



WO & Sgt's Mess
Denison Armoury
1 Yukon Lane
Toronto, ON
M3K 0A1

09 February 2023

Colonel J.C. Guiney, MSC, CD
Commander 4 CDSG
Garrison Petawawa
PO Box 9999 Stn Main
Petawawa, ON
K8H 2X3

PMC,
I acknowledge the quorum was not met
but have no issues approving the ratification.
Best wishes to the Sgts & WO's mess and
their families in the new year!

GUINEY,
JASON 918

Digitally signed by
GUINEY, JASON 918
Date: 2023.02.09
15:17:02 -05'00'

REQUEST TO RATIFY WO's AND SGT'S MESS ITEMS

Reference: A. PSP Policy Manual, Chapter 9, Sec. 43
B. Summary of results for online polling (enclosed)

1. Pursuant to reference A, I am requesting the approval of the following Mess items:
 - a. minutes of the Annual General Meeting (AGM);
 - b. all motions found within the minutes requiring a vote;
 - c. budget for fiscal year 22/23; and
 - d. updated Constitution.

2. The Mess Committee has worked very hard to get the appropriate votes, however they have not been successful in obtaining quorum. The series of events that led to this request are as follows:
 - a. The last general mess meeting was conducted on 04 May 2022 with 9 members online and 35 members present. This amounted to 15% of the 225 membership status at the time. Quorum was not met.
 - b. In October 2022, the VPMC was able to recruit a complete compliment of Mess Committee members and started work on this project to re-start activities at the Mess. This brought new life and more help to the Mess Committee.
 - c. In November 2022, the minutes of the meeting, a new updated constitution and the budget were sent to the membership to take part in an online vote.
 - d. The members were given two weeks to submit their vote, and only 64 members in good standing cast their votes which represented 28% of the active membership of the mess.



3. Our next AGM will be early in the next fiscal year. We hope ratification of current mess items will increase interest in the mess, thus providing us with a quorum at future AGMs and a renewed interest in the Mess.

T.D. d'Entremont
Master Warrant Officer
Vice President of the Mess Committee
Acting President of the Mess Committee

Enclosures (1)



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SUMMARY OF RESULTS FOR ONLINE POLLING

1. Sir, you will find below a summary of results of the voting for the online poll. Out of the 74 votes that were cast, only 64 votes count. 10 of the members who voted were not in good standing with the mess as they were in arrears for their mess dues. The items below are a breakdown of the questions asked, and the percentage of votes received:

- a. Accepting of minutes from previous AGM dated May 2022 – 97%;
- b. Accept the current budget as tabled – 98%;
- c. Accept revised constitution – 98%;
- d. Have weekly draws at coffee and TGIT, raffle would be done with all that in good standing and all previous winners will be removed from the pool for future raffle – 85%;
- e. Resume TGIT and Coffee break – 98%;
- f. Augmentation of 10k to the capital budget – 92%;
- g. Increase budget for coffee break from \$300 to \$900 per month – 86%;
- h. Increase TGIT from \$500 to \$1500 per month – 96%;
- i. Increase monthly per diem for the reserve unit training nights from per member in good standing monthly rate of \$7 to \$14 per month – 73%;
- j. Toronto Blue Jay's tickets to be 75% paid by the mess and distributed to member on a first come first served basis – 66%;



- k. Have a volunteer fund to encourage members to help for mess events. This would entitle the volunteers to choose a drink of their choice to be paid by the mess at the end of the event – 93%; and
- l. Extend sympathy ad celebration gift to include sympathy death, celebration of marriage or birth of child. The budget for this gift fund increases from \$75 to \$100 – 89%.
2. The mess has retained all votes for future tracking.
3. Due to the size of the constitution, the minutes, and the budget I have not included them in this request. Should you wish to review them prior to ratifying the mess items I will gladly provide them to you.
4. Thank you.

T.D. d'Entremont
Master Warrant Officer
Vice President of the Mess Committee
Acting President of the Mess Committee

TORONTO GARRISON WARRANT OFFICERS' AND SERGEANTS' MESS CONSTITUTION AND BY-LAWS

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.

