

CANADIAN FORCES BASE SUFFIELD

JUNIOR RANKS CLUB

CONSTITUTION AND BY-LAWS

TABLE OF CONTENTS

Chapter 1	Constitution	Articles 1.01 - 1.81-1.99
Chapter 2	By-Laws	Articles 2.01 - 3.24

List of Annexes:

- Annex A - Composition and Responsibilities of the Club Committee
- Annex B - General Meeting Order of Business Guide
- Annex C - Associate, Honorary Membership Application Form

CANADIAN FORCES BASE SUFFIELD

JUNIOR RANKS CLUB

CONSTITUTION AND BY-LAWS

INDEX

<u>TITLE</u>	<u>ARTICLE NUMBER</u>
<u>CHAPTER 1 - CONSTITUTION</u>	
<u>SECTION 1 - INTRODUCTION</u>	
Name	1.01
Authority for Establishment and Operation	1.02
Purpose of Operation	1.03
Not Allocated	1.04-1.10
<u>SECTION 2 - MEMBERSHIP</u>	
General	1.11
Ordinary Members	1.12
Associate Members	1.13
Honorary Members	1.14
Special Consideration	1.15
Not Allocated	1.16-1.20
<u>SECTION 3 - MESS COMMITTEE</u>	
General	1.21
Not Allocated	1.22-1.30
<u>SECTION 4 - MEETINGS</u>	
General	1.31
Committee Meetings	1.32
General Mess Meetings	1.33
Not Allocated	1.34-1.40
<u>SECTION 5 - AMENDMENTS</u>	
General	1.41
Not Allocated	1.42-1.50

<u>TITLE</u>	<u>ARTICLE NUMBER</u>
<u>SECTION 6 - SUPERVISORY CONTROL</u>	
Supervisory Control of the Club	1.51
Not Allocated	1.52-1.69
<u>SECTION 7 - VISITS</u>	
Visits to Messes/Clubs	1.70
Marriages Between Members	1.71
Not Allocated	1.72-1.79
<u>SECTION 8 - PRECEDENCE</u>	
Constitution Precedence	1.80
Not Allocated	1.81-1.99
<u>CHAPTER 2 - BY-LAWS</u>	
<u>SECTION 1 - GENERAL</u>	
Purpose of By-Law #1	2.01
Approval	2.02
Amendments	2.03
Not Allocated	2.04-2.10
<u>SECTION 2 - CLUB COMMITTEE</u>	
General By-Law #2	2.11
Appointment Club Committee	2.12
Term Of Office	2.13
Not Allocated	2.14-2.20
<u>SECTION 3 - SUB-COMMITTEE</u>	
Sub-Committee By-Law #3	2.21
Duties	2.22
Not Allocated	2.23-2.30
<u>SECTION 4 - MEETINGS</u>	
Committee Meetings By-Law #4	2.31
General Meetings	2.32
Quorum	2.33
Voting	2.34
Procedure	2.35
Minutes	2.36
Motions	2.37
Not Allocated	2.38-2.40

TITLEARTICLE NUMBERSECTION 5 - MEMBERSHIP

General By-Law #5	2.41
Associate Members	2.42
Honorary Members	2.43
Method of Electing Associate/Honorary Members	2.44
Membership List	2.45
Renewal of Membership	2.46
Withdrawal of Associate/Honorary Membership	2.47
Guests	2.48
Official Guests	2.49
Senior Ranks	2.50

SECTION 6 - SUBSCRIPTIONS AND CHARGES

Ordinary Members By-Law #6	2.51
Associate Members	2.52
Honorary Members	2.53
Entertainment and Functions	2.54
Funds	2.55
Not Allocated	2.56-2.60

SECTION 7 - BANKING AND FINANCING ARRANGEMENTS

Banking By-Law #7	2.61
Deposits	2.62
Disbursements	2.63
Petty Cash	2.64
Change Float	2.65
Price of Merchandise	2.66
Cashing of Cheques	2.67
Accounting Period	2.68
Financial Statements	2.69
Stocktaking	2.70
Expenditures	2.71
Reporting of Losses	2.72

SECTION 8 - TRADING ACTIVITY

Merchandise By-Law #8	2.73
Bar Hours	2.74
Intoxicants	2.75
Not Allocated	2.76-2.80

<u>TITLE</u>	<u>ARTICLE NUMBER</u>
<u>SECTION 9 - HOURS OF OPERATION</u>	
General By-Law #9	2.81
Extension of Hours	2.82
Not Allocated	2.83-2.90
<u>SECTION 10 - ACTIVITIES</u>	
Notification of Activities By-Law #10	2.91
Private Parties	2.92
Not Allocated	2.93-3.00
<u>SECTION 11 - DISCIPLINE</u>	
Members By-Law #11	3.01
Bounds	3.02
Animals	3.03
Club Property	3.04
Children	3.05
Restriction of Privileges	3.06
Not Allocated	3.07-3.10
<u>SECTION 12 - DRESS</u>	
Dress By-Law #12	3.11
Not Allocated	3.12-3.15
<u>SECTION 13 - COMPLAINTS AND SUGGESTIONS</u>	
Complaints By-Law #13	3.16
Suggestions	3.17
Action by the Committee	3.18
Not Allocated	3.19-3.20
<u>SECTION 14 - PLAQUE FUND</u>	
Plaque Fund By-Law #14	3.21
<u>SECTION 15 - DISPOSAL OF NON-PUBLIC PROPERTY</u>	
Disposal By-Law #15	3.22

TITLE

ARTICLE NUMBER

SECTION 16 - INSURANCE COSTS

Insurance By-Law #16

3.23

SECTION 17 - COMPENSATION

Compensation By-Law #17

3.24

CANADIAN FORCES BASE SUFFIELD

JUNIOR RANKS CLUB

CONSTITUTION AND BY-LAWS

CHAPTER 1

SECTION 1 - GENERAL

1.01 NAME

The CFB Suffield Junior Ranks LongHorn Club is hereafter referred to as the Club.

1.02 AUTHORITY FOR ESTABLISHMENT AND OPERATION

- a. the Club is established under authority of QR&O 27.01 and shall be operated in accordance with regulations and orders governing the operation of Messes in the Canadian Forces, the instructions contained in this Constitution and By-Laws which amplify it. The Base Commander, CFB Suffield is the Commanding Officer of this Club;
- b. the Constitution and By-Laws of the Club are prepared in accordance with CFPs 105, 110 and 262. These instructions shall, in addition to the authority quoted in sub-para a. above, govern the management and operation of the Club, and shall apply to all Ordinary, Associate and Honorary Members; and
- c. due regard will be taken of both Canadian and British customs of service in applying regulations. Areas of contention shall be adjudicated, after due consideration, by the Base Commander.

