

***KYRENIA CLUB***  
***JUNIOR RANKS' MESS***  
***CONSTITUTION AND BY-LAWS***



## **MESSES**

Steeped in a rich military heritage and tradition, messes have been used by the Canadian Armed Forces (CAF) throughout Canada's history to foster morale and promote military values, camaraderie, and unit cohesiveness. Messes give members a strong sense of commitment to the ideas, objectives, responsibilities expected of them within the CAF, and standard for military service within Canada.

To this day, CAF messes retain a functional role as social and dining clubs, and are the centre of social life for units, stations, bases, and ships. They enhance the esprit de corps of units, lighten the load of demanding day-to-day work, give commanders an opportunity to meet socially with their troops, and enable CAF members of all ranks to create bonds of friendship and better working relations through an atmosphere of good fellowship.

## **MISSION AND VISION**

### **Mission**

Messes provide the environment for all CAF members to promote the traditions and values of the CAF. They promote courage, teamwork, discipline, and honour. Messes serve to perpetuate the military ethos in the profession of arms and are an instrument of socialization to the members and their families. Messes foster morale in both peace and war.

### **Vision**

Messes, universal in relevance, will be flexible and adaptive to their memberships and military communities' needs, thus allowing all members to identify with the unique aspects of Canadian military life. Messes are recognized as an important and relevant part of their members' personal and professional lives. Messes are to be supported by all levels of CAF leadership and will be provided with public and non-public resources.

**FORWARD**

The Constitution and By-Laws contained in this publication were adopted by the membership at a General Mess Meeting and approved by the Comd 4 CDSG.

It is the responsibility of all mess members to become familiar with the Constitution and By-Laws to ensure that all members are aware of, and can benefit from, their objectives.

Any amendments to this publication must be submitted in writing to the President of the Mess Committee, adopted at a General Mess Meeting, and approved by the Comd 4 CDSG.

The contents of this Constitution and By-Laws become binding once approved by the Comd 4 CDSG.

\_\_\_\_\_  
MCpl Hans-Christian Brasche  
President Mess Committee

\_\_\_\_\_  
MWO G. MacLean  
Supervising Officer

Approved by: \_\_\_\_\_  
Col S.D.C Trenholm  
Comd 4 CDSG

Date: \_\_\_\_\_



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#### **BY – LAWS**

These By-Laws are a set of rules which amplify the basic principles laid down in the constitution. They are not to be considered all-embracing. Nothing herein contained shall be deemed to contravene any of the provisions of:

- a. Queen's Regulations and Orders (QR&O's);
- b. Canadian Forces Administrative Orders (CFAO's);
- c. Defence Administrative Orders and Directives (DAOD's);
- d. Personnel Support Programs Policy Manual;
- e. CF Policies and Procedures for NPF Accounting (A-FN 105);
- f. CF Morale and Welfare Programs (A-PS 110); and
- g. NPF Human Resources Policy and Procedure Manual (NPF HR Pol)
- h. NPF Budget and Policy Directive
- i. NPF Sponsorship and Donations Policy
- j. Garrison Petawawa Alcohol Policy
- k. Liquor Licence Act

## **SECTION 1- GENERAL**

### **1.01 DESIGNATION**

The Kyrenia Club, Junior Ranks' Mess is located at building L-105, Garrison Petawawa. Hereinafter referred to as the "Mess" it shall operate as a separate institution in all matters of discipline and finance.

The CO of the Mess shall be the Commanding Officer of 4th Canadian Division Support Group, hereinafter referred to as Comd 4 CDSG.

### **1.02 AUTHORITY**

The Mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Armed Forces, to include Personnel Support Programs Policy Manual, A-FN 105, A-PS 110 and instructions contained in this Constitution and By-Laws.

### **1.03 PURPOSE OF THE OPERATION**

The Kyrenia Club Jr Ranks' Mess will be operated for the purpose of providing goods, services and amenities to the Mess Members.

### **1.04 AMENDMENTS**

Proposals to amend the Mess Constitution shall be made in writing. They shall be submitted to the PMC or VPMC by formal memorandum and posted on the notice board. Provided the notice has been posted seven (7) days or more, the proposal shall be considered at the next General Mess meeting.

The Mess Committee is responsible for maintaining a current copy of the Constitution. It will be available upon request to any member.

### **1.05 APPROVAL**

All amendments must be approved by the general membership at a General Mess Meeting. The amendment will not come into effect until the minutes of the General Mess Meeting are signed off by the Comd 4 CDSG.