M.S.C. Guiney
Colonel
Commander 4 CDSG

Date: 09 Feb 2023

**TORONTO GARRISON WARRANT OFFICERS' AND SERGEANTS' MESS
CONSTITUTION AND BY-LAWS
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III

DUTIES AND RESPONSIBILITIES

301	President of the Mess Committee (PMC)
302	Vice President of the Mess Committee (VPMC)
303	Secretary
304	Financial Advisor
305	Entertainment and Sports Rep
306	Housing Rep
307	Public Affairs Rep
308	Unit Representatives
309	Mess Manager
310	Supervising Officer

SECTION I – CONSTITUTION

101. NAME

1. The name of the Institute is the “Toronto Garrison Warrants’ and Sergeants’ Mess”, hereinafter referred to as the “Mess”. The Mess consists of one facility located in the LCol George Taylor Denison III Armoury, 1 Yukon Lane, Toronto, ON, M3K 0A1.

102. AUTHORITY FOR ESTABLISHMENT & OPERATION

2. The Mess is established under authority of QR&O 27.01 and is administratively responsible to and supported by 4 Canadian Division Support Group (4 CDSG) Commander. It shall be operated pursuant to regulations, orders and directives governing the operation of Messes in the Canadian Forces as set out in PSP Policy Manual, A-FN-105-001/AG-001, other pertinent CAF Publications, the instructions contained in the Constitution and the supporting By-laws.

103. COMMANDING OFFICER

3. The Commander 4 CDSG is the Commanding Officer of the Mess, hereinafter referred to as the “Commanding Officer”. The Commanding Officer is the final approving authority for:

- a. Mess Constitution and By-laws;
- b. General Mess and Mess Committee meeting minutes;
- c. budgets; and
- d. any and all policies, regulations, directives and orders pertaining to the Mess.

104. PURPOSE OF OPERATION

4. The Mess will be operated for the purpose of building “esprit de corps” and comradeship, and to provide entertainment, goods, services and amenities to the members. The Mess will receive and account for all allowances and properties, both public and non-public, in accordance with the appropriate financial regulations.

105. MEMBERSHIP

5. Membership regulations for the Mess are in accordance with the policies and procedures in CFAO 27-1. The following are the types of membership:

- a. **Ordinary Members.** Ordinary membership includes all CAF Regular Force and CAF Reserve Force member on Class A, B or C service of a Reserve Force unit located in The LCol George Taylor Denison III Armoury. Allied members serving at Regular Force units in the Toronto area, as designated by NDHQ are also included in this group as ordinary members;
- b. **Associate Members.** Priority for acceptance, and retention, as an Associate Member shall be in the order given below. The Mess Committee may grant temporary membership until the next General Mess meeting upon approval of the Commanding Officer. Associate membership under this category will be reviewed annually at the first general mess meeting of the calendar year. The categories of associate membership are as follows:
 - i. Retired/Released. This category comprises persons who were honourably released from the Regular or Reserve Force, who held the substantive rank of

Sergeant/Petty Officer 2nd Class, Warrant Officer/Petty Officer 1st Class, Master Warrant Officer/Chief Petty Officer 2nd Class, or Chief Warrant Officer/Chief Petty Officer 1st Class;

- ii. Working. This category comprises:
 - 1. DND civilian employees of status employed at any of the units served by the Mess and have a qualifying status; and
 - 2. Members of the Supplementary List.
- iii. Social. This category comprises persons other than retired/released or working members who may be admitted to membership for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, a majority vote of those present at a General Mess meeting, and the approval of the Commanding Officer; and
- c. **Honourary Members**. Honourary members of the Mess include all Canadian Regular Force or Primary Reserve who are not ordinary or associate members. As well, honorary membership may be extended to any distinguished person for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, a majority vote of those present at a General Mess meeting, and the approval of the Commanding Officer.