1.03 PURPOSE OF OPERATION

- a. the Club shall be operated for the purpose of providing goods, services and amenities to members.

1.04-1.10 NOT ALLOCATED

SECTION 2 - MEMBERSHIP

1.11 GENERAL

a. Membership of the Club shall consist of Ordinary, Associate and Honorary Members.

1.12 ORDINARY MEMBERS

- a. Ordinary Members of the Club shall comprise:
- (1) Master Corporals, Corporals and Privates of the Canadian Forces on strength or employed at CFB Suffield,
 - (2) Corporals, Lance Corporals and Privates of the British Army who are on strength or employed by the British Army Training Unit Suffield (BATUS), and
 - (3) Members of the Reserve Force when performing Class "B" or "C" Reserve service at CFB Suffield.

1.13 ASSOCIATE MEMBERS

The following persons may, with the approval of the Base Commander, be Associate Members of the Club:

- a. Retired Persons who:
- (1) were honorably released from the Regular Force, or
 - (2) were honorably released from the Primary Reserve and have accumulated 12 years or more of service;
- b. Working - This category comprises:
- (1) DND and NPF civilian employees who are employed at the Base, and
 - (2) members of the Regular Armed Forces of other countries serving in the vicinity of the Base or other elements served by the Mess; and

- c. Social - This category comprises of personnel other than those mentioned in sub-paragraphs a. and b. who may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for a further one year term), upon the recommendation of the Mess Committee, the majority vote of those present at a General Mess Meeting and the approval of the Base Commander.

NOTE: An Associate Member shall be accorded the privileges of the Mess, but may not serve on the Mess Committee or a Sub-Committee but by doing so assumes no responsibility.

1.14 HONORARY MEMBERS

- a. Honorary Members of the Club shall comprise:
 - (1) Master Corporals, Corporals and Privates of the Canadian Forces (Regular) and Reserve who are not Ordinary Members, or
 - (2) any distinguished person may be invited to become an Honorary Member for a term not exceeding one year without prejudice to renewal of membership for further one year terms, upon recommendation of the Mess Committee, majority vote at General Mess meeting and the approval of the Base Commander.

NOTE: Honorary Members shall be accorded the privileges of the Club but shall not serve the Club in any capacity. They may be assessed a proportionate share of expenses associated with any Club function or entertainment to which they are invited.

1.15 SPECIAL CONSIDERATION

- a. Notwithstanding that which is stated in Articles 1.12 and 1.14, personnel of the Canadian Forces and British Forces on training at CFB Suffield are not members, ie Battle Group Personnel. These personnel will not be allowed in the Club unless specific prior approval is received from the Commander CFB Suffield.

1.16-1.20 NOT ALLOCATED

SECTION 3 - MESS COMMITTEE

1.21 GENERAL

- a. the Club shall be administered by a Committee appointed by the Base Commander or elected by and from the Ordinary Members at a General Meeting and shall consist of:
 - (1) President (PMC),
 - (2) Vice-President (VPMC),
 - (3) Secretary,
 - (4) Financial Advisor,
 - (5) Entertainment,
 - (6) Housing Member,
 - (7) Membership Member,
 - (8) Supervising Officer (Ex-Officio), and
 - (9) such other members as required;
- b. the duties and responsibilities of the mess Committee are set out in Annexes to this Constitution and By-Laws; and
- c. Sub-Committees may be appointed to assist the Mess Committee in the proper administration of the Club.

1.22-1.30 NOT ALLOCATED

SECTION 4 - MINUTES

1.31 GENERAL

- a. meetings will be held as follows:
 - (1) Club Committee Meetings monthly,
 - (2) General Club Meetings at least quarterly, and
 - (3) Special Meetings as directed by the Base Commander or as ordered by the PMC.

1.32 COMMITTEE MEETINGS

- a. Committee Meetings shall be held monthly at the call of the PMC to consider:
- (1) approval of expenditures which come within the committee authority,
 - (2) approval of financial statements,
 - (3) future Club activities, and
 - (4) any other matters concerning the administration of the club.

1.33 GENERAL MESS MEETINGS

- a. General Mess Meetings shall be held at least quarterly at the call of the PMC to consider:
- (1) financial statements,
 - (2) proposed club activities, and
 - (3) any other business concerning the Club.

1.34-1.40 NOT ALLOCATED

SECTION 5 - AMENDMENTS

1.41 GENERAL

- a. proposals to amend the Club Constitution shall be made in writing in the form of a motion and submitted to the Secretary. The Secretary shall post the proposal on the Club notice board for seven days or more, after which time the motion will be considered at the next General Mess Meeting; and
- b. all proposals to amend the Constitution must receive a majority vote of the General Club Meeting and the approval of the Base Commander before they come into force.

1.42-1.50 NOT ALLOCATED

SECTION 6 - SUPERVISORY CONTROL

1.51 SUPERVISORY CONTROL OF THE CLUB

- a. the Base Commander will have overall authority on all matters regarding the Club;
- b. the Supervising Officer, as appointed by the Base Commander, will advise and assist the Club Committee in proper operations of the Club;
- c. the G1 PSP will be responsible for overall routine administration involving the Club;
- d. the BRSM and RSM BATUS will monitor all activities in the Club with direct access to the Base Commander; and
- e. the Supervising Officer will attend all Club meetings as an Advisor and as the Base Commander's representative.

1.52-1.69 NOT ALLOCATED

SECTION 7 - VISITS

1.70 VISITS TO MESSES/CLUBS

- a. A member of the Club, except in the course of duty, shall not enter another Club/Mess inappropriate to his rank or attend social functions at such Messes/Clubs without a proper invitation sanctioned by the Base Commander or the BRSM. Such invitations are normally limited to official and traditional visits, ie. visits by officers at a New Year's Levee in a Junior Ranks Mess.

1.71 MARRIAGES BETWEEN MEMBERS

- a. in a marriage between members of different ranks, the only functions the spouse holding the higher rank may attend at the Mess of the spouse of lower rank are major social events, providing they have been invited by the PMC of the spouse's Mess.

1.72-1.79 NOT ALLOCATED

SECTION 8 - PRECEDENCE

1.80 CONSTITUTION PRECEDENCE

- a. none of the rules or provisions contained in this Constitution are intended to contravene any instruction having priority or precedence over this Constitution. Should any rule or article or provision of this Constitution contravene or conflict with instructions issued by higher authority at any time, the Committee will cause the rule or provision to be repealed, amended, or rescinded, as applicable.