## **SECTION 2 – TYPES OF MEMBERSHIP**

### **2.01 ORDINARY MEMBERS**

Every Master Corporal/Master Sailor and below in the Canadian Armed Forces or any allied country, including reservists on duty, will be an ordinary member when they are detailed to perform permanent or temporary duty with any unit within Garrison Petawawa.

Only ordinary members are eligible to serve on the Mess Committee, attend Club Meetings and vote at Mess Meetings.

## **2.02 ASSOCIATE MEMBERS**

See Personnel Support Programs Policy Manual, Chapter 9 for further information.

## **2.03 HONORARY MEMBERS**

See Personnel Support Programs Policy Manual, Chapter 9 for further information.

# **SECTION 3 - MESS MANAGEMENT**

## **3.01 MESS MANAGER**

The Mess Manager is a civilian Non-Public Funds employee who is responsible to the Senior Manager PSP and responsive to the PMC.

## **3.02 PRESIDENT OF MESS COMMITTEE (PMC)**

The President of the Mess Committee (PMC) oversees the wants and needs of the Mess membership and is responsible to the Comd 4 CDSG through the Supervising Officer. The PMC is responsible for recruiting and managing committee members. The PMC calls and presides over all Executive and General Mess meetings.

Normally, PMC is a volunteer position with support from the member's chain of command and approval by the Comd 4 CDSG. However, on occasion, the PMC may be appointed by the Comd 4 CDSG.

## **3.03 SUPERVISING OFFICER**

A Supervising Officer is appointed by the FSM 4 CDSG following consultation with unit RSMs to oversee the Mess and to ensure it is run profitably and in adherence to all regulations that pertain to the operations of messes. The Supervising Officer is responsible to the Comd 4 CDSG through the FSM 4 CDSG. Additionally, the Supervising Officer oversees the discipline within the Mess and assigns corrective measures to members as required. The Supervising Officer is the liaison between the Mess and the CO and will attend all official Kyrenia Club Meetings in an advisory capacity.

## **3.04 SENIOR MANAGER PSP**

The Senior Manager PSP is responsible to the Comd 4 CDSG for the operations of the Mess.

## **3.05 COMMANDER 4 CDSG**

The Comd 4 CDSG is responsible for all Mess NPF activities within Garrison.

## **SECTION 4 - MESS COMMITTEE AND MEETINGS**

### **4.01 EXECUTIVE COMMITTEE**

The Mess shall be administered by an Executive Mess Committee consisting of at minimum the following members:

- President of the Mess Committee (PMC)
- Vice-President of the Mess Committee (VPMC)
- Secretary

The committee may also include the following members:

- Entertainment Rep
- Sports Rep
- Housing Rep
- Infrastructure Rep
- Foods Services Rep
- Advertising Rep
- Finance Rep
- eSports Rep

When positions on the executive committee become vacant, the membership will be emailed a notification from the Mess Manager. Members will forward completed applications to the PMC/Mess Manager for review at the next executive meeting. If more than one member is interested, the executive committee members will vote to elect a suitable candidate for the position. Every effort will be made to provide adequate representation from units.

All Mess Committee Members shall seek approval from their unit chain of command. Additional members of the Mess may be called upon from time to time to sit on sub-committees or to assist the Mess Committee as required.

### **4.02 MESS MEETINGS**

Meetings shall normally be held as follows:

- a. Executive Committee – monthly;
- b. General Mess Meeting – annually;
- c. Extraordinary General Mess Meeting – as required; and
- d. Entertainment/Sports – as required.

Executive Committee meetings are held to:

- a. approve expenditures;
- b. review financial reports;
- c. discuss upcoming events; and

- d. discuss any other matters that pertain to the day-to-day operations of the Mess.

Minutes will be taken for the purpose of recording the details of all meetings. The signature blocks of the following members will appear after the notes of each meeting:

- a. Secretary
- b. Mess Manager
- c. PMC
- d. Supervising Officer
- e. Deputy Manager PSP
- f. Senior Manager PSP
- g. FSM 4 CDSG
- h. Comd 4 CDSG

General Mess Meetings are held to:

- a. present financial report;
- b. approve budgets;
- c. propose events;
- d. propose capital expenditures; and
- e. discuss any other matters that pertain to the day-to-day operations of the Mess.

Notification of a General Mess Meeting will be given in unit/section Routine Orders at least ten (10) days prior to the meeting. The Kyrenia Club PMC is responsible for notifying the appropriate Routine Orders publishing authority of all General Mess Meetings.

All members will attend General Mess Meetings, unless excused by their unit supervisor.

All items contained in the minutes of a General Mess Meeting are subject to the approval of the Comd 4 CDSG.