106. PRIVILEGES OF MEMBERS

- 6. The privileges of members are as follows:
 - a. Ordinary Members may enjoy all the facilities of the Mess and will be eligible to serve on the Mess Committee. Ordinary members are expected to attend General Mess meetings and are entitled a vote in mess matters;
 - b. Associate Members shall be accorded the privileges of the Mess but may not serve on the Mess Committee. An associate member may assist the Mess Committee or subcommittee but by doing so, assumes no responsibility. Associate members are expected to attend General Mess meetings but are not entitled a vote in mess matters; and
 - c. Honourary Members may enjoy all the privileges of the Mess but shall not pay mess subscriptions nor serve the Mess in any capacity. They may be assessed a proportionate share of expenses associated with a Mess function or entertainment attended. Honourary membership is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of the Mess. Frequent users should apply for associate membership.
- 7. Applications for Associate and Honourary membership shall be processed through the Mess Manager to the Mess Committee. An Ordinary member shall sponsor social Associate membership applications.

107. COMPOSITION OF THE MESS COMMITTEE

- 8. The Mess will be administered by a Mess Committee comprised of the following positions:
 - a. President;

- b. Vice-President;
- c. Financial Advisor;
- d. Secretary;
- e. Entertainment and Sports Rep;
- f. Housing Rep;
- g. Media Management Rep; and
- h. Unit Representatives.

9. No more than 50% of the Mess Committee can be replaced at one time.

10. The duties and responsibilities of Mess Committee members are set forth in Section III.

108. MEETINGS

11. Executive Committee meetings shall be held at least quarterly at the call of the PMC, or during absences the VPMC, to consider:

- a. approval of expenditures that fall within Executive Committee authority;
- b. examination of the financial affairs of the Mess; and
- c. any other matter concerning operation of the Mess.

12. General Mess meetings will be held bi-annually at the call of the PMC, to consider:

- a. financial affairs;
- b. renewal of Associate and Honourary members (first meeting of each calendar year);
- c. proposed Mess activities, including expenditures outside the authority of the Mess Executive Committee; and
- d. any other matter concerning the Mess.

13. Extraordinary General Mess meetings may be called at any time by:

- a. the Commanding Officer or the PMC; or
- b. the membership of the mess, on application in writing by 25 percent of the Ordinary Members, clearly stating the cause of such an application.

14. A General Mess meeting or an Extraordinary General Mess meeting shall not be valid or competent unless a quorum is present. These shall be conducted in accordance with the rules prescribed for the conduct of Mess meetings as per PSP Policy. A quorum is met when 50 percent of members in good standing are present. All motions or matters for decision shall be decided by majority vote by a show of hands and all motions carried are subject to the approval of the Commanding Officer. The Commanding Officer may authorize a lesser percentage as constituting a quorum at a particular meeting; the circumstances will form part of the minutes of that general meeting.

15. The agenda for a General or Extraordinary Mess meeting shall be posted in the Mess and distributed to each of the units with Ordinary members at least two working days before such meeting.

109. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

16. The majority vote of a General Mess meeting and subsequent approval of the Commanding Officer shall be required to amend the Constitution or By-laws.

17. Proposals to amend the Mess Constitution or By-laws shall be made in writing and submitted to the Secretary. Any proposal to amend the Constitution or By-laws shall be posted on the notice board in the Mess and distributed to each of the units with Ordinary members, seven days or more before the General Mess meeting which will consider the proposal.

18. Due to the nature of the dispersed units of the mess, the use of email voting and/or online form can be used to vote in minutes and constitution amendments. This is to be coordinated by the PMC and the email and/or online form is to be initiated and controlled by the mess manager. This should be the exception rather than the norm if a quorum is not met at a general mess meeting. Only members in good standing will be allowed to vote in this manner. A record of the voting will be kept by the mess manager and forwarded to the Commanding Officer for signature.

110. PRECEDENCE

19. None of the rules or provisions contained in the Constitution shall be deemed to contravene any instructions having precedence over this Constitution. Should any rule or provision contravene or conflict with instructions issued by higher authority for the operation of this Mess, the Mess Committee shall cause the pertinent Constitution rule or provision to be repealed or amended as applicable.

