



WOs' & SGTs' MESS

CONSTITUTION & BYLAWS

CANADIAN FORCES BASE SUFFIELD
WARRANT OFFICERS' AND SERGEANTS' MESS
CONSTITUTION AND BY-LAWS

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CANADIAN FORCES BASE SUFFIELD

WARRANT OFFICERS' AND SERGEANTS' MESS

CONSTITUTION AND BY-LAWS

CHAPTER 1 - CONSTITUTION

SECTION 1 - INTRODUCTION

Name

1.01 The name of the institution is “Suffield Garrison Warrant Officers' and Sergeants' Mess” is hereafter referred to as the “Mess”

1.02 Authority for Establishment and Operation. The Mess is established:

- a. under authority of DAOD 5045-0 and shall be operated in accordance with regulations and orders governing the operation of Messes in the Canadian Forces, and the instructions contained in this Constitution and By-laws which amplify it. The Base Commander, Canadian Forces Base Suffield is the Commanding Officer of the Mess. The Base Regimental Sergeant Major is his representative and is the senior Mess member of this Mess:
- b. the Constitution and By-laws of the Mess are prepared in accordance with DAOD 5045-0, CFP's 105, 110 and 262. These instructions shall, in addition to the authority quoted in sub paragraph a, above, govern the management and operation of the Mess and shall apply to all ordinary, associate and honorary members; and
- c. due regard will be taken in applying these regulations to show the uniqueness of the Mess membership. It is understood that customs and traditions in the Canadian Forces and the British Forces differ. Accommodation will be attempted but it must be clearly understood that the Mess will operate within the confines of the rules, regulations and orders at all times. Areas of contention shall be adjudicated after due consideration by the Base Commander.

1.03 Purpose of Operation. The Mess shall be operated for the purpose of providing goods, services and amenities to members. The Mess shall receive and account for all allowances and donations that apply to it.

(1.04 to 1.10 Not Allocated)

SECTION 2 - MEMBERSHIP

1.11 General: Membership of the Mess shall consist of ordinary, associate and honorary members.

1.12 Ordinary Members: Ordinary members of the Mess comprise of:

- a. WOs and Sgts of the Canadian Forces who are on strength or employed at CFB Suffield or in the immediate area of the Base in accordance with DAOD 5045-0;
- b. WOs and Sgts of the British Forces who are on strength or employed by the British Army Training Unit Suffield (BATUS); and
- c. WOs and Sgts of armed forces of other countries who are attached, on exchange or on loan to the CF or British Forces, and who are employed at CFB Suffield or BATUS.

1.13 Associate Members: Associate members of the Mess shall comprise, with the membership approval by a majority vote, and approval of the Base Commander, persons of appropriate status in the categories as follows:

- a. retired;
- b. working; and
- c. social.

1.14 Honorary Members: Honorary members of the Mess shall comprise of:

- a. WOs and Sgts of the CF who are not ordinary members of the Mess;
- b. WOs and Sgts of the British Forces who are not ordinary members of the Mess; and
- c. distinguished ladies or gentlemen duly elected.

1.15 Lifetime Honorary Members: Lifetime Honorary members consist of those Mess members who are duly voted in by the mess membership. They are not subject to Mess dues and can participate fully in all Mess activities. A lifetime honorary member may be assessed a proportionate share of the expenses associated with any mess function or entertainment attended. This group normally consists of past CFB and BATUS RSMs.

(1.16 to 1.20 Not Allocated)

SECTION 3 – MESS COMMITTEE

1.21 Mess Committee: A committee shall administer the Mess. The Base RSM and BATUS RSM normally appoint the PMC and VPMC on a rotational basis. The Base Commander then approves or disapproves the incumbents. Member volunteers fill the remainder of the committee positions. The committee shall consist of:

- a. a president (PMC);
- b. a vice President(VPMC);
- c. a secretary;
- d. a financial advisor;
- e. a president of the entertainment sub-committee (PEC);
- f. a housing member;
- g. a messing member;
- h. a sports member;
- i. Mess Manager – (ex officio); and
1. such other members as required.

1.22 Duties and Responsibilities: The duties and responsibilities of the Mess Committee are set out in Annexes to this Constitution and By-laws.

1.23 Sub-committees: Sub-committees may be appointed to assist the Mess Committee in the proper administration of the Mess.

(1.24 to 1.30 Not Allocated)

SECTION 4 - MESS MEETINGS

1.31 General: Meetings shall be held as follows:

- a. committee meetings held monthly;
- b. general Mess meetings at least quarterly; and
- c. special Mess meetings as required or called by the BRSM.

1.32 Committee Meetings: Committee meetings shall be held monthly at the call of the PMC to consider;

- a. approval of the expenditure, which come within the committee's authority;
- b. approval of financial statements;
- c. future Mess activities; and
- d. any other matter concerning the administration of the mess.

1.33 General Mess Meeting: General mess meetings shall be held at least quarterly at the call of the PMC or Base RSM to consider:

- a. financial statements;
- b. proposed Mess activities; and
- c. any other business concerning the Mess, which requires a membership vote.