1.81-1.99 NOT ALLOCATED

CHAPTER 2 - BY-LAWS

SECTION 1 - GENERAL

2.01 PURPOSE BY-LAW #1

- a. the following instructions, which shall be known as the Club By-Laws, have been prepared to supplement and amplify the instructions and procedures contained in the regulations and orders governing the operation of Messes in the Canadian Forces, and shall govern the conduct and management of the Club; and
- b. due consideration, because of the special conditions prevailing, must be given to British Army customs of the service. If conflict arises between these customs and Canadian regulations and directives, then of necessity, the Canadian regulations shall prevail. In any such case, consultation between the staff of CFB Suffield and BATUS shall take place; however, the final arbiter will be the Base Commander CFB Suffield.

2.02 APPROVAL

- a. the Club By-laws come into force upon receiving a majority vote of a General Mess Meeting and the approval of the Base Commander.

2.03 AMENDMENTS

- a. proposals to amend the Club By-Laws shall be made in writing in the form of a motion and submitted to the Secretary. The Secretary shall post the proposal on the Club notice board for seven days or more, after which time they shall be considered at the next General Mess Meeting; and
- b. all proposals to amend the By-Laws must receive a majority vote of a General Mess Meeting and the approval of the Base Commander before they come into force.

2.04-2.10 NOT ALLOCATED

SECTION 2 - CLUB COMMITTEE

2.11 GENERAL BY-LAW #2

- a. the duties and responsibilities of the Club Committee are set out in Annex A to this Constitution and By-Laws; and
- b. management of the Club shall be the responsibility of the Club Committee assisted by the Mess Manager and Supervising Officer. The Supervising Officer is the Base Commander's representative.

2.12 APPOINTMENT CLUB COMMITTEE

- a. the BRSM and RSM BATUS will appoint Committee members subject to the Base Commander's approval;
- b. the positions of Housing Member and Financial Advisor will always be appointed from Canadian Ordinary Members in order to maintain continuity; and
- c. other Committee appointments are as detailed in the Constitution, Article 1.21 and shall be filled by both Canadian and British Ordinary Members on an equitable basis.

2.13 TERM OF OFFICE

- a. the term of office of all Committee members shall be as for Annex A except the Secretary, Housing and Membership, which will be one year;
- b. when Committee members are changed, a handover of the duties and items of non-public property and/or public property for which the outgoing member is responsible will be carried out; and
- c. to ensure continuity of the Club Committee, the VPMC normally will succeed the PMC.

2.14-2.20 NOT ALLOCATED

SECTION 3 - SUB-COMMITTEE

2.21 SUB-COMMITTEE BY-LAW #3

- a. a standing Entertainment Sub-Committee of four members will be appointed in accordance with Article 2.12 of these By-Laws. The Sub-Committee will be tasked by the Entertainment Member in accordance with Appendices 4 to Annex A of these By-Laws; and
- b. other Sub-Committees may be appointed by the PMC as required.

2.22 DUTIES

- a. the duties and responsibilities of Club Sub-Committees will be as determined by the PMC.

2.23-2.30 NOT ALLOCATED

SECTION 4 - MEETINGS

2.31 COMMITTEE MEETINGS BY-LAW #4

- a. Committee Meetings will be held monthly and prior to General Meetings, to set the agenda for such meetings;
- b. Committee Meetings will be attended by all Committee Members and the Chairman of the Sub-Committee; and
- c. a minimum of four Committee Members will constitute a quorum.

2.32 GENERAL MEETINGS

- a. General Club Meetings will be held at least quarterly;
- b. Special Club Meetings may be called on by the order of the Base Commander or the PMC;
- c. all Ordinary Members and will attend unless excused by the BRSM or RSM BATUS;
- d. notification of the time and place of meeting will be made by the Secretary on direction from the PMC; and
- e. all meetings will be chaired by the PMC or, in his absence, the VPMC.

2.33 QUORUM

- a. the attendance of 50% of the available Ordinary Members of the Club at a General Club Meeting will constitute a quorum for all matters. The PMC may proceed with meetings with less than a quorum present and record the meeting and the minutes.

2.34 VOTING

- a. all voting shall be by a show of hands "for" or "against";
- b. all members shall exercise their right to vote. There is no abstention from voting under Parliamentary Procedures;
- c. all motions shall be decided by a majority vote of the Ordinary Members present; and
- d. the PMC does not normally vote on a motion, but in the event of a tie, his vote shall be the deciding vote.

2.35 PROCEDURE

- a. the order of Business and the Conduct of Meetings will proceed in accordance with normal Parliamentary Procedures. A guide to the conduct of a meeting is found at Annex B to these By-Laws.

2.36 MINUTES

- a. the topics discussed, decisions and motions made, and record of voting, shall be recorded in the Minute Book of all Committee and General Club Meetings;
- b. the recording of these Minutes shall be the responsibility of the Secretary or in his/her absence, by a member detailed by the PMC;
- c. the Minutes of each meeting shall be signed by the Secretary and the PMC. The Minutes will be submitted to the Base Regimental Sergeant Major (Supervising Officer), Base Comptroller, Base Deputy Commander and the Base Commander within seven days for approval. The Secretary will prepare the Minutes complete with applicable signature blocks;

- d. after the Base Commander has approved the Minutes, a signed copy shall be sent to the Base Comptroller, CFB Suffield, the Supervising Officer and the PMC. The Secretary will retain the original in the Minute Book; and
- e. the Secretary is charged with the safe custody of the Minutes.

2.37 MOTIONS

- a. a Motion Book shall be kept in the Mess Managers office. Ordinary Members wishing to record motions or suggestions are to approach the Mess Manager, who will record the motion in the book; and
- b. all motions entered in the Motion Book must be supported by the signature of the mover and the seconder who must be present at the meeting in order for the motion to be considered.

2.38 - 2.40 NOT ALLOCATED

SECTION 5 - MEMBERSHIP

2.41 GENERAL BY-LAW #5

- a. eligibility for membership as an Ordinary, Associate, or Honorary Member is set out in Chapter 1 - Constitution.

2.42 ASSOCIATE MEMBERS

- a. Associate Members shall be accorded the privileges of the Club and shall pay Club subscriptions. They may assist the Club Committee or Sub-Committee, but by doing so assume no responsibility;
- b. a person, as detailed in Chapter 1 - Constitution, on application by an Ordinary Member, may become an Associate Member of the Club for a term not exceeding one year (without prejudice to renewal of membership for a further one year term) upon recommendations of the Club Committee and a positive vote of at least 50% of the Ordinary membership who are in attendance at a General Mess Meeting. All applications must be approved by the Base Commander; and
- c. an associate member may attend all general mess meetings, however they cannot cast a vote on any motion put forward.

