising the Mess Manager to the purchase of new equipment and / or furnishings as passed at Committee or General Meeting;
 - e. Reporting the condition of the building and furnishing to the Mess members at Committee and General Mess Meetings; and
 - g. to perform other duties as assigned by the PMC.

Mess Housing representative

Date

President Mess Committee

Date

ANNEX G
MESS COMMITTEE RESPONSIBILITIES
HOSPITAL REPRESENTATIVE

1. The Hospital Representative is responsible to the PMC. The duties of the Hospital Representative are:

- a. to act as a contact on behalf of the Mess for member's section to report their hospital's personnel to;
- b. to ensure member's and/or section representatives are advised of the guidelines qualifying a member for comfort allowance and coordinate a visit to the hospitalized member to receive their comfort gift;
- c. to forward a Get Well card on behalf of the PMC and members of the Mess;
- d. to contact the Mess Manager and authorize payment of the comfort allowance, ensuring receipts are provided;
- e. to attend all General, Extraordinary and Executive meetings and to report the number of hospitalized personnel granted comfort assistance; and
- f. to perform other duties as assigned by the PMC.

Mess Hospital Representative

Date

President Mess Committee

Date

ANNEX H
MESS COMMITTEE RESPONSIBILITIES
ELECTRONICS REPRESENTATIVE / WEB ADMINISTRATOR

1. The Electronics Representative is responsible to the PMC. The duties of the Electronics Representative are:
- a. to have a working knowledge of electronics;
 - b. to ensure that the electrical equipment is in good working condition;
 - c. to provide the Committee with recommendation on electronic equipment repair and maintenance;
 - d. to advise and direct the Mess manager on equipment requiring servicing by a professional following direction received at c (above);
 - e. to attend all General, Extraordinary and Executive meetings and report the condition of all electronic equipment in the Mess;
 - f. preparing the Mess Calendar on a quarterly basis, and passing it to the Mess Manager for printing and distribution; and
 - g. maintaining and updating the Mess web page, in particular the Calendar of events and Committee member's list.
 - h. preparing the Mess Calendar on a quarterly basis, and passing it to the Mess Manager for printing and distribution;
 - i. to perform such other duties as assigned by the PMC.

Mess Electronics Representative Date

President Mess Committee Date

ANNEX I
MESS COMMITTEE RESPONSIBILITIES
SUPERVISING OFFICER

1. The Cmdt CFSG (O-G) Ottawa shall appoint a supervising officer for the junior rank's mess. The supervising officer shall:

- a. provide assistance and advise to the mess committee;
- b. be an ex-officio member of the mess committee; and
- c. keep the Cmdt CFSG (O-G) Ottawa advised on the affairs of the mess.

ANNEX J
MESS COMMITTEE RESPONSIBILITIES
FINANCIAL ADVISOR

1. The Financial Advisor is responsible to the PMC for:
- a. monitoring financial results in comparison to the budget;
 - b. interpreting financial statements and advising the PMC on the financial condition of the Mess;
 - c. conducting liaison with the PMC; and
 - d. attending all General, Extraordinary and Executive Committee meetings and ensuring that the Mess Committee is aware of the financial implication of any decision.
 - e. perform such other duties as may be assigned by the PMC

Mess Financial Advisor Date

President Mess Committee Date

ANNEX K
MESS COMMITTEE RESPONSIBILITIES
ADVERTISEMENT REPRESENTATIVE

1. The Advertisement 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) Sent all posters or advertising to the Guard of Honour newspaper and also passing the information to CFSG (O-G) Website via e-mail using format Power Point Presentation.
 - c) Prepare if require bilingual posters and have the translation completed Proofreading by the PMC or VPMC before sending it to the Mess Manager.
 - d) Maintain social media website with current information regarding the Mess.

Mess Publicity Representative Date

President Mess Committee Date

ANNEX L MESS MANAGER RESPONSIBILITIES

1. The Mess Manager is responsible to the Mgr PSP and responsive to the Mess Committee for the following: Plans, organizes, manages, monitors, and evaluates the operations and delivery of all mess activities and facilities.

Implements DND/ CF/CFPSA/NPF policies, procedures, and regulations, and all applicable federal and provincial legislation.

Enforces the CF requirements for health, hygiene, safety and security standards and programs. Ensures strict enforcement of provincial liquor legislation and DND, CF, and Base policies concerning the responsible serving of alcohol, employee drinking restrictions, and customer behaviour.

Determines staffing requirements, recruit, and hire incumbents in conjunction with the PSP Manager. Oversees employee work schedules and monitor employee performance.

Oversees employee training and development.

Develops and implements marketing and promotional programs for mess activities and the use of mess facilities.

Determines staff requirements for functions and oversee the protocol, table settings and arrangements, seating plans, special menus, and beverage requirements for the dining room. Attends all major social functions to supervise mess staff, personally greet and speak with patrons, and oversee general arrangements.

Responds to membership feedback and mess committees directives, keep PMC, and PSP Manager informed of current issues and concerns, and recommend changes to products or services where appropriate.

Develops mess budgets and business plans.

Monitors revenues and expenses.

Oversees the preparation of timely and accurate financial accounting and operational reports.

Conducts periodic audits of operations and records.

Ensures the application of financial, administrative, and operational controls.

Monitors and controls the use of equipment, facilities, and other mess assets.

Monitors and controls the quantity, price, and storage of inventory with the mess information software.

Receives, controls, and secures cash and stock.

Maintains and controls the NPF and Public DA's of the mess and submit all requests for write-off to PSP Manager for further action and direction.

Negotiates with suppliers and contractors for supplies, equipment, and other services.

Determines and arranges customer's food and beverage requirements and use of facilities.

Performs other related assigned duties.

ANNEX M

DRESS REGULATIONS FOR JUNIOR RANK'S MESS

1. The following dress regulations shall apply to all personnel (members and guests) when they are present in the Junior Rank's Mess;
 - a. Formal;
 - (1) Male -Mess Kit, Uniform (2B), dark solid evening coloured suit; and
 - (2) Female -Mess Kit, Uniform (2B), formal evening attire.
 - b. Regular;
 - (1) Male -sport jacket, dress shirt with tie or open neck, turtle neck, dress pants; and
 - (2) Female -dress, skirt or slacks with blouse.
 - c. Casual;
 - (1) All variations of work dress and combat clothing will be permitted in the Mess. Sport shirt with slacks, shorts (dress type), sandals with socks or shoes, dress, skirt or slacks with blouse, shorts as mentioned above, appropriate footwear with socks or stockings may be worn at any time. Minimum clothing at all times shorts, shirt, shoes, this includes all forms of military order of dress; and
 - (2) No torn, ripped, frayed or holey clothing, no cut off shorts or shirts, no profane logos or writing on clothing, no flip-flops or no halter or tube tops.
4. No frayed jeans that are in poor state of repair. No muscle shirts or undershirts. PT clothing may be worn when authorized.
5. No type of headdress is to be worn in the Mess at any time, with the exception of special functions at the discretion of the PMC.
6. Headbands of cosmetic or ornamental nature (ie; beads, ribbons or braided leather) worn to compliment apparel may be worn around the forehead by females.
7. All clothing will be neat and clean. Any person entering the Mess will remain fully clothed at all times.
8. The PMC may change the order of dress at any time to coincide with changes in the style or time of year.
9. The bartender will have final say as to condition of dress.