1.34 Extraordinary General Meeting: may be convened by:

- a. the Base Commander
- b. the PMC; or
- c. RSM's

(1.35 to 1.40 Not Allocated)

SECTION 5 - AMENDMENTS

1.41 General: Proposals to amend the mess 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 Mess notice board for no less than seven days after which time they shall be considered at the next General Mess meeting.

1.42 Proposals: All proposals to amend the Constitution must receive a majority vote at a General Mess meeting and the approval of the Base Commander before they come into force. IAW Chapter 2 Para 2.3.

(1.43 to 1.50 Not Allocated)

CANADIAN FORCES BASE SUFFIELD

WARRANT OFFICERS' AND SERGEANTS' MESS

CONSTITUTION AND BY-LAWS

CHAPTER 2 - BY-LAWS

SECTION 1 - INTRODUCTION

2.01 Purpose: The following instructions, which shall be known as the Mess By-laws, have been prepared to supplement and amplify the instructions and procedures contained in the regulations and orders governing the operations of Messes in the Canadian Forces, and shall govern the conduct and management of the Mess. Due consideration will be given to the British Forces customs and traditions of their service. If a conflict arises between the customs and traditions of service and the Canadian regulations and directives, then of necessity, the Canadian regulations, directives and orders will prevail. In special cases the Base RSM, BATUS RSM, the Base Commander and the BATUS Comd will consult to attempt resolution; however, the final arbiter will be the Base Commander.

2.02 Approval: The Mess Constitution and By-laws shall come into force upon receiving a majority vote of a General Mess meeting, and the approval of the Base Commander.

2.03 Amendments: Proposals to amend the Mess 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 Mess notice board for no less than seven days after which time they shall be considered at the next General Mess meeting. All proposals to amend the Mess Constitution and By-laws must receive a majority vote of a General Mess meeting, and the approval of the Base Commander.

2.04 Considerations: The purpose of these by-laws are to ensure the efficient administration and operation of the Mess and to apply the basic principles as laid down in this Constitution and the following publications and regulations:

DAOD 5045-0	Messes
A-FN-105/AG-001	Non-Public Funds Accounting
A-PS-110/AG-002	Public Support of PSP in the CF
A-PS-110/AG-003	Administration of PSP in the CF
A-AD-262-000/AG-00	Mess Administration: and
Any other regulation or directive that may be issued by higher authority	

(2.05 to 2.10 Not Allocated)

SECTION 2 -MESS COMMITTEE

- 2.11 General: The duties and responsibilities of the Mess Committee are set out in Annexes to this Constitution and By-laws. Management of the Mess shall be the responsibility of the Mess Committee acting on behalf of the Base RSM.
- 2.12 Appointment Mess Committee: The Mess Committee will be appointed in accordance with Chap 1, Sec 3. Art 1.21 of this constitution.
- 2.13 Term of Office: The term of office of all Committee members shall be determined by the Base Commander with consultation with the Base RSM, and is normally for a period of six months. To ensure continuity of the Mess Committee, the VPMC will normally succeed the PMC.
- 2.14 Sub-Committees: Sub-Committees may be formed as required for a special purpose or function.
- 2.15 Sub-Committee Appointment: The PMC will endeavour to have Mess members volunteer for these positions. If necessary the Base RSM and BATUS RSM will make the appointments.
- 2.16 Sub-Committee Duties: The duties and responsibilities for sub-committees will be determined by the PMC.
- 2.17 Mess Manager: Under provision of A-PS-110-001/AG-001, a Mess Manager is provided to the Mess for administration of Personnel Support Programs as directed by the Personnel Support Program (PSP) Manager. The Mess Manager will provide advice, assistance and where necessary guidance in accordance with their job description.

(2.18 to 2.20 Not Allocated)

SECTION 3 - MEETINGS

- 2.21 Committee Meetings: Committee meetings will be held monthly and prior to all General Mess meetings. All committee members and the Chairperson of any current sub-committees will attend committee meetings.
- 2.22 General Mess Meetings: General Mess Meetings will be held at least quarterly. Special Mess meetings may be called on the order of the Base Commander, Base RSM and the PMC. All ordinary Mess members shall attend unless excused by their respective RSM's. The Secretary will make notification of the time of the meetings. All meetings will be chaired by the PMC or the VPMC in the absence of the PMC.
- 2.23 Quorum: The attendance of 51% of the ordinary membership of the Mess at a general Mess meeting will constitute a quorum. If amendments to the Constitution or By-laws are a matter of business, the attendance of 51% of the Ordinary Mess membership will be required and a vote of 51% is also required.
- 2.24 Voting: All voting shall be held by a show of hands "for" or "against". All members will vote. All motions shall be decided by a majority vote of the ordinary members present. The PMC does not normally vote on a motion, but in the event of a tie, the PMC's vote shall be the deciding vote.
- 2.25 Procedure: The order of business and the conduct will proceed in accordance with the agenda contained at Annex I.
- 2.26 Minutes: The topics discussed; the decisions and motions made; and a record of voting shall be recorded in the Minute Book of all Committee and General Mess meetings. The recording of these minutes shall be the responsibility of the Secretary, or in the absence of the Secretary, by a member detailed by the PMC.