2.43 HONORARY MEMBERS

- a. Honorary Members shall be accorded the privileges of the Club, but shall not pay subscriptions. They may be assessed for Club functions or entertainment which they attend;
- b. any distinguished person, as detailed in Chapter 1 - Constitution, may become an Honorary Member of the Club for a term not exceeding one year (without prejudice to renewal of membership for a further one year term) upon recommendation the Club Committee and a positive vote of at least 50% of the Ordinary members who are in attendance at a General Club Meeting. All applications must be approved by the Base Commander;
- c. Honorary membership will be a closely guarded privilege and will be the exception rather than the rule; and
- d. an Honorary Member may attend all general mess meetings, however they cannot cast a vote on any motion put forward.

2.44 METHOD OF ELECTING ASSOCIATE/HONORARY MEMBERS

- a. a member wishing to sponsor an Associate or Honorary Member of the Club shall submit, in writing, to the PMC the name and complete details of the nominee;
- b. the PMC shall discuss the proposal with his Committee and the Supervising Officer. If all are in accord, the nominee's name shall be posted on the Club notice board for a period of at least seven days, and shall include such details as deemed appropriate. If required, the PMC shall ask the member who made the proposal to invite the candidate to the Club in order for him to meet the members;
- c. if an objection is raised by a Club member against a proposed Associate/Honorary member, such a protest is to be made, in writing, to the PMC. The PMC shall then investigate the validity of the objection and consult with the Supervising Officer. If upheld, the PMC will inform the sponsor that the candidate is not acceptable for Associate/Honorary Membership;

- d. if no objection has been raised the application shall be submitted to the next General Club Meeting for approval. On approval by the Club membership, the PMC will ensure the application is recorded in the minute book;
- e. when approval has been granted by the Base Commander, the PMC will direct the Membership Member to write to the new member welcoming him to the Club and ensuring his name is entered on the Associate/Honorary membership roll; and
- f. an example of the membership application form is attached as Annex C.

2.45 MEMBERSHIP LIST

- a. the Membership Member of the Club will maintain an up-to-date list of Associate/Honorary Members and will distribute copies of the list as follows:
 - (1) Base Commander,
 - (2) NPF Acct Supvr,
 - (3) Club Notice Board, and
 - (4) Bar.

2.46 RENEWAL OF MEMBERSHIP

- a. the Membership Member will present a list of the Associate/Honorary Members at a General Club Meeting each December for consideration of renewal of such membership for a further term of one year from 01 January. This list will be displayed on the notice board at least seven days prior to a General Club Meeting.

2.47 WITHDRAWAL OF ASSOCIATE/HONORARY MEMBERSHIP

- a. the Club Committee shall, upon complaint by a member, investigate any infraction of Club rules or conduct of an Associate/Honorary Member that is contrary to the maintenance of good order and discipline in the Club, and if necessary, shall immediately suspend all privileges to such Associate/Honorary members;

- b. suspension shall remain in effect until the Club Committee has investigated the complaint. The PMC will report the results of their inquiry to the Base Commander; and
- c. the PMC will inform all members if a membership has been withdrawn. He will ensure that the Secretary and Membership Member amend all lists of Associate/Honorary Members.

2.48 GUESTS

- a. any member of the Club may invite guests into the Club at any time except as specified below:
 - (1) on special occasions, e.g. a ball or reception, the number of personal guests who may be invited by any member will be subject to the discretion of the Committee; and
 - (2) an Ordinary/Associate Member must inform the PMC if he wishes to sponsor more than four guests at a function;
- b. members will be responsible for the conduct and dress of any guest they bring into the Mess. A member will assume responsibility for the entire cost of entertainment of his personal guests;
- c. guests will always be sponsored by a member who shall register the guest and sign the guest book; and
- d. guests shall not be allowed to remain in the Mess after the sponsor has left the Mess.

2.49 OFFICIAL GUESTS

- a. an official guest may be defined as one who is not a member of the Club and who is visiting the Base in an official capacity or by the special invitation of the Club; and
- b. casual visitors - it is the responsibility of each Club member to make casual visitors, including transient personnel, welcome in the Club.

2.50 SENIOR RANKS

- a. Officers, Warrant Officers, Sergeants, and their wives will not normally be allowed in the Club; however
- b. on special occasions, senior ranks may attend functions in the Club, subject to the invitation of the PMC and with prior approval of the Base Commander and/or the BRSM, BATUS Commander and/or the RSM.

SECTION 6 - SUBSCRIPTIONS AND CHARGES

2.51 ORDINARY MEMBERS BY-LAW #6

- a. subscriptions are necessary to support entertainment functions and posting gifts;
- b. each Ordinary Member shall pay into the Club funds in the amount determined by the General Club Meeting and approved by the Base Commander;
- c. Canadians will make payment through normal pay deduction procedures. British members will make payment as detailed by BATUS RAO; and
- d. Ordinary Members may also be assessed a proportionate share of expenses associated with certain Club functions or entertainment which they attend.

2.52 ASSOCIATE MEMBERS

- a. Associate Members will be assessed on an annual membership fee payable when membership is renewed (01 January); and
- b. the amount of this fee will be the same as the Ordinary Members. Associate Members may also be assessed a proportionate share of expenses associated with certain Club functions or entertainment which they attend.

2.53 HONORARY MEMBERS

- a. Honorary Members will not pay membership fees. They may, however, be assessed a proportionate share of expenses associated with certain Club functions or entertainment which they attend.

2.54 ENTERTAINMENT AND FUNCTIONS

- a. entertainment or functions which are open to all members of the Club will be subject to specific approval by a General Club Meeting, and approved by the Base Commander. In exceptional circumstances when prior approval by a General Club Meeting is not practicable, the Base Commander may authorize the entertainment or function;
- b. to determine the charges for entertainment or functions the following will be considered:
 - (1) the state of the Club fund,
 - (2) the state of the entertainment fund,
 - (3) members who will attend/attended the entertainment/function, or
 - (4) a combination of all of the above; and
- c. when the attendance at a function is restricted, the full cost will be borne by those attending said function unless a General Club Meeting has approved an exception to this rule. Such a function must have the approval of the Base Commander.

2.55 FUNDS

- a. all funds collected as subscriptions will be deposited into the Entertainment Fund except for a specific amount per member, per month will be deposited into the Plaque Fund. Temporary Staff do not pay into the Plaque Fund; and
- b. all Ordinary Members less Temporary Staff will contribute to the Plaque Fund an amount to be determined by the Mess Committee and voted on at a General Mess Meeting.

NOTE: Temporary Staff who wish to purchase a plaque may do so from the Mess Manager/Membership Member at full cost of the plaque.

2.56 - 2.60 NOT ALLOCATED

SECTION 7 - BANKING AND FINANCIAL ARRANGEMENTS

2.61 **BANKING BY-LAW #7**

- a. all banking matters will be conducted through the CFB Suffield Accounts Section.

