
***TORONTO GARRISON
OFFICERS' MESS***

CONSTITUTION AND BY-LAWS

Toronto Garrison Officers' Mess
Garrison Toronto
1 Yukon Lane
Toronto, ON M3K 0A1

MESSES

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

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

MISSION AND VISION

Mission

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

Vision

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

FORWARD


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

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

Any amendments to this publication must be submitted in writing to the President of the Mess Committee (PMC) adopted at a General Mess Meeting and approved by the CO of the Mess.

The contents of this Constitution and By-Laws become binding once approved by the CO of the Mess.

T.L. MacLeod
Major
President of the Mess Committee



J.D.V. Vass
Colonel
Commander 4 CDSG

Date: 16 OCT 2020

TORONTO GARRISON OFFICERS' MESS CONSTITUTION AND BY-LAW

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SECTION 1- GENERAL

1.01 DESIGNATION

The Toronto Garrison Officers' Mess, hereinafter referred to as the "mess", located at 1 Yukon Lane, Denison Armoury, Garrison (Grn) Toronto.

1.02 AUTHORITY

The mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Forces, to include the CFAO's, A-AD 262, A-FN 105, A-PS 110, PSP/NPF Polices & Directives and instructions contained in this Constitution and By-Laws.

1.03 PURPOSE OF THE OPERATION

The purpose of the mess is to provide goods, services and amenities to its members in order to promote good fellowship and "esprit de corps" among the officers of the Mess.

1.04 AMENDMENTS

Proposals to amend the Mess Constitution and By-Laws must be submitted to the PMC for consideration. All proposals will be posted for the membership to read. Amendments must be brought forward to a General Mess Meeting.

1.05 APPROVAL

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

SECTION 2 – TYPES OF MEMBERSHIP

2.01 ORDINARY MEMBERS

All Regular or Reserve Canadian Forces Officers who are posted, attached posted or on temporary duty to Grn Toronto or any of its affiliates. This shall include all personnel of any Foreign Military on attached duty to Grn Toronto.

2.02 ASSOCIATE MEMBERS

Civilian employees who wish to belong to the mess by virtue of their affiliation with Grn Toronto and carry a rank equivalent to the appropriate mess. Individuals in the local community who wish to be members of the mess for social reasons may also be

considered. All associate members must be sponsored by an Ordinary Mess Member, reviewed by the Mess Committee, presented to the General Membership and approved by the CO of the Mess.

Associate members shall be accorded all the privileges of the mess and accordingly pay mess dues at an amount determined by the Mess Committee. However, associate members do not have voting rights or a say in the day-to-day operations of the mess.

An application for Associate Membership is submitted to the PMC through their sponsor. The application is reviewed by the Mess Committee and voted on. If approved the sponsor is notified. The application is sent with the signed minutes for approval by the CO of the Mess. The new Associate member is then introduced at the next General Mess Meeting.

Associate memberships are approved for a term not exceeding one year. Each year all associate memberships must be renewed and approved by the General Membership at a General Mess Meeting. The Mess Manager will contact the associate member to confirm if they would like to continue their associate membership status. If they wish to continue to be an associate member, it must be voted upon by the general membership at a General Mess Meeting.

An associate membership can be terminated at any time without notice by the PMC, Supervising Officer or the CO of the Mess for the following reasons but limited to:

- a. fails to reapply for renewal;
- b. allows their dues to become two months in arrears; and
- c. conduct unbecoming of service regulations and the spirit of the mess.

2.03 HONORARY MEMBERS

Generally, Honorary Members are individuals in the local community such as:

- a. Mayor's;
- b. MPP's;
- c. MP's; and
- d. Other dignitaries as required.

On occasion, Honorary Lifetime Memberships are granted to retiring members and are of distinguished character and merit as determined by the Mess Committee, presented at a General Mess Meeting and approved by the CO of the Mess.

SECTION 3 - MESS MANAGEMENT

3.01 MESS MANAGER

The mess is managed by a civilian Mess Manager that is a Non-Public Funds employee who is responsible to the Senior Manager PSP and responsive to the PMC. The Mess Manager's wage is borne by CFMWS.

3.02 PRESIDENT OF MESS COMMITTEE (PMC)

The President of the Mess Committee (PMC), oversees the wants and needs of the mess membership and is responsible to the CO of the Mess. The PMC is responsible for recruiting and overseeing the Executive Committee as required. The PMC calls and presides over all Executive and General Mess meetings.

Normally, the PMC is a volunteer position with approval from the member's chain of command. However, on occasion, the PMC may be appointed by the CO of the Mess and will hold the rank of Major, unless otherwise directed.

3.03 SENIOR MANAGER PSP

The Senior Manager PSP is responsible to the CO of the Mess for the operations of the mess.

3.04 CO OF THE MESS

The CO of the Mess is responsible for all NPF activities within Grn Toronto.