The minutes of each meeting shall be signed by the Secretary, PMC, Non Public Fund Accounting Supervisor (NPFAS), BATUS RSM, Base RSM, CFB Suffield COS and then are forwarded to the Base Commander for approval. After the Base Commander has approved the minutes, a signed copy shall be sent to the NPFAS with the Central Registry retaining the original. The Secretary of the Mess Committee is charged with the safe custody of the Minute Book.

(2.27 to 2.30 Not Allocated)

SECTION 4 - MEMBERSHIP

2.31 General: Eligibility for membership as an Ordinary, Associate, Honorary and Lifetime Honorary member is set out in the Constitution in Chap 1, Sec 2. The following rules apply to Associate, Honorary and Lifetime Honorary members:

- a. they may not attend Mess meetings;
- b. they may not serve on any committee; and
- c. they may not nominate Associate Honorary or Lifetime Honorary members.

2.32 Associate Members: Associate members shall be accorded the privileges of the mess and shall pay Mess dues, but may not serve on any committee. They may assist the Mess committee or a sub-committee, but by doing so assume no responsibility. A person, on application by an Ordinary member, may become an Associate member of the Mess after a majority vote of 75% of the Ordinary members present, for a period of one year. The Base RSM must approve all applications. Associate memberships are approved yearly, at a general Mess meeting.

2.33 Honorary Members: Honorary members shall be accorded the privileges of the Mess, but shall not pay Mess dues or serve the Mess in any capacity. They will be assessed for Mess functions or entertainment, which they attend. A person, on application by an Ordinary member, may become an honorary member of the Mess after a majority vote of 75% of the Ordinary members present, for a period of one year. Honorary members are approved yearly at a General Mess meeting. The Base RSM must approve all applications. Honorary Membership will be a closely guarded privilege and will be the exception rather than the rule.

2.34 Methodology: An Ordinary member wishing to nominate an Associate or Honorary member shall submit the application form to the PMC with as much detail as possible about the nominee.

2.35 Membership Notice: The PMC shall discuss the proposal with the Committee and the Base RSM. The nominee's application shall be posted on the Mess notice board for no less than seven days. If requested, the PMC shall ask the candidate to come to the Mess to meet the Base RSM and the BATUS RSM.

2.36 Objection: If a Mess member is opposed to a candidate's application for Associate or Honorary membership, they are to raise an objection, in writing to the PMC. The PMC shall investigate the validity of the objection and consult with the Base RSM and BATUS RSM. If the objection is upheld, the PMC will inform the nominator that the candidate is not acceptable for Associate or Honorary membership. If the objection is defeated, the application will be submitted at the next General Mess meeting for approval. On approval by the Mess membership, the PMC will ensure the application is recorded in the Minute Book.

2.37 Membership Application Defeated. If, during the course of a General Mess meeting, the application is defeated by a majority vote of the ordinary membership present, the PMC will ensure that the nominee and the applicant are informed.

2.38 Approval. When approval has been granted by the Base Commander, the PMC shall write to the new member welcoming them to the Mess and will ensure that their names are entered in the Associate and Honorary members membership roll.

2.39 Renewal of Membership. The Membership Committee member will present a list of all Associate, Honorary and Lifetime Honorary members at General Mess meeting in December for consideration of renewal for a further one-year term. If a Mess member is opposed to a candidate's application for Associate or Honorary membership, they are to raise an objection, in writing to the PMC. The PMC shall investigate the validity of the objection and consult with the Base RSM and BATUS RSM. If the objection is upheld, the PMC will inform the nominator that the candidate is not acceptable for Associate or Honorary membership. If the objection is defeated, the application will be submitted at the next General Mess meeting for approval. The Ordinary members present shall approve or disallow by vote all renewals on a person-by-person basis.

(2.40 Not Allocated)

SECTION 5 - MESS DUES AND CHARGES

2.41 General: Each person who is an Ordinary or Associate member of the Mess shall be charged a monthly subscription to defray the normal operating expenditures of the Mess. The monthly rate of Mess dues per member shall be decided at a General Mess meeting. Honorary and Lifetime Honorary Mess members do not pay mess dues, however they will be assessed their share of expenses associated with a Mess function to which they attend.

2.42 Entertainment: The Committee on entertainment may expend an amount determined by Entertainment Committee and approved by the Base Commander without it going before a General Mess meeting. The Mess Committee, with the approval of a General Mess meeting and the Base Commander, may establish a portion of the monthly Mess dues to be credited to the entertainment account. Entertainment events fall under the following 3 categories:

- a. Official;
- b. Private;
- c. total cost borne by those who attend. Any function that is primarily for external groups (for example: a wedding reception for a Mess member and his/her guests). All private functions are to be cleared through the PMC in writing beforehand and must be sponsored by a Mess Member. The sponsor will be liable for all costs associated with that function, including any damages/breakages. The total charge for all private functions will be equal to the total cost plus 15%.