General Mess Meeting or an extraordinary meeting of the Mess shall not be valid unless a quorum is present. A quorum is achieved when there is 15% of the total available membership present. Accordingly, attendance indicating the number of members present will be recorded in the minutes of the meetings.

General Mess Meetings shall be conducted in the manner prescribed in the Annex. All motions or other matters for a decision raised at the meeting shall be voted upon by the members present and shall be decided by a majority vote, subject to the approval of the Comd 4 CDSG.

Extraordinary Mess Meeting can be called by the Comd 4 CDSG, PMC or in a written request to the PMC from 15% of the available membership. Extraordinary meetings are convened to discuss any issue that cannot wait for a General Mess meeting.

The approved agenda for a General Mess Meeting shall be posted in the Mess at least 48 hours before the meeting.

Entertainment/Sport Committee meetings will be held as required to discuss entertainment and sporting activities for the Mess.

#### 4.03 MEETING FORMAT

It is the responsibility of the PMC to ensure all meetings are conducted in accordance the procedures stated in the Personnel Support Programs Policy Manual, Chapter 9-4.

General Mess meetings are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality, and they shall be conducted in accordance with the parliamentary procedures.

The control of a Mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on the preparation and planning on their leadership qualities and methods. To carry out their responsibilities at a Mess Meeting the PMC should:

- a. Be familiar with Mess rules and regulations, the constitution and by-laws of the Mess;
- b. Know and follow the order of business for the conduct of the meeting;
- c. Conduct the meeting in accordance with parliamentary procedures and be familiar with their duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debates;
- d. Ensure that each member has the opportunity to express their views;
- e. Ensure that all remarks are addressed to the chair and not directly discussed by two or more members;
- f. Ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than permitted by the rules of order; and  
peak clearly on all occasions, ensuring that they can be heard by all members.

The order of business may be established in the by-laws of the Mess, or may be determined by the PMC. The following is an example of the normal order of business:

- a. Call the meeting to order;
- b. Reading of the minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading may be dispensed with);
- c. Approval of minutes;
- d. Reports of the PMC and Mess Manager;
- e. Report of sub-committees;
- f. Old business (arising out of minutes of previous meeting);
- g. New business;
- h. Open Floor; and
- i. Adjournment.

If a subject of major importance, such as an amendment to the Constitution or by-laws, or a proposal which requires study, is to be introduced as new business, it is normal to require prior notice to enable the committee to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask.

All motions are decided by majority vote of the members present, this is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning majority, equal votes defeat the motion. The system of voting is

decided by local customs, e.g.: use of ballots or show of hands. Members cannot be compelled to vote on a motion. However, they should be encouraged to do so.

#### **4.04 QUORUM**

The quorum to have an Executive Mess meeting is three (3), of whom one must be the PMC or VPMC.

The quorum to have a General Mess meeting is 15% of the available members.

### **SECTION 5 - STATEMENT OF DUTIES**

#### **5.01 PMC**

The President of the Mess Committee (PMC) is responsible to the Comd 4 CDSG.

The PMC is responsible for:

- a. Recruiting and managing the executive committee;
- b. The issuance of Mess constitution and by-laws;
- c. Maintaining the statement of duties for all members of the Mess Committee; and
- d. Calling and presiding over Committee meetings and General Mess Meetings.

Normally, PMC is a volunteer position with support from the member's chain of command and approval by the Comd 4 CDSG. However, on occasion, the PMC may be appointed by the Comd 4 CDSG.

#### **5.02 VPMC**

The Vice-President of the Mess Committee (VPMC) is responsible to the PMC. The duties of the VPMC are:

- a. To assist the PMC in the performance of duties;
- b. To officiate in the absence of the PMC; and
- c. To prepare the entertainment schedule in Messes that do not have a chairman or entertainment committee.

Normally, VPMC is a volunteer position with support from the member's chain of command and approval by the Comd 4 CDSG. However, on occasion, the VPMC may be appointed by the Comd 4 CDSG.

#### **5.03 MESS SECRETARY**

The Secretary is responsible to the PMC. The duties of the Mess Secretary are:

- a. To prepare agendas for Mess Committee and General Mess Meetings;
- b. To record the minutes of Committee and General Mess Meetings; and
- c. To perform other duties as assigned by the PMC.