SECTION 4 - MESS COMMITTEE AND MEETINGS

4.01 EXECUTIVE COMMITTEE

The mess shall be administered by an Executive Mess Committee. The PMC and VPMC are appointed by the CO of the Mess. The committee consists of:

- a. President (PMC); and
- b. Vice President (VPMC).

Other committee members are selected from the General Membership and shall consist of:

- a. Mess Secretary, appointed by PMC;
- b. Primary Reserve Rep, volunteer;
- c. Entertainment and Subaltern Rep, volunteer;

- d. Sports Rep, volunteer;
- e. Finance Rep, appointed by the PMC;
- f. Housing Rep, volunteer;
- g. Family Rep, volunteer;
- h. Communication / Innovation Rep, volunteer; and
- i. Special Projects Rep, volunteer.

There is no designated length of service for committee members.

All Mess Committee Members shall seek approval from their unit chain of command.

The Mess Manager serves as the Financial Advisor to the Finance Rep and an ex-officio on the Executive Committee.

Additional members of the mess may be called upon from time to time to sit on sub-committees or to assist the Mess Committee as required.

Due to operational tempo, there are times that the Executive Committee cannot meet for a formal meeting. In such cases, the Executive Committee may vote electronically on matters concerning the mess.

4.02 MESS MEETINGS

Meetings shall normally be as follows:

- a. Mess Executive Committee – quarterly or at the request of the PMC;
- b. General Mess Meeting – no less than annually;
- c. Extraordinary General Mess Meeting – as required; and
- d. Entertainment Meeting – as required.

Executive Committee meetings are held to:

- a. Review mess financial report;
- b. Approve mess expenditures;
- c. Review infrastructure report;
- d. Discuss mess entertainment/sporting events; and
- e. Discuss other topics/issues that pertain to the day-to-day operations of the mess.

General Mess meetings are held to:

- a. Approve mess expenditures;
- b. Present financial report;
- c. Propose mess entertainment/sporting events;
- d. Propose capital expenditures; and
- e. Discuss other topics/issues that pertain to the day-to-day operations of the mess.

Extraordinary Mess Meeting can be called by the CO of the Mess, PMC or in a written request to the PMC from 25% of the membership. Extraordinary meetings are convened to discuss a particular issue that cannot wait for a General Mess Meeting.

4.03 MEETING FORMAT

It is the responsibility of the PMC to ensure that a notice of a General Mess Meeting, a copy of the agenda, a copy of the financial statement (or extract), and the minutes from the last General Mess Meeting are distributed to the membership through all means including email, website, as well as being placed on the notice board at least 10 days prior to the meeting. It is also the responsibility of the PMC to ensure General Mess Meetings are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality and they shall be conducted in accordance with the procedures stated in Chapter 9 table 9-4-4 of the PSP PM.

General Mess Meetings are held in order to allow members to fully discuss, in a democratic manner, matters relating to the operation of the mess, and arrive at decisions based on the will of the majority of the members.

A General Mess Meeting, when convened, shall be considered a parade and attendance will be mandatory for all ordinary members unless specifically excused by their respective Commanding Officer or the PMC. However, attendance for unit Commanding Officers is not mandatory.

The control of a General Mess Meeting rests with the PMC and the success or failure of the meeting depends to a great extent on the preparation and planning of the Executive Committee.

4.04 VIRTUAL MEETINGS

This adaptation expands the definition of place to include more than one place, including electronic, digital or virtual locations. Given technological advances, members can now attend a meeting and vote using virtual measures. The details of virtual meetings and voting procedures will be provided at each occurrence, based on technology available (e.g. Teams, voting using Forms, etc).

4.05 QUORUM

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

A quorum at General Mess Meetings shall be 50% of the ordinary members of the Mess reasonably able to attend. However, where exigencies of the service dictate otherwise, the CO may authorize the percentage of members to be present to provide a quorum.

SECTION 5 - STATEMENT OF DUTIES

5.01 MESS MANAGER

General. The Mess Manager works under the direction of the Deputy Manager PSP, is responsive to the President of the Mess Committee to plan, direct, organize and control Mess operations and facilities to achieve financial and service objectives IAW the Mess constitution, applicable legislation, DND and NPF regulations and policies. The complete job description for the Mess Manager is described IAW PSP personnel policies in the NPF Human Resources office with a copy held in the Mess office.

Administration and Finance. The Mess Manager will establish and administer financial, operation controls for all mess financial transactions to include receipts, payroll, membership, inventory, equipment, facilities and other mess assets. The Mess Manager will serve as the Financial Advisor/Treasurer and attends Mess Committee meetings, as an ex-officio member as requested by the President.