2.43 Associate Member Notification: All Associate members are to be sent official notifications to functions. Their portion of the cost of the function will be borne by the Associate member.

2.44 Attendance Numbers: The number of members able to attend certain functions may have to be restricted/capped due to space limitations, type of function and Fire Department Regulations. At such functions the attendance will be assessed in the following priority:

- a. Ordinary Members (CF & BATUS) including spouse or equivalent if single;
- b. Regular Force Temporary Staff Members;
- c. Associate Members; and
- d. all other guests.

2.45 Gift Fund:

- a. All ordinary members will contribute to the gift fund. The monthly rate for the gift fund is determined at a General Mess meeting. For both Canadian and British Mess members, once the appropriate amount of money has been paid into the fund, according to the amount of the gift, the rate will drop to, two (\$2.00) dollars a month continued payment into the comfort fund and RSM's/Commander's gift fund.
- b. All Ordinary Mess members must serve six months to be eligible for a Mess gift. Gifts are based on \$136.80 (\$5.70 x 24 Months) for BATUS and \$96.00 (\$4.00 x 24 months) for CF. If a member wishes to have a gift but has not paid the full amount or requests a more expensive gift, they may still receive a gift but would be accountable for the difference. After the initial 24 months the Members gift fund contributions cease.

2.46 Parting Gifts: The Mess can expend a sum of no more than \$500.00 on a parting gift for the Base RSM, BATUS RSM, Base Commander or BATUS Commander. It is not expected that this expenditure will be more than once in a two-year period. As a minimum, the incumbents must be in their respective positions for a period of no less than one year in order for this expenditure to be undertaken by the Mess. Unusual circumstances will be dealt with as they occur through the Mess Committee and in consultation with the Base and BATUS RSM's.

2.47 Limits: The monthly Mess dues shall be paid during periods of absence, such as, on leave, hospitalization and Temporary Duty or attached duty except:

- a. all members who are on TD, or attached duty attending course of instruction in excess of 14 days shall pay their Mess dues to the host Mess if they are unable to use the facilities of their parent Mess;
- b. members who are on retirement leave shall cease paying Mess dues on the day they clear the Mess; and
- c. members arriving or leaving mid month will pay a proportionate amount of the monthly Mess dues based on a weekly rate.

2.48 Payment at the Bar: All payments at the bar will be a cash, credit/debit card or cheque basis except for the following:

- a. all Ordinary members are entitled to credit by use of the bar chit;
- b. and BATUS Mess members who wish to use a bar chit must present I.D to the bar staff. The bar staff fill in the bar chit and the cost of the purchases. The Mess member signs the bar chit. The bar staff gives the Mess member the tear off

receipt. Each bar chit may be used only once, if a Mess member requires another purchase later in the evening a fresh bar chit must be used.

- c. entitlement to credit may be denied by the Base RSM to those members whose Mess bill is not paid within the time frame prescribed in Section 7.

(2.49 to 2.50 Not Allocated)

SECTION 6 - MESS BILLS

2.51 Mess Bills: Mess Bills will be distributed as part of a CFPSA Account Statement on or about the 5th of each month. Payment can be made by cash, debit/credit card, cheque (from a Canadian bank account) or via Acquittance Roll (for Canadian Regular Forces). Cheques or money orders should be drawn in favour of “CFCF CFB Suffield” and addressed to the Mess Manager, Suffield Garrison Warrant Officers’ and Sergeants’ Mess, PO Box 6000 Station Main, Medicine Hat, Alberta, T1A 8K8.

2.52 Payment of Mess Bill: All members of the Mess shall pay their Mess bill:

- a. within 30 days of the date on which the Mess Bill was issued;
- b. on or before the date on which they cease to be members; or
- c. the date on which they leave the Base for any reason that will make them absent on the next date when Mess bills would normally be paid.

2.53 Absence from the Mess: Prior to proceeding on leave, course or detachment, it is the member's responsibility to inform the Mess manager of the dates of absence for the purpose of making Mess bill adjustments. It is the responsibility of the member to request their Mess bill if it is required at a time other than at the end of a normal accounting period.

2.54 Unpaid Mess Bills: The Mess Manager shall provide the Base RSM with the names of all Ordinary members who have not paid their Mess bills within the 30 days. For all other Members the Mess Membership Committee member will contact them for an explanation. If, after the 30th of the billing month the Mess bill is still unpaid, consideration of their status as members shall be referred to the Base RSM.

2.55 Transient/Visitors Mess Bills: Mess bills incurred by transient WOs and Sgts shall be paid prior to their departure from the Base. Visitors will be required to pay a \$3.00 contribution for each week of visit up to a maximum of 2 weeks; thereafter a full mess bill will be issued, in accordance with CANFORGEN 150/09.

2.56 Late Payment: Any Mess member who fails to settle their Mess Bill within 61 days of it being issued shall automatically have their account turned over to the CFPSA Collections Department, who will contact the individually directly to arrange payment.