2.62 **DEPOSITS**

- a. all monies received will be deposited through NPF Accounts without deduction for any purpose whatsoever.

2.63 **DISBURSEMENT**

- a. all payments by the Club will be made through NPF Accounts by cheque except in respect of minor expenditures when the issuance of a cheque is impractical; in which case payment may be made from petty cash, limited as per CFP 105;
- b. cheques will be issued by NPF Accounts on expenditures authorized by the PMC and in accordance with CFP 105;
- c. cheque requisitions will be signed only by the BRSM, PMC or, in his absence, the VPMC;
- d. the BRSM is the signing authority for capital expenditure requests and other major transactions; and
- e. the Mess Manager is the signing authority for items that have previously been approved by a General Club Meeting.

2.64 **PETTY CASH**

- a. the Mess Manager may be advanced the sum designated by the Club Committee in the annual budget and approved by the Club members at a General Club Meeting as petty cash to be used for the payment of minor expenses in respect of which it would be impractical to issue a cheque. The petty cash will be operated on an imprest basis and accounted for in accordance with CFP 105. The expenditure of this money shall only be made on the authority of the PMC.

2.65 CHANGE FLOAT

- a. the Bar Steward may be advanced the sum designated by the Club Committee in the annual budget and approved by the Club members at a General Club Meeting as a change float. He will be responsible to account for this money in accordance with CFP 105.

2.66 PRICE OF MERCHANDISE

- a. bar prices shall be set by a Committee chaired by G1 PSP subject to the approval of the Base Commander. These prices shall be reviewed by the Committee every six months; and
- b. a bar price list shall be displayed at the bar.

2.67 CASHING OF CHEQUES

- a. members will have the privilege of cashing one \$50.00 personal cheque (CFP 105, Chapter 35, para 10 refers), per day at the bar subject to the following:
 - (1) personalized cheques only will be accepted,
 - (2) post-dated cheques will not be accepted,
 - (3) only if there is sufficient cash on hand at the bar, and
 - (4) NSF cheques will be handled by the NPF Accounts in accordance with CFP 105.

2.68 ACCOUNTING PERIOD

- a. the accounting period is prescribed in CFP 105.

2.69 FINANCIAL STATEMENTS

- a. financial statement will be prepared by the NPF Accounts for each accounting period and distributed in accordance with CFP 105; and
- b. the Financial Advisor will arrange for a recap of each financial statement to be presented to the members at the Committee Meetings and the General Club Meetings.

2.70 STOCKTAKING

- a. stocktaking of the bar stock will be done a minimum of once every three months on a surprise basis. Bartenders, if found at fault may be held personally and financially responsible for bar shortages at retail prices;
- b. audits - Club accounts and operations will be audited by the Base Audit Board in accordance with CFP 105; and
- c. liability - the Club is covered under the NPF Consolidated Insurance Programme for:
 - (1) public liability,
 - (2) employer's legal liability (where a person is not covered under Workmen's Compensation Act),
 - (3) property damage, and
 - (4) loss or damage to NPF property in accordance with CFP 105.

2.71 EXPENDITURES

- a. the Club Committee is authorized to expend up to \$500.00 for any one item of a non-recurring nature per month without reference to a General Club Meeting;
- b. the PMC, or in his absence the VPMC, is authorized a bar card not to exceed \$75.00 per month. Also authorized is a separate chit for Sports and Entertainment not to exceed \$125.00. These cards are for the purpose of welcoming an official guest into the Club, and can also be used for entertainment functions. The card will not be used for self-entertainment or the entertainment of other Club members;
- c. one-time expenditures in excess of \$1000.00 are to be made in accordance with CFAO 2-12 and only upon:
 - (1) the recommendation of the majority of the Ordinary Members at a General Club Meeting, and
 - (2) the approval of the Base Commander; and

- d. the PMC or Hospital Representative is authorized to spend up to \$35.00 for the purchase of flowers, fruits, TV rentals, or books in respect of:
- (1) a member hospitalized for 3 days or more,
 - (2) a member's spouse who is hospitalized,
 - (3) a member who suffers the loss of a dependant,
 - (4) the family of a deceased member,
 - (5) a Mess employee when hospitalized, and
 - (6) the family of a deceased employee of the Mess.

The expenditure for spouse or Mess employees are for once a year only.

2.72 REPORTING OF LOSSES

- a. any member of the Mess or Mess staff detecting or suspecting a loss of, or damage to Mess property will report such loss or damage to the PMC immediately.

SECTION 8 - TRADING ACTIVITY

2.73 MERCHANDISE BY-LAW #8

- a. the Club will hold for retail sale to members - liquors, wines, beer, non-alcoholic beverages and smoking supplies;
- b. the Mess will not sell, handle or allow on the premises duty free stock of any type unless by special extraordinary approval by the Base Commander; and
- c. the bar will close at the hours stipulated unless a bar extension has been authorized for a specific function.

2.74 **BAR HOURS**

- a. bar hours shall be established and permanently displayed on the Club notice board. Bar hours shall not interfere with the hours of Sunday worship.

2.75 **INTOXICANTS**

- a. the provisions of QR&O 19.04 shall be observed. The Committee shall ensure that the sale, serving and consumption of intoxicants are subject to the following restrictions:
 - (1) Federal, Provincial and Municipal laws shall be observed,
 - (2) the sale of intoxicants shall be restricted during Federal, Provincial and Municipal elections in the same manner as for civilian outlets,
 - (3) civilian members or civilian guests who are under eighteen years of age shall not be permitted to buy or consume an intoxicant in the Club,
 - (4) the Club shall refuse sale of an intoxicant to a member or guest who is considered to be intoxicated,
 - (5) liquor will not be sold in unopened bottles,
 - (6) beer will not be sold by the case for consumption in the Club,
 - (7) wines may be sold by the bottle for consumption in the Club,
 - (8) intoxicants will not be sold for consumption outside the Club,
 - (9) intoxicants will not be brought into the Club, e.g. duty free liquor,
 - (10) the serving of intoxicants is restricted to the public rooms of the Club,

- (11) intoxicants will not be served, exchanged or given to an individual who is not a member of the Club, a "guest" of the Club, or a personal "guest" of a member,
- (12) under-age Club employees will not serve drinks or handle intoxicants in the course of the duties, e.g. bus boys,
- (13) alcoholic beverages will not be served to minors, and
- (14) Club employees will not consume intoxicants while on duty and will not be treated to such by members and guests.
- (15) Removal of alcoholic beverages from the Club by members or their guests is prohibited.