Supervision of Staff. The Mess Manager is the supervisor to the following NPF Mess staff:

- a. Bar and Function Supervisor;
- b. Mess Administrative Assistant;
- c. Bartending staff;
- d. Food Services Supervisor; and
- e. Other NPF employees hired as required for specific functions/events.

5.02 PMC

The President of the Mess Committee is responsible for:

- a. The issuance of a Mess Constitution and By-Laws;
- b. Ensuring that statements of duties exist for all members of the Mess Committee;
- c. The calling of Mess Committee meetings and presiding at these meetings;
- d. The enforcement of proper deportment and conduct of the mess members;
- e. The accuracy of inventories of mess property, including:
 - (1) Furniture, fixtures and equipment (both public and non-public);
 - (2) Merchandise and supplies; and
 - (3) Containers.

5.03 VPMC

The Vice President of the Mess Committee is responsible for:

- a. Assisting the PMC in the performance of their duties; and
- b. Officiating in the absence of the PMC.

5.04 MESS SECRETARY

The Mess Secretary is a designated military member and is responsible for:

- a. Preparation of agenda for mess committee and general mess meetings;
- b. Recording of minutes; and
- c. Other duties assigned by the PMC.

5.05 FINANCE REP

A military Financial Representative shall be appointed by the PMC and must ensure all CAF policies and procedures are followed for financial matters of the mess. The military Financial Rep is to liaise with the Mess Manager for any financial concerns.

5.06 ENTERTAINMENT REP

The Entertainment Representative is responsible for:

- a. Preparing annual schedules of Entertainment events and presenting them in advance to the PMC;
- b. Effective and timely advertising of Mess activities in conjunction with PMC, Mess Manager using Grn Toronto Mess website, e-mail, routine orders and newspaper as required;
- c. Ensuring that Entertainment functions and costs remain within the approved budget;
- d. Conducting routine Entertainment meetings with sub-committee members and unit OPIs to confirm Mess activities; and
- e. Other duties as assigned by the PMC.

5.07 SPORTS REP

The Sports' Representative is responsible for:

- a. Preparing annual schedules for sporting events and presenting them in advance to the PMC;
- b. Effective and timely advertising of sporting activities in conjunction with the PMC and Mess Manager using Grn Toronto website, e-mail, routine orders and newspaper as required;
- c. Ensuring the sports' function costs remain within the approved budget; and
- d. Other duties as assigned by the PMC.

5.08 BAR & HOUSING REP

The Housing Representative is responsible for:

- a. Maintenance and control of up-to-date furniture and effects records in conjunction with the Mess Manager;
- b. Semi-annual verification of all Mess furniture, fixtures and equipment whether public or non-public in conjunction with the Mess Manager;
- c. Monitoring that all furniture, fixtures and equipment are maintained in good repair in conjunction with Mess Manager;
- d. Supply cost estimate for improvements / renovations as required; and
- e. Other duties as assigned by the PMC.

5.09 COMMUNICATION / INNOVATION REP

The Communication and Innovation Rep is responsible for:

- a. Maintaining the social media accounts for the TGOM;
- b. Research and propose departure gift ideas and present them to the PMC;
- c. Posting and updating events in SharePoint;
- d. Updating the distribution list to represent all current Mess members; and
- e. Other duties as assigned by the PMC.

5.10 SUBALTERN REP

This is a secondary duty to an existing Executive Committee Member. The Subaltern Rep is responsible for:

- a. Liaison with Subaltern representation from all base and brigade units;
- b. Coordinate subaltern work parties as required;
- c. Ensure subaltern involvement in major event planning; and
- d. Other duties as assigned by the PMC.

5.11 UNIT REP

The Unit Reps are appointed by the Unit's Commanding Officer and are responsible to the PMC for:

- a. All communications between the Mess Committee and the Host Units;
- b. Informing the Ordinary Members of the Unit that are unable to attend the General Mess meeting of the pertinent details of the meeting;
- c. The coordination of all Unit Functions within the Mess;
- d. Ensuring that the Unit Ante Rooms are maintained and items are properly catalogued and maintained; and
- e. Assuming additional Mess responsibilities as assigned by the PMC.

5.12 FAMILY REP

The Family Representative is responsible for:

- a. Preparing annual schedule for all family related events and presenting them in advance to the PMC;
- b. Effective and timely advertising of family activities in conjunction with the PMC and Mess Manager using Grn Petawawa website, e-mail, routine orders and newspaper as required;
- c. Ensuring the family function costs remain within the approved budget; and
- d. Other duties as assigned by the PMC.