(2.57 to 2.60 Not Allocated)

SECTION 7 - BANKING AND FINANCIAL ARRANGEMENTS

2.61 Banking: All banking matters will be conducted through CFB Suffield NPF Accounts section. The following rules pertain to financial management:

- a. Deposits: All monies will be deposited through the financial institution on Base without deduction for any purpose whatsoever; and
- b. Disbursements: All payments by the Mess will be made by cheque or issued corporate credit card, except in respect of minor expenditures where the issuance of a cheque is impractical, in which case payment may be made from the petty cash fund.

2.62 Cheques: NPF Accounts will issue cheques on expenditures authorized by the Mess Committee in accordance with A-FN-1 05-001/AG-001.

2.63 Petty Cash: The Mess Manager will be advanced a sum approved at a General Mess 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 A-FN-1 05- 001/AG-001.

2.64 Change Float: The Bar Supervisor will maintain a change float approved at a General Mess meeting. The Bar Supervisor will be responsible to account for this sum in accordance with A-FN-105-001/AG-001.

2.65 Prices: The NPFAS using the annual Mess budget IAW Adm Inst 30 will determine the selling price of merchandise.

2.66 Accounting Period: The accounting period will be on a monthly basis as prescribed in A-FN-1 05-001/AG-001.

2.67 Financial Statements: Financial statements will be prepared monthly by the NPFAS in accordance with A-FN-105-001/AG-001. The Financial Advisor of the Mess Committee will arrange for a copy of the financial statement to be circulated among the members of the Mess Committee prior to or during the course of the committee meeting.

2.68 Audits: The Mess accounts will be audited in accordance with A-FN-105001/AG-001. Stock takings of the bar stock will be done at the end of the accounting month. Bartender(s) may be held financially responsible for shortages if, after investigation, he/she is found negligent.

2.69 Expenditures: The Mess Committee is authorized to expend an amount as determined and voted in with the yearly budget by a General Mess Meeting for anyone item or project of a non-reoccurring nature per month without reference to a General Mess meeting. The PMC, VPMC, Base RSM and BATUS RSM are authorized to spend up to \$75.00 for the purchase of flowers, fruit, etc., in respect of:

- a. a member when hospitalized at least overnight;
- b. a member's spouse who is hospitalized at least overnight;
- c. a member who suffers the loss of a dependant;
- d. the family of a deceased member;
- e. a mess employee when hospitalized at least overnight; and
- f. the family of a deceased employee of the Mess.

2.70 Rescinded (Covered by Article 2.69)

2.71 Budget: An annual budget will be prepared by the Mess committee, and submitted to a General Mess meeting for approval. The budget will encompass the fiscal accounting period 1 Apr to 31 Mar, annually. A General Mess meeting must approve all expenditure in the budget. The aim of the budget will be to:

- a. maintain operating capital at a reasonable level;
- b. allocate anticipated revenues, on a percentage basis, to:
 - (1) Mess operation;
 - (2) Maintenance and upkeep;
 - (3) Mess improvements;
 - (4) Entertainment;
 - (5) Recreation; and
 - (6) Sports
- c. the Mess Committee will review the budget quarterly, and will submit revisions required for any reason to the next General Mess meeting.

SECTION 8 - HOURS OF OPERATION

2.72 General: Bar hours will conform to the limits contained in the Base Standing Orders and be as determined by the Mess Committee and approved by the Base Commander.

2.73 Extension of Hours: Bar operating hours may be extended for an official function or entertainment or at other times should the circumstances warrant, under the authority of the Base RSM and BATUS RSM. At all other times the bar will close at the time specified on orders or at the time set for a specific function. If Members wish to remain, this is authorized so that they may consume beverages purchased at the bar, and will be a two (2) can beverage limit per person

2.74 Restrictions Regarding Intoxicants: The sale and consumption of intoxicants in the Mess will be subject to the provisions of the Alberta Gaming and Liquor Commission. Staff shall refuse service of alcoholic beverages to patrons where such service might result in violation of DND, federal, and or provincial regulations. This authority is not subject to challenge by Members or their guests; any complaints with regard to the use of this authority by the bar staff is to be directed to the PMC in writing or in person.

(2.75 to 2.80 Not Allocated)

SECTION 9 - DISCIPLINE

2.81 Responsibilities. The PMC will be responsible to the Base RSM for the maintenance of discipline and decorum in the Mess by all members. In the absence of the PMC, the senior Ordinary member present shall be responsible for the maintenance of discipline and decorum in the Mess. All members of the Mess shall be personally responsible for their own and their guests decorum and proper observance of Mess rules and customs.

2.82 Out of Bounds. The following areas of the Mess are out of bounds to all members and their guests excluding Mess Committee members on official business:

- a. the area behind the bar;
- b. the kitchen; and
- c. except for official business, the Mess Managers office.

2.83 Guests: All Ordinary members of the Mess are permitted to invite guests into the Mess at any time, except when a special function or activity is being planned. Special occasions include but are not limited to: Mess and Regimental dinners, Mess Balls, or Receptions.