#### **5.04 ENTERTAINMENT REPRESENTATIVE**

The Entertainment Rep is responsible to the PMC. The duties of the Entertainment Rep are:

- a. To plan and co-ordinate Mess entertainment functions;
- b. To organize work parties to support entertainment functions;
- c. To arrange for the hiring of bands, entertainers, and other outside entertainment services;
- d. To coordinate food requirements for entertainment functions;
- e. To decorate the Mess for entertainment events; and
- f. To perform other duties as assigned by the PMC.

The Entertainment Rep has no authority to sign contracts of any kind. Suggestions for entertainment must be brought before the Mess Committee for approval.

When there is no Entertainment Rep, these duties will be assigned to the VPMC.

Some duties of the Entertainment Rep may be actioned by the Mess Manager.

#### **5.05 SPORTS REPRESENTATIVE**

The Sports Rep is responsible to the PMC. The duties of the Sports Rep are:

- a. To plan and co-ordinate Mess sports events;
- b. To coordinate work parties to support sports functions and events;
- c. To coordinate food requirements for sports functions and events; and
- d. Decorating, party arrangements, and perform other duties as assigned by the PMC.

#### **5.06 HOUSING REPRESENTATIVE**

The Housing Rep is responsible to the PMC. The duties of the Housing Rep are:

- a. General physical state of the club;
- b. To prepare long and short-term Mess infrastructure improvement programs; and
- c. To perform other duties as assigned by the PMC.

#### **5.07 FOOD SERVICE REPRESENTATIVE**

The Food Service Rep is responsible to the PMC. The duties of the Food Service Rep are:

- a. To plan and organize the monthly food calendar;
- b. To liaise with food service providers for food requirements;
- c. To organize and manage a work party schedule for food set-up, service, and teardown; and

- d. To assist the Entertainment, Sports, and eSports Rep with food service requirements for functions as required.

#### **5.08 eSPORTS REPRESENTATIVE**

The eSports Rep is responsible to the PMC. The duties of the eSports Rep are:

- a. To plan and co-ordinate eSports events;
- b. To coordinate work parties to support eSports events; and
- c. Ensure expenses are in line with established budgets.

#### **5.09 INFRASTRUCTURE REPRESENTATIVE**

The infrastructure rep is responsible to the PMC. Their duties are as follows:

- a. Act as the link between the Mess and RP Ops;
- b. Produce reports and updates on Mess infrastructure projects; and
- c. Assist with general mess duties as directed by PMC.

#### **5.10 FINANCIAL REPRESENTATIVE**

The financial rep is responsible to the PMC. The duties of the financial rep are:

- a. Review financial reports with the Mess Manager;
- b. Deliver financial reports to the Executive committee and mess membership; and
- c. Assist with general duties as directed by PMC.

#### **5.11 ADVERTISING REPRESENTATIVE**

The Advertising Rep is responsible to the PMC. The duties of the Advertising Rep are:

- a. Produce materials promoting Mess events;
- b. Arrange for event information to be distributed; and
- c. Assist with general mess duties as directed by PMC.

#### **5.12 COMMITTEE 2 IC's**

2 IC positions on the Executive committee may be established to assist with the duties of Committee Reps and for succession planning purposes. 2 IC's are responsive to their applicable Committee Rep but are responsible to the PMC. 2 IC's are non-voting members of the Executive Committee.

#### **5.13 TERMS OF REFERENCE**

All executive committee members and their respective 2 IC's will be presented with terms of reference detailing their responsibilities as executive committee members.

## **SECTION 6 - ACCOUNTABILITY AND CONTROL**

### **6.01 SIGNING AUTHORITIES**

Only the following individuals have signing authority as per the NPP DOA;

- a. PMC;
- b. Mess Manager;
- c. Deputy Manager PSP; and
- d. Senior Manager PSP.

### **6.02 REMUNERATION AND CONFLICT OF INTEREST**

Remuneration, in cash or in kind, shall not be paid out in respect of service as a member of any committee or sub-committee.

Members of committees are prohibited from having any personal or financial interest in purchases or profits, and from receiving any advantages by reason of their connection with the management of the mess.

When any direct or indirect profit or advantage may devolve upon a member of a committee or sub-committee by reason of any connection whatsoever as a shareholder of a business from which purchases by the mess may be made, they shall disclose the particulars thereof to the PMC, who shall adjudicate on the advisability of the member continuing to serve in office.

### **6.03 SPONSORSHIP AND DONATIONS**

Loans, grants, or donations in any form to Mess members or any organization that is not specifically part of authorized CFMWS programs is prohibited. This does not preclude the establishment of a separate trust account to administer funds donated by individuals for a specific purpose or obtained from fund raising events or activities held for the purpose.

All NPP Donations and Sponsorship solicited and received in support of NPP programs and events shall be managed pursuant to the NPP Fundraising Policy.