SECTION 6 - ACCOUNTABILITY AND CONTROL

6.01 BY-LAWS

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

- Queen's Regulations and Orders (QR&O's);
- Canadian Forces Administrative Orders (CFAO's);
- Defence Administrative Orders and Directives (DAOD's);
- PSP Policy Manual
- CAF Policies and Procedures for NPF Accounting (A-FN 105);
- Public Support for Morale and Welfare Programs and NPP; and
- NPF Human Resources Policy and Procedure Manual (NPF HR Pol)
- NPF Budget and Policy Directive
- NPF Sponsorship and Donations Policy
- Grn Toronto Alcohol Policy
- Liquor Licence Act Ontario

6.02 NPP DELEGATED SIGNING AUTHORITIES

The following individuals have signing authority:

- PMC;
- Mess Manager;
- Deputy Manager PSP ; and
- Senior Manager PSP.

Note: Effective 30 June, 2012, all positions assigned with NPP delegated authority, shall complete the online training coordinated through the NPF Accounts office. By virtue of the position this training must completed before the above mentioned positions will have signing authority Also any corporate credit card holders on behalf of the mess shall complete the NPP Contracting course.

6.03 REMUNERATION AND CONFLICT OF INTEREST

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

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

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

6.04 LOANS, GRANTS AND DONATIONS

Loans, grants or donations in any form to mess members or any organization that is not specifically part of the Grn Personnel Support Programs is prohibited. This does not preclude the establishment to set up a separate trust account to administer funds donated by individuals for a specific purpose or obtained from fund raising events or activities held for the purpose.

Please refer to A-FN-105-001/AG-001 para 27-31 for more info.

6.05 NPF CONSOLIDATED INSURANCE PROGRAM (CIP)

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

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

The deductible is \$5,000.00.

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

6.06 PAYMENT FOR PURCHASE

The following methods of payment for bar purchases are:

- a. cash;
- b. debit; and
- c. credit card.

Note: Cash back from debit cards will be based on the sufficient funds available.

6.07 SUPPLY CUSTOMER ACCOUNT (SCA)

The Mess Manager is the DA Holder for the messes SCA. It is the responsibility of the DA Holder to control, maintain and safe keep all assets listed on the public account.

6.08 NON-PUBLIC FUNDS FIXED ASSETS LISTING (FA LISTING)

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

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

Mess furniture shall not be lent out for unit activities/functions outside of the mess establishment. The mess continues to fully support unit activities at the Mess. The Mess furniture is public property and therefore subject to the provision of services agreement.

The use of the dining room furniture on the patio is strongly discouraged.

6.09 WRITE OFFS

Property records will be established and maintained by the Mess Manager and will be confirmed annually IAW CFP 105, Chapter 19. Mess property, will not be removed from the Mess without permission of the President. All Write-offs up to 5K for receivables or capital must have the approval of the Senior Manager PSP. All Write-offs over 5K must have the approval of the CO of the Mess. Disposal of furniture and equipment which has become obsolete, worn out or is no longer required, in the manner considered most beneficial to the Mess IAW CFP 105, Chapter 28.

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

6.10 DESIGNATED SMOKING AREAS

Under the Smoke-Free Ontario Act, 2017, smoking tobacco or cannabis and vaping of any substance is now prohibited on: All restaurant and bar patios and public places and within 9 metres of a restaurant or bar patio.

All mess membership and guests must use the pre-designated / signed tobacco and cannabis smoking areas.

SECTION 7 - MESS ACCOUNTS

7.01 MESS ACCOUNTS

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

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

A financial statement can be pulled from the Business Intelligence program at the end of each accounting period outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

The PMC, Mess Manager and Mess Committee members shall be fiscally responsible in assuring sufficient funds are available to meet the following:

- a. Continuing obligations;
- b. Replacement of assets;
- c. Future development and renovations; and
- d. Capital expenditures.

The mess shall maintain a minimum bank balance of \$50,000.00 in order to ensure the TGOM can cover three years of loss.

7.02 SUBSCRIPTIONS AND MESS CHARGES

Each ordinary and associate member shall pay into mess funds such amounts as may be determined by a General Mess Meeting and approved by the CO of the Mess. Mess Dues are broken down as follows:

- a. General subscription;
- b. Entertainment/sports
- c. Gift; and
- d. HST

Mess dues are a monthly assessment charged to each member to defray the general operating expenses of the mess. The mess dues breakdown is reviewed yearly by the Mess Committee and the Mess Manager in conjunction with the budget planning. Mess dues shall be charged on a pro rated daily basis for any period less than a month.

When a member proceeds on temporary duty (TD) or attached posting (AP) to another unit, the mess subscription and special assessments, shall be suspended at the losing unit on the last day of the month of the start of the TD or AP and shall begin on the first day

of the following month of the start of the TD or AP at the gaining unit. Losing unit reinstates mess dues on the first day of the month following the end of the TD or AP. See examples in table 9-1-1 PSP PM Chapter 9.

The method in which mess dues are collected depends on the category of the member:

- a. Regular Force;
- b. Reserve Force;
- c. Attach posted;
- d. TD; and
- e. Associate

When a member is posted out or on retirement, they shall pay their mess bill in full prior to their departure.