The number of personal guests that a member may invite will be limited to the number of Ordinary members attending and to space available. The function sub-committee will, with the approval of the Base RSM and/or BATUS RSM, will indicate the number of personal guest, if any that a member may invite.

On any other occasion or time, each Ordinary member is limited to three individual guests in the Mess. Members who bring guests into the Mess will ensure they introduce the guest to the Base RSM, BATUS RSM, the PMC or the senior Ordinary Mess member present. The Mess member is responsible for the dress and conduct of their guests while in the Mess as well as the whole cost of the function including entertainment.

Mess members shall not leave the Mess prior to or without their guest(s). Each member of the Mess is responsible to make casual guests and visitors feel welcome in the WOs' and Sgts' Mess. Associate and Honorary members who wish to invite guests, other than their partner, must request permission from the PMC.

At no time are **Junior NCO's** or **Officers** to be invited into the Mess. For very special occasions, an application to the Base RSM may be made no later than 48 Hrs prior to the event to bring Officers or Junior NCO's into the Mess. The rule of thumb will be that permission will normally only be granted for private evening functions.

2.84 Accepting Invitations: No member is allowed to accept invitations on behalf of the Mess or invite other Messes or clubs to the Mess without prior approval of the PMC through the Base RSM.

2.85 Guest Entitlement: Guest from other Messes, as a result of a Mess sponsored invitation, may be entitled to one drink out of Mess expenses. Thereafter, they become the responsibility of the members. Private guests are not entitled to free drinks and all costs remain the responsibility of their host.

2.86 Guest Responsibilities: Guest may be taken into the Mess having due regard to the nature of the occasion and the numbers involved and in accordance with the preceding sub-paragraphs.

2.87 Children: Children are not permitted in the Mess unless specifically authorized. When children are authorized to be in the Mess they remain the responsibility of the member and or spouse.

2.88 Official Guests: An official guest may be defined as one who is not a member of the Mess or who is visiting the Base in an official capacity and has by special invitation of the Base RSM or BATUS RSM been invited into the Mess. The Mess, upon approval of the Mess Committee, may underwrite the cost of the entertainment of an official guest.

2.89 Mess Staff: Complaints must be made to a member of the Mess Committee and not directed at the Mess staff. Upon receipt of a complaint or suggestion, the Committee member will report it to the PMC. An Ordinary Mess member will not reprove a Mess employee, but will report the incident to the PMC or another member of the Mess Committee. The PMC or committee member will report to the Base RSM as soon as possible with the details of the incident.

2.90 Restriction of Privileges: The PMC or Mess Manager will report to the Base RSM cases of misconduct or infractions of the Mess Constitution and By Laws. No Associate or Honorary member shall use the Mess for the purpose of soliciting or transacting business. Such activities could result in the suspension or withdrawal of membership.

2.91 Animals: Animals are not permitted in the Mess unless they provide assistance to hearing and/or visually impaired persons.

(2.92 to 2.100 Not Allocated)

SECTION 10 - MESSING

2.101 Casual Meal: Casual meals purchases are made at the bar.

2.102 Charges: Casual meal charges shall be set by Food Services and approved by the Base Commander. Payment can be made in cash or with visa/debit card.

(2.103 to 2.110 Not Allocated)

SECTION 11 - DRESS

2.111 General: It is the responsibility of all members of the Mess to maintain the highest standard of dress that will bring and reflect credit upon the member, the Mess, and the Base. Combinations of civilian and military dress will not be tolerated. Hats/Berets, coats, belts, briefcases, drill canes and pace sticks will be left in the cloakroom. The dress for each function will be clearly indicated on the function Proforma and the Mess notice board. It is the responsibility of all Mess members to ensure that dress regulations are adhered to at all times.

2.112 Orders of dress are defined as follows:

a. Formal:

- (1) Canadian Military:
 - (a) DEU 2B and 3, and
 - (b) Mess dress No.2 (Mess Kit);
- (2) BATUS Military:
 - (a) No 2, and
 - (b) Mess Kit;
- (3) Spouses/Guests:
 - (a) Tuxedo,
 - (b) Dark suit, and
 - (c) Gown (ankle length);

b. Informal:

- (1) Sports jacket or blazer,
- (2) Planters,
- (3) Dress slacks,
- (4) Dress style sport or polo shirt open at the neck,
- (5) Dress shoes, and
- (6) Cocktail dress (mid-calve length);

c. Relaxed / Casual:

- (1) Dress slacks,
- (2) Dress style sport or polo shirts open at the neck,
- (3) Dress shoes, and
- (4) Clean and in good repair, jeans and running shoes;

d. Unacceptable Mess dress:

- (1) Singlets, T-shirts, tank tops,
- (2) Sweatshirts,
- (3) PT/Sports attire and shorts of any description,
- (4) Coveralls, and
- (5) Thongs, sandals or similar footwear.

Note: During the summer months, sandals are authorized with socks.

2.113 Sports Clothing: The Base RSM, BATUS RSM or PMC may authorize PT or sports attire in the Mess after a sporting function or as part of a theme function. BATUS dress in the dining room is relaxed in line with junior ranks but limited to the following caveats:

- a. sportswear must be clean and in good repair; and
- b. this standard of dress is **only** permissible in the dining room.