### **6.04 GARRISON FUND CONTRIBUTION**

As directed by the Comd 4 CDSG, the mess shall contribute 7% of bar sales to the Garrison Fund.

### **6.05 NPF CONSOLIDATED INSURANCE PROGRAM (CIP)**

The Non-Public Funds CIP covers all non-public property (NPP) and non-public fund activities. The following items are covered by CIP:

- a. all items on the FA Listing;
- b. all bar stock (at cost);
- c. change funds/petty cash; and
- d. any other securities contained within the Mess.

The local Mess deductible is 5k.

Please refer to A-FN-105-001/AG-001 chapter 11 for more info.

#### **6.06 SUPPLY CUSTOMER ACCOUNT (SCA/SLOC)**

The Mess Manager is the Distribution Account (DA) Holder for the Mess's SCA/SLOC. It is the responsibility of the DA Holder to control, maintain, and safe keep all assets listed on the public account.

#### **6.07 NON-PUBLIC FUNDS FIXED ASSETS LISTING (FA Listing)**

The Mess Manager is the FA Holder of the Mess's NPF FA Listing. It is the responsibility of the FA Holder to control, maintain, and safe keep all assets listed on the public account.

All public and non-public property shall be properly maintained and accounted for in accordance with all relevant regulations.

#### **6.08 WRITE-OFFS**

All write-offs will be actioned IAW A-FN-105, Chapter 30.

Note: Every attempt must be made to collect Outstanding Accounts Receivables before write-off action is considered.

### **SECTION 7 - MESS ACCOUNTS**

#### **7.01 MESS ACCOUNTS**

All funds received by the Mess shall be properly accounted for by the Mess Manager and submitted to the NPF Accounting Office.

Mess Funds and other Mess assets shall only be expended for direct benefit of the members of the Mess.

The PMC, Mess Manager, and Mess Committee members shall be fiscally responsible in ensuring sufficient funds are available to satisfy:

- a. continuing obligations;
- b. replacement of assets;
- c. approved future development and renovations;
- d. capital expenditures; and
- e. a minimum bank balance of 50k at all times.

#### **7.02 SUBSCRIPTIONS AND MESS CHARGES**

Mess dues are a monthly membership fee charged to each member to defray the general operating expenses of the Mess.

Each ordinary member shall pay into Mess funds of the amounts determined by the Mess Committee, agreed upon at a General Mess Meeting, and approved by the Comd 4 CDSG. Mess Dues are broken down as follows:

- a. General Dues
- b. Entertainment/Sports
- c. Gift fund
- d. HST

Mess dues will be processed IAW Personnel Support Programs Policy Manual, Chapter 9.

It is the responsibility of the member to ensure Mess dues are being paid and to start and cease pay allotments for dues at the Mess.

### **7.03 ENTERTAINMENT, SPORTS, and eSPORTS**

A portion of the Mess dues, as determined by the Mess Committee, is contributed into an entertainment, sports, and e-sports account. These funds are used to defray the cost of entertainment functions and sporting activities.

### **7.04 GIFT FUND**

A portion of the Mess dues, as determined by the Mess Committee, is contributed into a gift fund account. The gift fund is to be used for:

- a. departure gifts to ordinary members that have been a paying member of the Mess for at least one year upon their posting or promotion out of the Mess and as determined by the Mess Committee;
- b. retirement gifts to ordinary members as determined by the Mess Committee; and
- c. tokens of sympathy - In the event of a death of an Ordinary or Associate member a bouquet of flowers or donation to a chosen charity may be presented on behalf of the Mess in an amount not to exceed \$80.00.

As recommended and documented by the Executive Committee, and approved by the Comd 4 CDSG, the gift fund may be used to award tokens of appreciation:

- a. to a deserving member, in an amount not to exceed \$100, for outstanding contribution to the Mess;
- b. to an invited guest of the Mess on a special occasion; and
- c. to Mess staff with appropriate justification.

### **7.05 HOSPITAL COMFORTS**

Hospital comforts for CAF members is the responsibility of CFMWS through the Deputy Manager PSP.

## **SECTION 8 - ENTERTAINMENT, SPORTS, AND ESPORTS**

### **8.01 SPECIAL EVENTS**

The Kyrenia Club does not accept event bookings. All event bookings will be made with the Coriano Club.

### **8.02 PMC BAR CARDS**

The bar card is to supply complimentary beverages to official mess guests. The definition of official mess guests can be found in the PSP policy manual.