Note: It is the responsibility of the member to ensure they are paying mess dues and to start and cease the pay allotment for dues at the Administration Office of the Toronto Garrison Officers' Mess

7.03 ENTERTAINMENT AND SPORTS

Entertainment and Sports, in which all contributing members of the Mess are entitled to participate, shall be held only after agreement has been reached amongst the members of the Mess Committee. Subsequently, the Entertainment and Sports Chairs will plan events in accordance with budget constraints under the supervision of the Mess Executive and Mess Manager.

An Entertainment /Sports expense account will be established to assist in defraying the cost of all Mess functions and sports events to which all Ordinary and Associate members are entitled to attend. This account will be financed from monthly contributions of the Mess' Ordinary and Associate membership dues.

7.04 GIFT FUND

As part of the mess dues and as determined by the Mess Committee a portion of the mess dues is contributed into a gift fund account. Expenditures from the gift fund are as follows:

- a. Departure gifts: The committee is authorized to purchase a suitable gift at a cost not to exceed \$50.00 for presentation to departing ordinary members and appointed associate members. Gifts will normally be presented only to those ordinary and appointed associate members who have been members of the Mess for 12 months or more.

As voted upon by the General Membership and approved by the CO of the Mess other mess tributes and/or token of appreciation may be expended from the gift fund as follows:

- a. Tokens of Sympathy: The committee is also authorized to spend up to \$100.00 for other gifts or a donation to a charity of choice, as the Mess deems necessary for sympathy. Tokens of sympathy will normally only be made in the case of death of a member or death of a member's spouse or child, or death of a member of the Mess staff, subject to the discretion of the PMC; and
- b. Gifts to Non-members: The Mess Committee is authorized to spend up to \$100.00 for other gifts deemed necessary to non-members to include the NPF staff of the mess, subject to the discretion of the PMC.

Personnel on Temporary Duty will not contribute to the Gift Fund nor receive a gift on departure.

The Gift Fund is to be capped at \$5000.00, monies to be redistributed to the Entertainment Account.

All amounts include the cost of postage. The balance of shipping is the member's responsibility.

7.05 HOSPITAL COMFORTS

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

SECTION 8 - ENTERTAINMENT AND SPORTS

8.01 MESS FUNCTIONS

As part of the mess dues and as determined by the Mess Committee a portion of the dues is contributed into an entertainment and sports account. These funds are used to defray the cost of entertainment functions and sporting activities.

The standard mess functions are as follows:

- a. TGIT;
- b. Enhanced TGIT's;
- c. Tuesday Lunch; and
- d. Wednesday Coffee Break.

The major annual events normally include:

- e. Wine and Cheese;
- f. Down homer;
- g. Super Bowl; and
- h. Wine Tour;

The cost of entertainment in which all ordinary and associate members are not eligible to participate shall not be made a charge against Mess funds but shall be borne by the members participating.

A social calendar shall be produced and distributed as required.

Units or groups, which volunteer or are designated to assist with an Entertainment Committee shall be advised and assisted by the Mess Entertainment Committee. This is mainly to avoid undue damage to the structure and its contents and to make maximum use of decorations in stock.

8.02 OFFICIAL FUNCTIONS

Official Mess Functions are as follows:

- a. Remembrance Day; and
- b. New Year Levee.

Other Official Functions held in the mess are Mess Dinners. Mixed Dining In's are not considered "Official Functions".

Note: For more info regarding official functions, please refer to 1280-1 (CO of the Mess) 31 April 2012.

8.03 PRIVATE FUNCTIONS

All private functions, where attendance is for the exclusive use of those invited by the OPI or sponsor. The OPI or sponsor is wholly responsible for all expenses. For large functions such as weddings, a deposit will be required, in an amount to be set by the PMC. The following functions listed below are examples of private functions:

- a. Unit parties;
- b. Weddings;
- c. Anniversaries;
- d. Conferences; and
- e. Charity events.

Use of the TGOM for a Private Function is restricted for non-members. Such exclusive use of the Mess will normally only be approved for serving officers from outside of the

Toronto area, or retired officers who, where they are living in the Toronto area, would otherwise be eligible for a Retired Associate Membership.

All functions require the approval of the PMC; however, for Non-member's Private Functions specific approval authority is required from the CO. For numerous recurring or routine activities will be delegated to the Mess Manager. In particular, the Mess Manager may authorize all minor Mess use by units which involve no expenses (eg, unit syndicate discussion, unit meetings,) or which involve normal official unit hosting expenses (eg, 4 Div HQ guest lecture luncheons, etc.). If in doubt, the Mess Manager shall refer the request to the PMC. The PMC will discuss with the CO any Non-Member's Private Function that may require clarification of entitlement.