111. RESOLUTION OF CONFLICTS

20. If a conflict occurs in the administration of the Mess, it shall be adjudicated by the Commanding Officer or their designated representative.

112. HARASSMENT POLICY

21. A **zero tolerance policy** is in effect in accordance with applicable and current DAOD 5012-0.

113. SMOKING POLICY

22. Smoking shall be IAW the Commanding Officer's policy, which currently authorizes smoking in a designated area only, and this is to be enforced by the PMC.

114. CONFLICT OF INTEREST

23. No member of the Mess executive nor Mess employees shall by direct or indirect means, financially gain from any activity to do with the Mess. Any person wishing to conduct business with the Mess while serving on the Mess executive must report their intentions in writing to the Commanding Officer under the conflict of interest guidelines established by the DND.

115. AUTHORITY OF CONSTITUTION

24. This Constitution was adopted at Toronto Garrison WO and Sgts' General Mess Meeting on - _____ and subsequently approved by the Commanding Officer. This Constitution supersedes all previous constitutions approved for the Toronto Garrison WO and Sgts' Mess.

SECTION II - BY-LAWS

201. GENERAL

1. The Constitution provides the fundamental Principles for the operation of the Mess. The more detailed rules are contained in these By-laws.
2. These By-laws may be amended in accordance with the same procedures as to amend the Constitution.

202. SPECIAL SUB-COMMITTEE AND ADVISORY MEMBERS

3. Other sub-committees and advisory members to the Mess Committee may be appointed by the President of the Mess Committee (PMC), when necessary, to carry out specific functions such as capital expenditure projects. Appointed sub-committees and advisory members will cease to function when the PMC is satisfied with the outcome of the specific responsibility.
4. The associate members may form an Associate Members Committee to assist the PMC and Mess Committee on an as desired basis, and under the jurisdiction of the Mess Committee, in arranging various activities. One Associate Member will attend the Mess Executive Meetings and will report back to the Associate Member Committee on the outcome.
5. The duties and responsibilities of sub-committee and advisory members shall be set out in writing.

203. LIABILITY TO SERVE

6. No member shall be required to serve on the Mess Committee or the Entertainment and Sports Sub-Committee without their consent.

204. CONDUCT OF MESS MEETINGS

7. Mess meetings shall be conducted in accordance with PSP Policy manual.
8. The approved agenda for a General Mess Meeting shall be posted on the Mess notice board at least 2 days prior to the meeting.

205. PROPOSAL BOOK (New Business)

9. A proposal book for Mess meetings shall be maintained by the Mess Manager. Proposals shall be duly recorded and seconded in the proposal book by the ordinary members concerned at least six days prior to the meeting. All proposals shall be included in the agenda for a General Mess Meeting.

206. APPLICATION AND NOMINATION FOR ASSOCIATE MEMBERSHIP

10. Nominations for associate membership shall be made in writing to the Mess Committee using the form available from the Mess Manager.
11. Following review of the application by the Mess Committee, the application shall be posted in the mess for a period of 30 days prior to a General Mess meeting. This period will allow ordinary Mess members the time to advise the Mess Committee of reasons why the nominee should not be offered an associate membership. If no objections have been received during this period, the application will be presented at the next General Mess Meeting.
12. Any two ordinary members may propose and second a qualified candidate as described in Article 105 of the Constitution, for associate membership in the Mess.

13. Where a nominee for associate membership is ineligible for membership by not meeting a requirement of Article 105 of the Constitution, the Mess Committee shall refer the application back to the sponsors.

14. Where an ordinary member at a General Mess Meeting considers that a nominee for membership should not be offered associate membership for reasons other than those specified in Article 105 of the Constitution, they must advise the Mess Committee in writing within seven days of the General Mess Meeting showing cause why the nominee should not be accepted. No ordinary member shall attempt to show cause or suggest personal shortcomings of a nominee on the floor of a General Mess Meeting.

15. If a submission is made to the Mess Committee, in accordance with paragraph 14 above, the Mess Committee shall consider the matter and dispose of it by either referring the nomination back to the sponsors or submitting the nomination to the Commanding Officer for approval.