### **8.03 OFFICIAL VISITS**

No Officer or Senior NCO, except in the course of duty, will enter the Kyrenia Club Jr Ranks' Mess or attend a social function without a proper invitation approved by the Comd 4 CDSG. Such invitations are limited to official visits.

In a marriage or common-law relationship between members of different ranks, the members may attend social functions at the other Mess when sanctioned by the PMC of the other member's Mess.

For the purpose of visits to messes, "social functions" do not include regular mess activity and TGIT's/TGIF's.

### **8.04 MESS GUEST**

Unless otherwise stated, each member may invite a maximum number of five (5) guests. Members will be held responsible for the dress and deportment of their guests.

It is the responsibility of the member to ensure their guests are at least 19 years of age, in accordance with the Alcohol and Gaming Commission of Ontario (AGCO). Guests who are under 19 years of age will not be allowed in the Kyrenia Club except during private functions. The bartender has the authority to ask anyone for identification. In accordance with the Liquor License Act, the only acceptable forms of ID are those approved by the provincial government.

A guest that does not conform to the rules and regulations of the Mess may be ejected by the bartender.

### **8.05 ENTERTAINMENT TICKET SALES AND CONTROL**

All tickets for entertainment functions must be recorded with the local NPF Accounting Office for accountability and control.

Ticket may be sold from the Mess office or the bar.

The Mess Committee, in consultation with the Mess Manager, determines the price of the ticket for Mess functions to coincide with the entertainment budget. Ticket sales are subject to HST.

All monies collected through ticket sales shall be submitted to the NPF Accounting Office for deposit into the applicable entertainment account.

#### **8.06 RSVP**

It is very important for each member to RSVP the mess with their intentions of attending the mess function.

#### **8.07 GAMBLING**

Gambling in the mess is strictly prohibited except for special function themes, such as “Casino Nights”, where play money may be used.

#### **8.09 NOTICES**

It is the responsibility of the PMC to personally notify all Committee Members of forthcoming Committee meetings. It is the responsibility of the Mess Committee to publish notification of forthcoming General Mess Meetings in their appropriate Unit/Section Routine Orders.

Notice of Mess functions will be posted on the Mess notice board by committee members. Advertising must be directed at informing Ordinary and Associate Members.

### **SECTION 9 - BUDGETS AND FINANCIAL STATEMENTS**

#### **9.01 GENERAL OPERATING BUDGET**

The General Operating Budget is the responsibility of the Mess Manager. The Mess Manager, in consultation with the PMC and other Committee Members, prepares the annual General Operating Budget.

All day-to-day expenses of the mess shall be included in the mess operating budget.

#### **9.02 MESS DUES BREAKDOWN**

Mess dues breakdown is reviewed each year prior to the budget by the Mess Manager in consultation with the mess committee to determine if changes need to be made and to ensure it is in line with mess requirements.

#### **9.03 BAR OPERATING BUDGET**

The bar operating budget is prepared by the Bar Supervisor in consultation with the Mess Manager. The bar must operate on a profit-making or break-even basis. The sale of alcoholic beverages cannot be subsidized or discounted.

#### **9.04 ENTERTAINMENT, SPORTS, AND ESPORTS BUDGET**

The Mess Entertainment, Sports, and eSports Budget is prepared by the Mess Manager in consultation with the PMC, Entertainment Rep, Sports Rep, eSports Rep, and other Committee Members as required.

#### **9.05 COURTESY BUY-BACK**

The PMC may authorize up to two complimentary refreshments for each member who assists with a mess work party. Funds allocated for the courtesy buy-back will be included in the entertainment budget and voted on at the annual GMM.

#### **9.06 GIFT FUND**

A portion of the Mess dues is deposited into the Gift Fund Trust Account from the general fund. The Gift fund is established for the purpose of providing a departure gift to Ordinary members upon posting, promotion or release.

Other items may be purchased through the gift fund for presentations determined by the PMC and Mess Committee. The gift fund shall be self-sufficient and shall not be replenished by transfers of funds from other Mess accounts.

The Mess Manager, in consultation with the Mess Committee, will review the gift fund annually to verify its self-sufficiency and ensure that any required changes are made.

#### **9.07 FINANCIAL STATEMENTS**

The NPF Accounting Office shall produce a financial statement at the end of each accounting period outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

#### **9.08 CAPITAL EXPENDITURES**

Capital expenditures are non-recurring items purchased by the mess that are not for resale. Such items may include but not limited to:

- a. furniture;
- b. entertainment equipment; and
- c. bar equipment.

All capital expenditures are to be submitted on a Capital Expenditure Request form for approval.