8.04 UNIT FUNCTIONS

While Unit Functions fall into the category of a private function, TGOM membership would like support the use of local facilities and endeavours to streamline the process, in particular with respect to payment of bar tenders. The payment of bartenders is the responsibility of the hosting unit, however, payment will only be required if the event in question does not generate enough revenue to cover the cost of the bar tenders. Units will confirm with the Mess Manager following their event to ensure funds are provided when required.

8.05 MESS FUNCTION REQUEST PROCEDURE

Coordination. All use of Mess facilities will be coordinated with the Mess Manager who shall ensure that conflicts are avoided. The Mess Manager, once initial checks of suitability have been conducted, will forward those requests that are beyond their authority to the PMC for approval. Unit Reps will usually be the point of contact for all Unit Functions.

General Conditions:

- a. Wines, beer or spirits are not to be brought into the Mess. Normal bar prices shall apply to all wine, beer and spirits dispensed at private functions. At-cost prices will only be authorized by the CO, and normally only in support of official entertaining or traditional military functions, such as Mess Dinners. At-cost prices will normally only apply to beverages served without direct payment (such as wine at a Mess Dinner or a designated beverage at a Garden Party), while prices over the bar will be at the retail level.
- b. All barbecues will be held in the patio area. In the event of inclement weather, the dining hall may be used.

Requests. All requests for use of Mess facilities shall be submitted orally or in writing to the Mess Manager at least seven days in advance, giving:

- a. Date and time mess facilities are required;
- b. The user's organization;
- c. The sponsor and OPI;
- d. The intended purpose of use;
- e. The form of entertainment planned (if any);
- f. The number of participants; and
- g. The required facilities.

The Mess Manager will determine the suitability of the request, evaluate the availability of the requested facilities, and initiate a Mess Function Sheet. Valid requests, with the availability status, will then be forwarded to the PMC for approval, if required. Upon approval-in-principle, the user will finalize arrangements with the Mess staff. The Mess Function Sheet, or a Mess contract, will be completed and forwarded to the PMC for approval to conduct the function. The Mess Manager will ensure that, where necessary, letters of approval are drafted for the PMC's signature.

8.06 BAR CARDS

A Bar Card may be used on occasion by the PMC, or designated OPI to supply a complimentary beverage to individuals who assisted with the function, to recognize participation in activities, to advance the cause of the mess or for an official guest of the Mess for that function. The Bar Card limits are determined in the annual budget, noted in the Standing Minutes and shall not be exceeded.

8.07 MESS GUESTS

It is the duty and responsibility of each member to make guests feel welcome.

An official Mess guest is a visitor of the Mess officially invited by the Mess and is distinct from persons calling on a member or attending as a guest of a member. The CO, PMC or VPCM shall indicate those considered as official Mess guests.

No formal request is required to bring family of TGOM Members as identified on the member's MPRR to family friendly functions such as TGIT.

Members inviting guests including but are not limited to extended family, friends, and fellow officers who are not associated to the TGOM shall assume the cost of entertaining such guests. Permission for civilian or mixed ranks attendance should be requested initially from the unit chain of command then forwarded to the Mess PMC for final approval. Members, when authorized to invite guests to special Mess functions, will be assessed for each guest at a rate to be determined by the Mess Committee for such functions. Any member may invite guests to the Mess at times as prescribed by the CO or the PMC. Members' guests must adhere to the TGOM by-laws.

8.08 MESS HOSTING

VIP Hosting. The Mess recognizes that Mess members have a responsibility for the provision of hospitality to the many distinguished guests who visit their units and headquarters supported by the Mess, as well as the financial burden borne by those few members who act as hosts. Accordingly, the expenditure of up to \$600 from the entertainment fund is authorized each fiscal year to assist with hosting. These funds are assigned to those units with a significant membership in the Mess, based on the size of the membership, and are in the form of a monthly bar card in the name of the designated officer listed below. The Mess Manager will keep a record of expenditures and will advise each office holder periodically of the balance in their account. Hosting funds are allocated to Commander 4 Div HQ, Commander 32 CBG, Commander 4 ASU for expenditure up to \$50.00, \$25.00 and \$25.00 per month, respectively.

Update

PMC Entertainment Account. The PMC, or in their absence the VPMC or Entertainment Officer, may authorize the expenditure up to \$50.00 per month for entertainment of Mess guests. All such expenditures will be recorded on a separate bar chit by the Mess Manager.

Unit Commanding Officers. The Mess recognizes its unique composition and that a number of Commanding Officers attend this Mess and hold Unit Mess Activities that will include hosting many distinguished guests that visit their unit. Accordingly, the Commanding Officers will have available at the bar, a CO's chit for the purpose of hosting. The cost incurred on this chit will be the responsibility of the Unit Commanding Officer and the Unit Trust Account may be used for payment.