16. If the Commanding Officer approves the application, the PMC shall inform the new associate member in writing that their application has been approved up to the end of the fiscal year and that their membership shall be subject to renewal each subsequent year (Apr to Mar).

207. ANNUAL RENEWAL - HONOURARY AND ASSOCIATE MEMBERSHIP

17. At the first General Mess Meeting of the calendar year the current roll of Honorary and Associate members shall be read and proposed for renewal for one year. If accepted by a majority vote of the General Mess Meeting, the membership list shall be forwarded to the Commanding Officer for approval.

208. TERMINATION - HONOURARY AND ASSOCIATE MEMBERSHIP

18. Any Associate or Honorary member who has been granted membership in accordance with Article 105 of the Constitution and who wishes to resign may do so by informing the Mess Committee in writing.

19. Any Associate or Honorary member who has been granted membership in accordance with Article 105 of the Constitution is subject to suspension or cancellation for cause on the approval of the Commanding Officer. When a membership is so terminated, the individual shall be advised in writing.

20. A Honorary lifetime membership that has been granted to a former RCAF member in accordance with RCAF policy shall not be rescinded without NDHQ approval.

209. RATES OF SUBSCRIPTION

21. Mess subscriptions shall be applied as follows:

- a. General Mess meeting and approved by the Commanding Officer shall fix the rate of Mess subscription for ordinary members;
- b. the Mess subscription for associate members shall be equal to the fixed amount as paid by CAF and Ordinary members, and approved by the Commanding Officer. Subscriptions for associate members shall be due and payable in advance either:
 - i. semi-annually (by the end of Mar and Sep) or
 - ii. annually (by the end of Mar);
- c. Honorary members shall not be required to pay Mess dues; and

- d. the monthly subscription and entertainment assessment shall be determined by the Mess Committee, accepted by a majority vote of those present at a General Mess Meeting and approved by the Commanding Officer.

22. Every ordinary member of the Mess shall pay their bill on or before:

- a. the 15th of the month following the month on which the bill was incurred; and
- b. the date he/she ceases to be a member.

23. Every effort will be made to ensure a member receives their billing. However, it shall be the members' responsibility to pay their bill on time. The PMC, on the third working day past the 15th day of the month, shall furnish to the Commanding Officer the names of all members who have not paid their bill.

24. A Mess bill, incurred by a transient, shall be paid prior to departure from the unit or other element. If, for any reason, the Mess bill is not paid prior to the individual's departure, a bill will be sent to the Commanding Officer of the parent unit with an explanation where necessary.

25. Every member joining a unit, either on posting, temporary duty or attached posted on a course of instruction in excess of 14 days, is required to clear into the Mess appropriate to their rank. Every member on posting or release is required to clear out of the Mess appropriate to their rank.

210. TESTIMONIAL/ENTERTAINMENT FUND

26. The PMC, or the Mess Manager, may authorize expenditures from the testimonial fund for a reasonable amount that reflects current market value. The recommended amounts shown below shall be revised to reflect the changes in market value with the approval of the mess committee periodically, as required.

- a. \$150 cash or an equivalent retirement gift, for an Ordinary or Associate member retiring with 15 years of military or public service. This includes an Ordinary member who has a minimum of 15 years' service who is posted to another base for release purposes only;
- b. A gift provided by the mess valued at no more than \$50 for presentation to departing ordinary member and appointed associate member who has been a member of the mess for a minimum of 12 months;
- c. \$100 plus any associated ordering and delivery costs for the purchase of a floral tribute or a \$100 donation to a charity designated by the member on the occasion of a death in the immediate family of a Mess member that shall include; any dependant stated on the member's personnel file (MPRR); immediate parent(s)/guardian(s) and/or immediate siblings but, will not include in-law(s) (non-immediate) family members;
- d. \$75 plus any associated ordering and delivery costs for the purchase of flowers and/or expenses to cover cost of incidentals, TV rental, phone rental on the occasion of hospitalization (beyond 2 days) of a member;
- e. A **one-time** \$100 per member on the occasion of a birth by the Mess member or their spouse;
- f. A **one-time** \$75 per member in the case of a members child needing overnight stay in the hospital;
- g. A **one-time** \$75 per member for the purchase of a gift for a mess member on marriage; and
- h. An amount not to exceed \$150 to purchase a gavel and/or plaque with inscription for a departing PMC.