2.76 - 2.80 NOT ALLOCATED

SECTION 9 - HOURS OF OPERATION

2.81 GENERAL BY-LAW #9

- a. the hours of opening the bar will conform to the limits contained in Base Standing Orders and be as determined by the Club Committee with approval of the Base Commander.

2.82 EXTENSION OF HOURS

- a. bar operating hours may be extended for an official function or entertainment with approval of the PMC.

2.83 - 2.90 NOT ALLOCATED

SECTION 10 - ACTIVITIES

2.91 NOTIFICATION OF ACTIVITIES BY-LAW #10

- a. the Entertainment Member and the Sports Member will prepare calendars of activities and distribute them to members as required; and
- b. the calendar of activities will be posted on the Club notice board and in Routine Orders.

2.92 PRIVATE PARTIES

- a. areas of the Club may be made available for private all-ranks functions at the discretion of the Committee and with the approval of the Base Commander;
- b. private parties must use Club bar facilities;
- c. no intoxicants will be brought into the Club; and
- d. the person/organization requesting use of the Club for a private party will be responsible for the following:
 - (1) request use of the Club at least 2 weeks prior to proposed function thru the Mess Manager,
 - (2) set-up,
 - (3) loss and damages of Club property, and
 - (4) all wages incurred, ie bar staff and cleaners.

2.93 - 3.00 NOT ALLOCATED

SECTION 11 - DISCIPLINE

3.01 MEMBERS BY-LAW #11

- a. each member of the Club will be personally responsible for his/her conduct;
- b. the PMC will be responsible to the Base Commander for the maintenance of Club discipline; and
- c. in the absence of the PMC, the senior Committee Member present in the Club will be responsible to the Base Commander for the maintenance of Club discipline.

3.02 BOUNDS

- a. the following areas are out of bounds to members and their guests:
 - (1) the stock room,
 - (2) all storage areas, and
 - (3) the area behind the bar; and
- b. when private parties are held, in either the Mixed Lounge or the Main Lounge, members and their guests will not enter those areas unless they are invited.

3.03 ANIMALS

- a. dogs or other animals will not be permitted in the Club except for dogs needed to assist the blind.

3.04 CLUB PROPERTY

- a. misuse of any Club property will result in disciplinary action being taken against offenders;
- b. wilful damage to the building, fixtures or furnishings will result in disciplinary action being taken against offenders; and
- c. Club property will not be removed from the Club without approval of the PMC.

3.05 CHILDREN

- a. children will only be permitted in the Club at special times approved by the PMC, to be notified separately, and if they are accompanied by a parent or parents.

3.06 RESTRICTION OF PRIVILEGES

- a. the PMC may issue restriction of privileges on any member for misconduct or any infraction of any Club order or instruction. In each instance a report shall be made to the Base Commander; and

- b. Associate/Honorary Members shall not use the Club for the purpose of soliciting or transacting business. Such activities shall be considered an abuse of Club privileges and may result in suspension or withdrawal of membership.

3.07 - 3.10 NOT ALLOCATED

SECTION 12 - DRESS

3.11 DRESS BY-LAW #12

- a. dress regulations in the Club will be posted on the Club notice board. Dress should be clean and in good repair. Members are reminded that the dress regulations of the Club are those of a Military Mess;
- b. dress for functions will be specifically ordered by the PMC when dress for such functions is other than normal dress regulations; and
- c. items of clothing that are not allowed at any time are as follows:
 - (1) tank tops (ripped or sleeveless T-Shirts, Muscle shirts),
 - (2) offensive graffiti shirts,
 - (3) thongs, sandals or similar style footwear without socks,
 - (4) shorts, other than ones with pockets (ie Bermuda style),
 - (5) cut-offs,
 - (6) coveralls,
(BATUS personnel clean and presentable working dress exempt),
 - (7) sporting attire (ie PT gear, track suits), and
 - (8) no spandex or lycra shorts or leggings.

3.12 - 3.15 NOT ALLOCATED

SECTION 13 - COMPLAINTS AND SUGGESTIONS

3.16 COMPLAINTS BY-LAW #13

- a. any complaint regarding the Club staff, or of a confidential nature, should be made in writing to the PMC. Any such complaint will be dealt with at the next Committee Meeting; and
- b. no Club member, except the PMC, shall censure or give orders to any member of the Club staff in respect to their duties.

3.17 SUGGESTIONS

- a. a suggestion book will be kept in the Club. Any member wishing to make a suggestion will enter such suggestions in the book provided;
- b. all items will be deemed to have been made to the Club Committee and must be dated and signed; and
- c. suggestions must be of a constructive nature, such as methods of improving Club entertainment and/or administration.

3.18 ACTION BY THE COMMITTEE

- a. the Committee reply to suggestions will be entered in the book by the Secretary as directed by the PMC.

3.19 - 3.20 NOT ALLOCATED

SECTION 14 - PLAQUE FUND

3.21 PLAQUE FUND BY-LAW #14

- a. all members except Temporary Staff and Honorary Members will contribute to the Plaque Fund; and
- b. all members except Temporary Staff and Honorary Members must serve a minimum of seven months to be eligible for the plaque.

SECTION 15 - DISPOSAL OF NON-PUBLIC PROPERTY

3.22 DISPOSAL BY-LAW #15

- a. all disposal of NPF property belonging to the Club shall be done in accordance with CFP 105.

SECTION 16 - INSURANCE COSTS

3.23 INSURANCE BY-LAW #16

- a. insurance is provided in accordance with CFP 105.

SECTION 17 - COMPENSATION

3.24 COMPENSATION BY-LAW #17

- a. employees will not receive any profit or advantages by reason of their association with the Club.

ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

COMPOSITION AND RESPONSIBILITIES

OF

THE CLUB COMMITTEE

The Club Committee shall be composed of eight members appointed in accordance with Article 1.21 of the Constitution and Article 2.12 of the Club By-Laws. The responsibilities of the Committee Members are found at Appendices as follows:

- | | | |
|----|--|------------|
| a. | President Club Committee (PMC) | Appendix 1 |
| b. | Vice President Club Committee (VPMC) | Appendix 2 |
| c. | Secretary | Appendix 3 |
| d. | President Entertainment Committee(PEC) | Appendix 4 |
| e. | Housing Member | Appendix 5 |
| f. | Membership Member | Appendix 6 |
| g. | Mess Manager (Ex-Officio) | Appendix 7 |
| h. | Financial Advisor (Ex-Officio) | Appendix 8 |
| i. | Supervising Officer (Ex-Officio) | Appendix 9 |

APPENDIX 1
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE PMC

1. The PMC will normally hold office for a period of six months and be responsible for the administration, management and efficient operation of the Club.
2. He/she will have a comprehensive knowledge of the Club Constitution and By-Laws.
3. He/she will maintain supervisory control over all of the Committee. He/she will ensure that each Committee Member completes the functions of his/her appointment.
4. He/she will be responsible for the issuance of a Constitution and By-Laws.
5. He/she will set the duties for and preside over all Club Committee Meetings and General Club Meetings.
6. He/she will conduct all meetings in accordance with Parliamentary Procedures. A guide to the proper conduct of meetings is found at Annex B to these By-Laws.
7. He/she will ensure that he/she, or a Committee Member appointed by him/her, attends all functions in the Club.