2.114 Working Hours: The uniform of the day, to include seasonal dress, is acceptable in the Mess during normal working hours. Coveralls are not authorized except when it applies to members of the Royal Tank Regiment. Those not on duties may wear relaxed dress.

2.115 Ladies: It is very difficult to be specific and no easier to be general, when dealing with the dress of ladies, however, a common sense approach along the lines of what is generally socially acceptable in most military circles has been, in the past, the best guideline. Footwear that is suitable to the occasion and dress style is authorized.

2.116 Footwear: Appropriate footwear will be worn to suit the order of dress and occasion. Clean and in good repair running shoes / trainers are authorised in the Mess.

2.117 Belts: The following will apply in relation to the wearing of belts in the Mess:

- a. Sam Browns: Warrant Officers wearing an order of dress which includes the Sam Brown belt may leave the belt on when in the Mess if it is their Regimental custom to do so; and
- b. Web Belt: The web belt may be left on when in the Mess in shirtsleeve order.

2.118 Orders and Decorations: Orders and Decorations will be removed from the uniform upon entering the Mess except when in Mess Kit. The only exceptions are the New Year's Levee, Remembrance Day and when National Traditions, Customs or Regulations dictate.

(2.119-2.120 Not Allocated)

SECTION 12 - MISCELLANEOUS

2.121 Notification of Activities: All advertisements of Mess functions, activities, or any other occasion will be promulgated through the Mess Manager.

2.122 Mess Property: Mess property will not be removed from the Mess premises without the approval of the Base RSM, Mess Manager or Housing Member. The unauthorized removal of Mess property may constitute theft and the appropriate action will be taken.

(2.123 to 2.130 Not Allocated)

DUTIES AND RESPONSIBILITIES

OF

THE PRESIDENT OF THE MESS COMMITTEE

The President of the Mess Committee will:

- a. be responsible to the Base Regimental Sergeant Major for the efficient operation of the Mess in accordance with QR&O, Institute rules, Canadian Forces Administrative Orders, the Constitution and By-Laws of the Mess, and any other Regulations and Instructions which may be published from time to time;
- b. be responsible to the Base Regimental Sergeant Major for the efficient discharge of committee members' duties and responsibilities;
- c. act as Chairman of committee and general Mess meetings, or if unable to attend, will ensure that a member of the Committee, normally the Vice President, is designated to act as Chairman;
- d. sign the minute book after each committee or general Mess meeting and present same to the Base Regimental Sergeant Major for his approval;
- e. when required and subject to the approval of the Base Regimental Sergeant Major, designate a replacement to assume the duties and responsibilities of an absent member of the Mess Committee;
- f. periodically scrutinize the Mess Guest Card for irregularities; and
- g. issue instructions in writing to the members of Mess Sub-Committees as to the scope of their duties and responsibilities;

ANNEX B TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES AND RESPONSIBILITIES

OF

THE VICE PRESIDENT OF THE MESS COMMITTEE

The Vice President of the Mess Committee will attend all Committee and Mess meetings and will:

- a. understudy the PMC;
- b. act as the Chairman of Committee and general Mess meetings in the absence of the President;
- c. act as the Chairman of the Entertainment Sub-Committee (if such a Sub-Committee is appointed); and
- d. assume other duties and responsibilities which may be assigned by the President of the Mess Committee.

ANNEX C TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES AND RESPONSIBILITIES

OF

THE SECRETARY OF THE MESS COMMITTEE

The Secretary of the Mess Committee will attend all committee and general Mess meetings. The Secretary will be responsible for:

- a. the maintenance of the Minute Book;
- b. recording of proceedings of committee and general Mess meetings and for passing the minutes of such meetings to the President of the Mess Committee without delay;
- c. signing the minutes of proceedings of committee and general Mess meetings;
- d. conducting Mess correspondence which requires the action and/or the signature of the Base RSM/BATUS RSM, but not that correspondence involved in routine operation of the Mess;
- e. prepare and distribute as necessary notification of meetings; and
- f. assume any other duties and responsibilities which may be assigned by the President of the Mess Committee.

ANNEX D TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES AND RESPONSIBILITIES

OF

THE FINANCIAL ADVISOR OF THE MESS COMMITTEE

The Financial Advisor of the Mess Committee will attend all Committee and general Mess meetings and will:

- a. be acquainted with CF Rules and Regulations pertaining to the operation of the Mess;
- b. arrange through the Green NPFAS to have sufficient copies of the financial statement/summaries for distribution to members at committee and general Mess meetings; and
- c. assume other duties and responsibilities which may be assigned by the President of the Mess Committee.

ANNEX E TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES AND RESPONSIBILITIES

OF

THE MESSING MEMBER

The Messing Member will attend all committee and general Mess meetings and will:

- a. advise the PMC on all matters pertaining to the service, menus, and other such messing requirements in the Mess;
- b. represent the living-in members and assist in ensuring a high standard of messing, service, and the operation and decor in the dining room in conjunction with the Base Food Services, including menu, selection, food policy, etc. within normal entitlements;
- c. assume other duties and responsibilities which may be assigned by the President of the Mess Committee.