## **9.09 SPENDING LIMITS**

In accordance with NPP Delegation of Authority, all Capital Expenditures:

- a. Up to 5K must be noted in executive meeting minutes and signed by the PMC;
  - b. Over 5K and up to 25K must be approved at an Executive meeting and signed by the PMC and Senior Manager PSP;
  - c. Over 25K and up to 50K must be approved at a General Mess Meeting and signed by the Senior Manager PSP, CFO. and the Comd 4 CDSG; and
- ver 50K and up to 250K must be approved at a General Mess Meeting and signed by the Senior Manager PSP, CFO, Comd 4 CDSG.

## **SECTION 10 - BAR OPERATIONS**

### **10.01 GENERAL**

The Mess must make every reasonable attempt to purchase goods and amenities through CANEX. CANEX must be given the first right of refusal and be given every opportunity to provide the product with competitive prices.

### **10.02 BAR HOURS**

The Mess is licensed under the Alcohol and Gaming Commission of Ontario (AGCO) and therefore shall adhere to the permissible hours outlined in the Provincial Liquor Licence Act and follow all regulations thereof.

Bar hours will be reviewed as required by the Mess Committee on recommendation from the Mess Manager to ensure it meets the needs of the membership and the financial situation of the Mess.

Bar hours shall be permanently displayed on the notice board and at the front of each bar.

### **10.03 EXTENSION OF BAR HOURS**

The bartender, at their discretion, may keep the bar open to accommodate members provided the hours do not exceed restrictions imposed by the Liquor Licence Act.

### **10.04 PRICE LIST**

A current price list of all commodities sold shall be permanently posted at the bar.

### **10.05 SERVING OF INTOXICANTS**

All Mess staff must be trained and certified under the Smart Serve Ontario Program.

Serving and consumption of intoxicants are subject to all Federal, Provincial, and Municipal Laws.

No one under the age of 19 years is permitted to purchase or consume alcohol in the Mess. Mess staff have the right to refuse service to any person who is, or appears to be, intoxicated, or any person who may cause damage to themselves, others, or Mess property.

The Mess will be cleared thirty (30) minutes after the bar closes.

#### **10.06 PAYMENT FOR PURCHASE**

Approved methods of payment for bar purchases are cash, debit, and credit card.

### **SECTION 11 - DRESS**

Standards of dress shall be determined by the Mess Committee with approval of the Comd 4 CDSG. Dress regulation must be posted within the Mess.

#### **11.01 DRESS OF THE DAY**

Military dress of the day is accepted in all areas of the Mess.

#### **11.02 DRESS CODE OF THE MESS**

The following are prohibited:

- a. Outfits that are unclean, torn, or bearing offensive decoration;
- b. Strapless or midriff bearing tops;
- c. Cut-off shorts, pants, mini-skirts, short-shorts; and
- d. Bare feet.

#### **11.03 THEMES**

The Mess committee may adjust dress regulations as deemed necessary only to accommodate functions.

Any member or guest in violation of the dress code will be asked to change their attire to adhere to the code or leave the premises immediately.

Enforcement of dress regulations is the responsibility of the members of the Mess Committee.

### **SECTION 12 - DEPORT AND DISCIPLINE**

#### **12.01 DEPARTMENT**

Members of the Mess are expected to conduct themselves in an appropriate manner that always reflects credit upon them and the CAF. It is the responsibility of every member of the Mess to read and be familiar with the contents of the Mess Constitution and By-laws. Mess members are responsible for the conduct of their guests.

## **12.02 DISCIPLINE**

In the absence of the PMC or VPMC, the senior member of the Mess shall be responsible to the chain of command. The maximum extent of the member's involvement will be to have the member removed from the Mess in the event the individual refuses to cooperate. Whether or not the Military Police are involved, the PMC will be notified at the earliest opportunity.

The Bar Supervisor and/or the Mess Manager, if not assisted by a Mess member, will refer disciplinary problems to the Military Police for action.

Within 24 hours of any disciplinary incident, the PMC will make a full report through the Supervising Officer.

The PMC is responsible for the discipline within the Mess. Unacceptable behaviour must be reported and dealt with in a timely manner. The PMC may impose restricted privileges on any member for a maximum of to thirty (30) days for conduct unbecoming. Corrective measures over thirty (30) days must be approved by the Supervising Officer through the GSM 4 CDSB Ops Svcs.

The PMC shall prepare a report in writing to the Supervising Officer outlining the recommended disciplinary action and the reason for such action. Upon approval from the Supervising Officer, the PMC is to inform the member in writing of the outcome of any suspension of Mess privileges and the rights of the member. A copy shall be kept on file with the Mess Manager.