APPENDIX 2
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE VPMC

1. The VPMC's term of office will normally be six months followed by a further six months as PMC for continuity.
2. He/she will understudy the PMC.
3. He/she will assume the duties of PMC including presiding at all Club meetings in the absence of the PMC.
4. He/she will assist the PMC in the performance of his/her duties and complete other tasks as detailed by the PMC.

APPENDIX 3
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE SECRETARY

1. The appointment of Secretary will be selected from the Ordinary Members. The term of office will be one year.
2. The Secretary will prepare the agenda for Club meetings. He/she will record the minutes and promptly submit such minutes for signature and approval within 7 days.
3. He/she will conduct all Club correspondence.
4. He/she prepares and distributes notification of Club activities.
5. He/she is responsible for the safe keeping of the Minute Book.
6. He/she will ensure that a guest book, proposal book and suggestion book are available and that members are instructed in the proper use of them.
7. He/she will ensure that the Committee and the Supervising Officer are aware of complaints and suggestions.
8. He/she will maintain an up-to-date copy of the Constitution and By-Laws and ensure one is posted on the Club notice board.
9. He/she will ensure that notification of meetings is published in Base Routine Orders and BATUS Part 1 Order two weeks prior to meetings.
10. He/she will have a working knowledge of institute rules relative to the operation of the Club.
11. He/she will maintain an up-to-date list of all Associate and Honorary members with assistance from the Membership Member.
12. He/she will work closely with the PMC to ensure efficient administration of the Club.
13. He/she will ensure that a copy of the minutes of all Club meetings is submitted to NPF Accounts immediately after signature and approval of the Base Commander.

APPENDIX 4
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE PEC

1. The President of the Entertainment Committee's term of office will normally be six months. He/she will organize and administer Club entertainment in accordance with direction from the Committee.
2. He/she will plan, attend and supervise all Club entertainment.
3. He/she will inform the Mess Manager of any planned entertainment in sufficient time for him/her to arrange extra stock, extra bar help, etc., as required.
4. He/she will initiate, through the Secretary, notification of all planned entertainment.
5. He/she will be responsible for putting up and taking down decorations in the Club for Club functions.
6. He/she will ensure that all necessary equipment is on hand and in working order, assisted by the Housing Member.
7. He/she will prepare the Annual Entertainment Forecast.
8. He/she will prepare the Annual Entertainment Budget assisted by the PMC, the Financial Advisor, the Supervising Officer and other Committee Members as required.
9. He/she will present the quarterly programme of entertainment to the General Club Meetings.
10. He/she will be responsible to supervise his/her Sub-Committee, normally four other appointments, in completion of his/her tasks.

APPENDIX 5
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE HOUSING MEMBER

1. The Housing Member will be appointed by the Base Regimental Sergeant Major, subject to approval of the Base Commander, for a one year term of office. The Housing Member will be appointed from the Canadian Ordinary Membership only.
2. He/she will be responsible to the PMC for the maintenance of accurate records of public and non-public property held by the Club.
3. He/she will take necessary action to ensure repair, replacement and write-off of any damaged or missing items on charge to the Club.
4. He/she will liaise between interested persons for obtaining and returning of additional furniture and equipment as required for special Club functions.
5. He/she will acquaint himself with Institute Rules and Orders for the receipt, issue and control of Club property.
6. He/she will carry out a complete Distribution Account check once a month to ensure stores are in the Club and are serviceable.
7. He/she will frequently check all items of non-public property to ensure serviceability and accuracy of holdings.
8. He/she will carry out firefighting equipment checks in accordance with Base Orders.
9. He/she will report items of building maintenance to the CE Section.
10. He/she will recommend to the Committee improvements as required.

APPENDIX 6
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP MEMBER

1. The Membership Member's tour of office will be one year.
2. He/she will, assisted by the Secretary, maintain an up-to-date list of all Associate and Honorary members.
3. He/she will be responsible for the issuing of membership cards to all Ordinary members, Associate members and honorary members.
4. He/she will ensure that each December the list of Associate and Honorary Members are brought forward at a General Club Meeting to be considered for renewal of membership for the next year.
5. He/she will be responsible to contact all Associate Members, when such memberships have been renewed, to inform them of renewal and that their dues are payable.
6. He/she will maintain accurate up-to-date nominal rolls of all Ordinary Members.

APPENDIX 7
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE MESS MANAGER

1. The Mess Manager shall:
 - a. receive, safe-keep and account for merchandise, bar supplies and cash;
 - b. assist and advise the Secretary in the conduct of correspondence, accounting and maintenance of records;
 - c. advise the PMC on matters pertaining to the operation of the Club;
 - d. supervise bar staff;
 - e. supervise, train and ensure efficiency of the bar staff;
 - f. provide bar stewards with written terms of reference at commencement of employment and notify in writing of any subsequent changes in duties assigned;
 - g. prepare time sheets and staff overtime sheets;
 - h. complete periodic Performance Evaluation (DCP-25) Work Performance reviews on Public Service staff;
 - i. ensure accurate spoilage register is maintained; and
 - j. carry out bar stock checks.

APPENDIX 8
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE FINANCIAL ADVISOR

1. The Club Financial Advisor is an ex-officio to the Club Committee and is appointed by the Base Comptroller for one year.
2. He/she will assist the Committee in the preparation of the yearly budget.
3. He/she will monitor financial results in comparison to the budget.
4. He/she will interpret financial statements and advise the PMC on the financial condition of the Club.
5. He/she will conduct liaison, on behalf of the Club, with the BASO.
6. He/she will ensure that all the Club Committee is aware of the financial implications of any decisions.
7. He/she will prepare summaries of the financial statements for General Club Meetings.
8. He/she will perform such other tasks of a financial nature as assigned by the PMC.