ANNEX F TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES AND RESPONSIBILITIES

OF

THE HOUSING MEMBER.

The Housing Member will attend all committee and general Mess meetings and will:

- a. carry out periodic F&E checks of public and NPF F&E held by the Mess. At least two complete checks of the inventories shall be made annually during the Housing member's tenure;
- b. check records of F&E loans and F&E additions or deletions, ensuring the VPMC, Mess Secretary and, Base RSM are kept aware of issues;
- c. ensure that all fire fighting equipment is inspected as required by Base Orders;
- d. advise the PMC as to any work requiring Base Construction Engineering attention. Submit the appropriate paperwork; and
- e. assume other duties and responsibilities which may be assigned by the President of the Mess Committee.

ANNEX G TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES AND RESPONSIBILITIES

OF

THE ENTERTAINMENT SUB-COMMITTEE (WHEN APPOINTED)

The Committee will:

- a. plan, attend, and supervise all Mess entertainment;
- b. inform the Mess Manager and Base Food Services of any planned entertainment in sufficient time for them to arrange extra stock, extra help, etc., If required;
- c. initiate through the Mess Secretary notification of all planned entertainment;
- d. be responsible for arranging the putting up and taking down of decorations in the Mess for any Mess function;
- e. ensure that all necessary equipment is in working order and on hand for Mess functions; and
- f. assume other duties and responsibilities which may be assigned by the President of the Mess Committee.

ANNEX H TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

DUTIES OF THE MESS MANAGER

In accordance with A-AD-262-000/AG-000 the Mess Manager will:

- a. assist the Mess Secretary in the conduct of correspondence;
- b. maintain the petty cash fund;
- c. prepare Mess accounts, accept payments and issue receipts;
- d. supervise and train Mess staff (less food services);
- e. order merchandise and bar Supplies and receive goods;
- f. ensure the safekeeping and accounting for merchandise, bar supplies, and cash;
- g. supervising bar staff in the preparation of daily sales recapitulation, and in the handling and safekeeping of cash until it is deposited;
- h. be the inventory holder for Mess F&E both public and non public. Account for the F&E by receiving, issuing and conducting stock takings supervised by the Housing Member.
- i. keep separate records for any items on loan to members and advise the Housing Member and NPFAS of additions or deletions
- j. submit a list to the Base Regimental Sergeant Major and BATUS RSM of all members who have not paid their Mess bills on or before the 18th day of each month from the issue of the previous months mess bill; and
- k. act as the coordinator and liaison between members and the Food Services Section when arranging functions.

ANNEX H TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

CONDUCT OF A MESS MEETING

INTRODUCTION

1. A Mess Meeting is held so that Mess members can fully discuss matters relating to the operation of the Mess and arrive at realistic decisions.
2. A Mess Meeting should be conducted in accordance with parliamentary procedure (as set in A-AD-262-000/AG-000, Chapter 3, Annex B) if it is to result in accuracy of business, economy of time, maintenance of order and preservation of the rights of the members.

RESPONSIBILITIES

3. The control of a Mess Meeting rests with the PMC, or in his/her absence, then the VPMC. To carry out his/her responsibilities at a Mess Meeting, the PMC should:
 - a. be totally familiar with the applicable NPF Directives and the Constitution and By-Laws of the Mess;
 - b. know and follow the order of business for the conduct of the Mess Meeting;
 - c. conduct the Mess Meeting in accordance with parliamentary procedure and be familiar with his/her 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 an opportunity to express his/her views, but is not allowed to abuse this right by being repetitious;
 - e. ensure that all remarks are addressed to the chair and not discussed directly by two or more members; and
 - f. ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than as permitted by the rules of order.

ORDER OF BUSINESS

4. The order of business is determined by the PMC. Suggested order of business is as follows:
 - a. roll call (register in) conducted prior to commencement of meeting;
 - b. call to order;
 - c. introduction of new members;

ANNEX H TO
WOS' AND SGTS' MESS
CONSTITUTION AND BYLAWS
DATED:

- d. reading of minutes;
- e. approval of minutes;
- f. present financial statement;
- g. correspondence;
- h. comments of PMC or VPMC;
- i. report of Committee Chair;
- j. old business arising out of minutes of the previous meeting;
- k. new business;
- l. open discussion for the good and benefit of the mess;
- m. Base RSMs' remarks;
- n. BATUS RSMs' remarks; and
- o. adjournment.

NOTE: Mess meetings are classified as parades and, therefore, should commence at the appointed time with all members present.

5. If a subject of major importance, such as an amendment to the Constitution and By-Laws or a proposal that requires study, is to be introduced as new business, such proposal or amendment must be submitted in writing to the PMC. It is understood that the Mess Committee will require prior notice to enable it to prepare relevant information and allow Mess Members the necessary time to form an opinion and prepare questions they might wish to ask.