27. The above amounts are exclusive of all additional costs such as engraving and wrapping, shipping and HST.

211. MESS PRIVILEGES

28. Ordinary members shall have a voice in the affairs and management of the Mess and will attend and are entitled to vote at General Mess Meetings. Ordinary members are eligible to hold office on the Mess Committee, sub-committees and to serve as advisory members to the Mess Committee. Ordinary members shall be entitled to use all Mess facilities.

29. Honourary and associate members shall be entitled to attend official Mess functions only at the invitation of the Mess Committee.

30. Associate membership is not transferable from one Mess to another. However, a person may have associate membership in more than one Mess but shall pay dues in each Mess.

212. USE OF MESS FACILITIES

31. All facilities and assets of the Mess are held for use by all Mess members. Exclusive use of a room or rooms shall not be authorized when such use would conflict with a planned Mess activity.

32. The PMC may authorize the exclusive use of a room or rooms in the Mess for the benefit of individual members or groups of members, upon application. Exclusive use of Mess facilities may also be extended to non-members with the approval of the PMC. Such approval shall be guided by the principles that the requirements of the Mess members always come first, the non-member has a connection with the military, or approval of the exclusive use is in the best interests of the service.

33. Any expense involved in exclusive use (by members or non-members) of Mess facilities, including cleaning expenses, shall be borne only by the user or group of users concerned.

34. **DEFINITIONS** – Mess facilities are used for a wide variety of purposes, ranging from official DND hosting to individual social use. Therefore, activities in the Mess are grouped under the following categories:

- a. Mess Functions: Functions, which all Mess members may attend (e.g. Oktoberfest, dinners and dances, etc.) many of these functions will be supported by Entertainment Funds, and only those attending will be charged for the remaining expenses;
- b. Unit Functions: Functions, either official or social, which are attended by Mess members from the Toronto Garrison Warrants' and Sergeants' mess only (Mess Dinners, Meet and Greets, official hosting, etc.). Entertainment Funds will not normally support these functions, except when approved by the Mess Committee. All members of the unit, or only those attending, (as determined by the unit) will be charged for all expenses associated with the function;
- c. Private Functions: All 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. Two types of private functions may take place:
- d. Member's Private Functions: Functions involving the private use of the Mess specifically for the benefit of a Mess member and personally invited guests (e.g., Wedding of son or daughter, family reunion); and
- e. Non-member's Private Functions: Private functions where the Mess is used principally for the benefit of non-members of the mess, even if attended by a member or members of the Mess (e.g., Professional or association dinners, outside military or Para-military functions, non-member's wedding). Such exclusive use of the mess will normally only

be approved for serving members from outside the Toronto area, or retired members who, were they living in the Toronto area, would otherwise be eligible for Retired Associate Membership.

35. APPROVAL – All functions require the approval of the PMC; however, specific approval authority 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 (e.g. unit meetings). If in doubt, the Mess Manager shall refer the request to the PMC. The PMC will discuss with the Commanding Officer any Non-Member's Private Function that may require clarification or entitlement.

36. MESS USE REQUEST PROCEDURE

- a. Co-ordination – All use of Mess facilities will be co-ordinated 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;
- b. General Conditions – 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 PMC, 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), while prices over the bar will be at the retail level;
- c. Requests – All requests for use of Mess facilities shall be submitted in writing to the Mess Manager at least seven days in advance and contain the following information:
 - i. Date and time mess facilities are required;
 - ii. User's organization;
 - iii. Sponsor and OPI;
 - iv. Intended purpose of use;
 - v. Form of entertainment planned (if any);
 - vi. Number of participants; and
 - vii. Required facilities.

37. The Mess Manager will determine the suitability of the request, evaluate the availability of the requested facilities, and initiate a Mess Function Sheet. Valid request, 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.