Payment for Function Attendance. Because of the obligation to attend the majority of Mess functions and the extraordinary financial burden this would otherwise entail, the PMC and the Entertainment Officer and one guest each shall be exempt payment of cover charges for all Mess sponsored functions.

8.09 RSVPs

RSVPs for entertainment functions are recorded in the mess office. Regular Force members have the option of being charged the pre-determined price of the ticket through the National E0File Acquittance Roll System or by paying cash at the door.

Ticket sales may be from the mess office or at the bar.

The Mess Committee, in consultation with the Mess Manager, determines the price of the ticket for mess functions.

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

Ticket sales for entertainment functions are subject to HST.

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

8.10 FUNCTION OPI'S/WORKPARTIES

Function OPIs and work parties will report to the Mess Manager for direction for all details before, during and after their event. (Planning, administration, set-up and payment).

8.11 TGIT

The workload, and output, will depend entirely on the level of creativity and dedication from each individual unit. The responsibilities include:

- a. Come up with an idea/plan;
- b. Choose the food – submit this request to the Mess Manager who will do the purchasing;
- c. Advertise your TGIT - this should include partners/spouses!
- d. Appoint someone to sell tickets, 50/50 draw tickets, door prize tickets, etc
- e. Appoint someone to do the popcorn machine duties (set up, make popcorn, clean and store)
- f. Assist with preparation of food service, to include dishes, napkins, utensils
- g. Assist in serving food throughout TGIT
- h. Assist in clearing food, dirty dishes, and cleaning following food service.
- i. Ensure if you move furniture, you move it back

8.12 SPORTS AND ENTERTAINMENT TICKETS

The purchasing of all sports and Mirvish tickets are the responsibility of the Mess Manager. The sports tickets will be secured and accounted for in the mess office. Members winning any prizes or tickets must sign a register indicating that they have won and have received the prize or tickets.

8.13 GAMBLING

Gambling in the mess is strictly prohibited except for special function themes, such as "Casino Nights", where play money may be used. For more info please refer to CFAO 19-1.

SECTION 9 BUDGETS AND FINANCIAL STATEMENTS

9.01 GENERAL OPERATING BUDGET

Yearly, the Mess Manager in consultation with the PMC and other Committee Members prepares the annual mess budget. The General Operating Budget is the responsibility of the Mess Manager. Other sections of the budget are as follows:

- a. Bar Operating Budget;
- b. Entertainment and Sports Budget;
- c. Gift Fund; and
- d. Mess Dues Breakdown.

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

9.02 MESS DUES BREAKDOWN

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

9.03 BAR OPERATING BUDGET

The Bar Operating Budget is prepared by the Bar & Function Supervisor in consultation with the Mess Manager.

9.04 ENTERTAINMENT AND SPORTS BUDGET

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

The Executive Committee may move funds from within the entertainment budget without a General Mess Meeting. Any decisions with regards to moving funds from within the entertainment budget shall be discussed, voted on and minuted at an Executive Committee Meeting.

9.05 GIFT FUND

A portion of the members mess dues is deposited into the messes Gift Fund Trust Account. The gift fund is used to present gifts and testimonials of a reasonable amount to members who are departing the mess by either being posted out, on retirement or promotion. Other items may be purchased through the gift fund for presentations determined by the PMC and Mess Committee. The gift fund shall be self-sufficient and shall not be replenished by transfers of funds from other mess accounts. Annually, the

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

9.06 FINANCIAL STATEMENTS

A financial statement can be pulled from the Business Intelligence program at the end of each accounting period outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

9.07 CAPITAL EXPENDITURES

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

- a. Furniture;
- b. Entertainment equipment;
- c. Bar equipment;
- d. Office equipment; and
- e. Renovation projects.

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

9.08 SPENDING LIMITS

Approved spending limits for Capital Expenditure are as follows, in accordance with NPP Delegation of Authority:

- a. PMC up to \$1,500.00;
- b. Executive Committee/PMC/ Senior Manager PSP up to \$5,000 and
- c. Over \$5,000 General Membership/CO of the Mess.

SECTION 10 - BAR OPERATIONS

10.01 BAR HOURS

The mess is licenced under the Alcohol and Gaming Commission of Ontario (AGCO) and therefore must adhere to the permissible hours outlined in the Provincial Liquor License Act and follow all regulations thereof. Bar hours will be reviewed yearly by the Mess Committee on recommendation from the Mess Manager to ensure it meets the needs of the membership and the financial situation of the mess. Overtime costs, if applicable, will be borne as directed by PMC.

10.02 EXTENSION OF BAR HOURS

Bar hours will never extend past 2:00 AM to coincide with provincial liquor licence laws. Any extension of hours must be justified by the sales. All alcoholic beverages must be cleared off tables by 2:45 AM.

- Holidays – The bar is closed on statutory holidays; and
- During Functions – The hours are scheduled to 0200 hrs.