An indefinite suspension of Mess privileges may be imposed on any member or guest of a member for their conduct by the Comd 4 CDSG upon written recommendation from the PMC and the Supervising Officer.

Members shall have the right to a separate audience with the Mess Committee, Supervising Officer, GSM 4 CDSB Ops Svc, FSM 4 CDSG and the Comd 4 CDSG, in that order, to appeal any disciplinary action taken against them under the terms of this publication.

Mess staff shall not be censured directly by members. No member will issue directives to the employees of the Mess. Discipline for Mess staff lies with the Mess Manager and Senior Manager PSP.

## **SECTION 13 - SUGGESTIONS AND COMPLAINTS**

### **13.01 SUGGESTIONS**

Any suggestions will be submitted in writing to the Kyrenia Club Jr Ranks' Mess PMC or appropriate committee member.

### **13.02 COMPLAINTS**

Complaints shall be made in writing to the PMC or placed in the suggestion box located in the Mess.

#### **SECTION 14 - MESS EMPLOYEES**

##### **14.01 MESS STAFF**

The staff of the Mess includes a civilian Mess Manager, Bar & Function Supervisors, Administrative Assistants and Bartenders.

##### **14.02 EMPLOYMENT**

All Mess employees are Non-Public Funds employees that fall under the jurisdiction of the Senior Manager PSP. The Mess Manager is responsive to the PMC but responsible to the Senior Manager PSP. All other mess staff is responsible to the Mess Manager.

#### **SECTION 15 - ANIMALS / PETS**

##### **15.01 RESTRICTIONS**

Animals shall not be permitted in the Mess or on the Mess premises at any time.

##### **15.02 EXCEPTIONS**

The only exception where an animal/pet is permitted within the Mess or on the Mess premises is for medical reasons, such as a "Service Animal".

### **PARLIAMENTARY RULES**

A motion is a proposal that the Club take action, or that it expresses itself as holding certain opinions. A motion may be made by any member of the Mess except the PMC. To make a motion, a member must first obtain recognition from the PMC, by standing and waiting until acknowledged by them. If multiple members rise at approximately the same time, the PMC must use their discretion as to which member to recognize first.

Prior to making a motion, the member should have formulated the correct wording of the proposal they wish to bring to the attention of the meeting. They say, after being recognized or obtaining the floor, "I move that ..." or "I move to ..." For the sake of absolute accuracy, a motion may be put in writing and handed to the secretary. Whatever the practice, it is necessary that the exact wording of the motion be understood by all. To make this clear, the PMC must repeat the motion, inquiring from the proposer if the meaning is correct.

A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. Seconding a motion is expressing approval and interest, at least for the purpose of discussion, by one member other than the proposer. It is customary for the proposer to rise but is not necessary for the seconder to do so, although in a large crowd it may be advisable.

If a motion is seconded, no notice whatever need be taken by the PMC, but, for the sake of fairness to all, the PMC may say, "It has been moved by so and so, is the motion seconded?" If no seconding is forthcoming, the PMC says, "The motion has not been seconded and therefore cannot be considered" and proceeds with business as before.

No motion is in order which conflicts with the avowed object or purpose of the Mess or concerns a subject over which the Mess has no jurisdiction.

When a motion has been made, the PMC must consider it to determine whether it is in order for the presentation for discussion by the meeting. This may be done before, or after, it has been seconded. If the PMC considers a motion in order, they will repeat it to the meeting and ask for discussion thereof. If the PMC considers the motion out of order they will rule the motion out of order and advise the meeting of their reason for doing so.

Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes the subject of discussion and decision. Until that time, it will not be discussed or acted upon. When moved, seconded and stated by the PMC, a motion cannot be withdrawn or ignored except where the original mover asks for permission from the meeting. No other member can ask to have a motion withdrawn.

The PMC may exercise their own vote but as a general rule they refrain from doing so. Except for their vote as an ordinary member, they do not have an extra or casting vote in the event of a tie.

Motions are of two kinds, main and secondary.

A main motion is one which introduces a subject to the meeting. It is debatable and amendable. Those present may express their opinion on the matter through voice and votes Members are encouraged to express all arguments they may have in favour of or against the matter of discussion. Only the PMC must remain absolutely impartial.

Secondary motions may occur during the discussion. They must be considered and voted upon before action can be taken on the main motion. Secondary motions may be made to:

- a. amend the main motion;
- b. defer the subject of the main motion temporarily or indefinitely;
- c. refer the subject of the main motion for further study