APPENDIX 9
TO ANNEX A
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

DUTIES AND RESPONSIBILITIES OF THE SUPERVISING OFFICER

1. The Supervising Officer will be appointed, for an indefinite period of time, by the Base Commander.
2. He/she acts as the liaison between the Base Commander and the Club.
3. He/she shall be an "ex-officio" member of the Club Committee and shall attend all General, Special and Committee Meetings.
4. He/she shall not possess voting privileges.
5. He/she shall assist the PMC in ensuring Mess Meetings are conducted in an orderly and proper manner in accordance with existing regulations and proper decorum.
6. He/she shall ensure that all business transacted is in the best interest of the membership.
7. He/she shall ensure that the Club Committee receives support in the effective management of the Club and shall act, where required, as liaison between the Club Committee, Base Personnel Services Officer, BATUS and other sections.
8. He/she shall monitor the financial status of the Club operation paying particular attention to the following:
 - a. budget preparation;
 - b. budget control to ensure expenditures are within the budgeted amounts;
 - c. ensuring a proper level of bar merchandise is maintained;
 - d. perusing the Monthly Financial Statement prepared by the NPFAO to ensure the Club is operating in an efficient manner; and
 - e. ensuring that all expenditures are in accordance with regulations and so approved by the Club members.

ANNEX B
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

GENERAL MEETING ORDER OF BUSINESS GUIDE

Preliminaries

1. Arrange seating in an orderly fashion by rows facing the stage with sufficient ashtrays available. Ensure that seating arranged on the stage for the Executive. Financial statements to be available for all members to read.
2. All items of business that are to be brought up at the General meeting will be put to the membership in the form of a motion/proposal previously moved and seconded at a Committee meeting.

Order of Business

1. Call the meeting to order and report the number of members present and state that there is or is not a quorum.
2. Reading the minutes of the last Committee Meetings and General Meeting (motion required to accept minutes as read).
3. Reading and explanation of financial statement (motion to accept as read is required).
4. Reading of correspondence (if any).
5. Read the reports of the Committees:
 - a. Entertainment (PEC reports);
 - b. Housing;
 - c. Membership; and
 - d. Sports.
6. Old business (any outstanding items from last meeting).
7. Appointment of Committee as required. Outgoing PMC thanks Committee and members for support and turns the meeting over to the new PMC. The new PMC announces new Committee appointments.

ANNEX B
TO CFB SUFFIELD
JUNIOR RANKS CLUB BY-LAWS
10 NOVEMBER 1995

8. New business (present all items proposed at the Committee Meetings for approval by the general membership).

NOTE: The PMC may or may not accept motions/proposals from the membership at this time. All business should have been discussed in Committee prior to the General Meeting. Members who wish to make proposals should either contact a Committee member or put it in the proposal book that is held at the bar.

9. Supervising Officer's comments.

10. PMC's comments.

11. Ask for a motion of adjournment.

Order

1. Order must be maintained throughout the meeting. If a member wishes to address the chair he must stand and be recognized by the PMC. The PMC will allow members to speak in turn and decide either to accept what is stated or rule it "out of order" if, in fact, such statements, motions, proposals, etc. are out of order. Out of order items include things that are contrary to the Constitution, NPF policies, Base policies or BATUS policy. The PMC will not allow shouting, hooting, cat calls, etc. Members are to speak only when addressing the chair.

2. By following procedures and maintaining discipline, the PMC will have successful and productive meetings.

JRC CONSTITUTION – AMENDMENTS AND ADDITIONS

COMMITTEES-

For PMC and VPMC should be the rank of Corporal.

BEHAVIOR-

No rude, assault or aggressive behavior will be tolerated. Any occurrences will be met with suspension of Mess privileges.

Any behavior problems/issues occurred to the bar staff must be reported to the Mess Manager soonest. RSM's to be informed.

The duty Corporal will report any incidents to the chain of command in writing. The PMC in consultation with the committee will convene a discipline hearing, gather all facts, and then, if a suspension is warranted the chain of command will be informed. The Member will be summoned to the JRC Mess Manager to surrender their Mess card. The Member will sign a waiver of understanding with the PMC and Mess Manager, *attached #1

Members causing damage to Mess property will be assessed damages to replace/repair the property.

Members showing signs of intoxication will be refused service from bar staff and will be requested to leave the premises (Duty Corporal will assist with removal). If the Member refuses to leave the premises, Military Police will be summoned and Member removed. by Military Police personnel. If Member returns during the same day the Member will be charged with trespassing by Military Police.

Members found to be purchasing or giving alcohol to a “cut off” Member will be suspended from the Mess (period to be determined by PMC). All reports to CFB & BATUS RSM's.

DRESS

1. Only collared shirts with sleeves will be permitted.
2. No offensive logo's/wording on clothing.
3. Socks/stockings will be worn at all times.
- 4a. Shorts must have pockets ie. Bermuda or walking shorts.
- 4b. No cut off shorts of any kind.
- 5a. Coveralls will be permitted if dress of the day (must be clean).

5b. On duty fire crew Nomex if dress of the day will be permitted (must be clean).

6. No PT gear will be permitted.

**** Theme Parties: Dress may be relaxed by discretion of PMC in writing**

MEETINGS

A Quorum shall be met if 51% of available members present vote.

Meetings will be called by PMC

JRC CONSTITUTION – AMENDMENTS AND ADDITIONS

COMMITTEES-

For PMC and VPMC should be the rank of Corporal.

BEHAVIOR-

No rude, assault or aggressive behavior will be tolerated. Any occurrences will be met with suspension of Mess privileges.

Any behavior problems/issues occurred to the bar staff must be reported to the Mess Manager soonest. RSM's to be informed.

The duty Corporal will report any incidents to the chain of command in writing. The PMC in consultation with the committee will convene a discipline hearing, gather all facts, and then, if a suspension is warranted the chain of command will be informed. The Member will be summoned to the JRC Mess Manager to surrender their Mess card. The Member will sign a waiver of understanding with the PMC and Mess Manager, *attached #1

Members causing damage to Mess property will be assessed damages to replace/repair the property.

Members showing signs of intoxication will be refused service from bar staff and will be requested to leave the premises (Duty Corporal will assist with removal). If the Member refuses to leave the premises, Military Police will be summoned and Member removed. by Military Police personnel. If Member returns during the same day the Member will be charged with trespassing by Military Police.

Members found to be purchasing or giving alcohol to a “cut off” Member will be suspended from the Mess (period to be determined by PMC). All reports to CFB & BATUS RSM's.

DRESS

1. Only collared shirts with sleeves will be permitted.
2. No offensive logo's/wording on clothing.
3. Socks/stockings will be worn at all times.
- 4a. Shorts must have pockets ie. Bermuda or walking shorts.
- 4b. No cut off shorts of any kind.
- 5a. Coveralls will be permitted if dress of the day (must be clean).

5b. On duty fire crew Nomex if dress of the day will be permitted (must be clean).

6. No PT gear will be permitted.

** Theme Parties: Dress may be relaxed by discretion of PMC in writing

MEETINGS

A Quorum shall be met if 51% of available members present vote.

Meetings will be called by PMC