10.03 PRICE LIST

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

10.04 SERVING OF INTOXICANTS

All mess staff have been trained and certified under the Smart Serve Ontario Program.

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

SECTION 11 - DRESS

Standards of dress shall be determined by the Mess Committee with approval of the CO of the Mess.

Dress regulation must be posted within the mess.

Casual dress will be considered the normal day-to-day acceptable standard.

11.01 DRESS OF THE DAY

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

11.02 MESS DRESS

Mess dress refers to military mess kit.

11.03 FORMAL

Mess kit or black tie, evening gown or cocktail dress/equivalent.

11.04 SEMI-FORMAL

Service dress (No. 3 or allied equivalent), business suit, or cocktail dress/equivalent.

11.05 INFORMAL

Suit or sports jacket/blazer. Tie, ascot or turtleneck, dress/skirt/slacks as appropriate.

11.06 CASUAL

Service Dress-of-the-day or Collared shirts (including open neck-golf or polo type shirts), and slacks/jeans are acceptable dress, with or without sweater; during summer dress collared shirts and dress (Bermuda style) shorts with socks or dress sandals are acceptable dress; and

Sportswear permitted for when requested and approved by Unit COs/PMC.

11.07 THEMED ATTIRE

The PMC, VPMC or the CO of the Mess may authorize temporary dress change as deemed necessary. Dress regulation may vary and dictated by the theme of a particular entertainment function.

SECTION 12 - DEPORTMENT AND DISCIPLINE

12.01 DEPORTMENT

All members must know, understand and observe the rules and regulations of the mess as contained in this Constitution and By-Laws and in any other orders or instructions applicable to the mess. It is incumbent on every member to conduct themselves in a professional and reasonable manner at all times. It is the responsibility of each member to be familiar with the rules and regulations outlined in the publication.

12.02 DISCIPLINE

The PMC through the CO of the Mess is responsible for the discipline within the mess. Unacceptable behaviour must be reported and dealt with in a timely manner. The PMC may impose restricted privileges on any member for misconduct. The PMC shall prepare a report in writing outlining the recommended sanctions and the reason for such action. On approval, the PMC is to inform the member in writing of the outcome of any suspension of mess privileges and the rights of the member.

An indefinite suspension of mess privileges may be awarded to any member or guest of a member for their conduct by the CO of the Mess upon written recommendation from the PMC.

Members shall have the right to a separate audience with the Mess Committee, and the CO of the Mess, in that order, to appeal any disciplinary action taken against them under the terms of this publication. All mess members and guest of members shall behave in a

manner expected of a CAF member. Members must be aware of the consequences of behaving in a manner unbecoming of a service member.

In the absence of the PMC or VPMC, the senior member of the mess shall be responsible to the chain of command.

Mess staff shall not be censured directly by members. Complaints may be made orally or in writing to the PMC. No member will issue directives to the employees of the mess. Discipline for mess staff lies with the Senior Manager PSP and CO of the Mess.

SECTION 13 - SUGGESTIONS AND COMPLAINTS

13.01 SUGGESTIONS

Suggestions shall be made in writing to the appropriate member of the Executive Committee by letter or email. Suggestions made well in advance of a General Mess Meeting will be afforded the expertise of the Executive Committee in the preparation of a suitable motion.

13.02 COMPLAINTS

Complaints shall be made in writing to the PMC by letter or email. Verbal complaints are only expediency and shall be followed with written confirmation to the PMC by either a letter or email.

SECTION 14 - MESS EMPLOYEES

14.01 EMPLOYMENT

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

14.02 MESS STAFF

The mess staff is as follows;

- a. Mess Manager;
- b. Bar and Function Supervisor;
- c. Admin Assistant;
- d. Food Service Supervisor;
- e. Bartenders; and
- f. Kitchen staff.

14.03 CONDUCT

While on duty, no employee shall consume intoxicants. All employees shall conduct themselves in a professional and courteous manner.

14.04 CONFLICT OF INTEREST

No employee shall receive any profit or advantage by reason of their association with the mess.

Employees shall be prohibited from having any personal or financial interest in purchases, profits, or from receiving any advantages by reason of their connection with the mess.

When any direct or indirect profit or advantage may devolve upon an employee by reason of any connection whatsoever as a shareholder of a corporation, or when such employee has any vendor's business from which purchases by the mess may be made, he shall disclose the particulars thereof to the Mess Manager who shall adjudicate on the advisability of the member continuing to be an employee.

14.05 RAFFLES AND PROMOTIONS

No employee shall enter into any raffle or promotional activity within the mess. No employee shall accept any offering from vendors or suppliers.

SECTION 15 - ANIMALS / PETS

15.01 RESTRICTIONS

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

15.02 EXCEPTIONS

The only exception where an animal/pet is permitted within the mess or on the mess premises is for medical reasons, such as a designated service animal.