38. MESS USE CHARGES

- a. General charges levied for functions in the Mess shall cover all costs involved including merchandise, food preparation and clean up, staff wages, and any additional expenses required to support the activity; and
- b. Private functions, in order to compensate for overhead expenses, private functions will be charged an administration fee at a rate determined from time to time by the Mess

Committee. Private functions will also be charged for cleaning and all other costs directly associated with the function and will be responsible for any damages caused during the function.

213. MESS DISCIPLINE

39. The PMC, or the VPMC in their absence, is responsible for the maintenance of Mess discipline. In the absence of the PMC or VPMC, the senior ordinary member present shall be responsible to the PMC for the maintenance of discipline.

40. During combined functions the PMC of Warrant Officers' and Sergeants' Mess will be responsible for the maintenance of Mess Discipline. In their absence the ranking member in attendance will then be responsible.

41. Members are responsible for the conduct and dress of any guests in the Mess under their sponsorship.

42. A host is responsible at all times for their guest and is subject to disciplinary action for knowingly permitting a minor, as described in the provincial, federal and DND regulations to consume alcohol.

214. RESTRICTION OF MESS PRIVILEGES

43. The PMC may restrict privileges of any member for misconduct or an infraction of Mess order or instructions, for a maximum of 30 days, but in each case a report shall be made to the Commanding Officer.

215. MESS BAR

44. The sales policy, hours, and methods of operation of the Mess bar will be under the control of the Mess Committee and will be in accordance with existing 4 CDSG regulations and all applicable provincial, federal and DND regulations.

216. MESS STAFF

45. No mess member, except the PMC or a member of the Mess Committee, as delegated by the PMC, shall censure or give directions to any member of the mess staff in respect to their duties, except in performance of official duties. Complaints regarding any member of the mess staff shall be made to the PMC in writing within 24 hours.

46. In addition to the military and civilian personnel at Garrison Toronto, under the Base establishment, other military or civilian personnel may be employed by the Mess during "official mess functions" on the authority of the Mess Committee, subject to approval by the Commanding Officer.

47. The PMC shall ensure that each member of the Mess staff is aware, in writing, of the duties to be performed.

48. Mess staff shall not consume intoxicants while on duty.

49. Dress for the Mess staff shall be as prescribed by the PMC. If a uniform is ordered, it shall be a Mess expense, as per the non-public fund personnel policy.

50. The Financial Advisor shall ensure that all DND and non-public fund personnel policies are adhered to with respect to employees of the Mess.

217. TYPES OF MESS FUNCTIONS

51. "Official Mess Function" means an entertainment function at which attendance is made compulsory for ordinary members.
52. "Optional Mess Function" means an entertainment function that ordinary members may attend on a voluntary basis.
53. "Private Function" means an entertainment function recommended by the PMC and approved by the Commanding Officer at which members are not entitled to attend without an invitation.
54. Any part of the cost of official Mess functions to be charged to members shall be assessed in equal portions to all of the ordinary members who have not been excused from attending.
55. All or any part of the cost of an official function may be charged against Mess funds in accordance with existing regulations.
56. Methods of assessing charges of optional Mess functions will be set by the Entertainment Committee.
57. The cost of private functions shall be charged against the sponsoring member or members. The privilege of reserving any part of the Mess for private functions by a member or group of members may be granted by the Mess Committee. The terms of reference for payment of Mess staff will be in accordance with the NPF wage review board.
58. An Associate member cost may be assessed, for themselves and each of their guests attending an official function, an amount approved by the Mess Committee.
59. The Mess may, from time to time, host senior officers at semi-official functions in order to acquaint them to the Mess and its members.
60. When Mess functions requiring reserved seating are held, the Committee may direct that members of the Mess benefit from advance ticket sales.

218. MESS ENTERTAINMENT

61. The Mess Committee shall be responsible for the entertainment program.
62. Mess members shall pay for personal guests attending entertainment functions.
63. Private entertainment, for functions such as marriages sponsored by a member may be permitted.

219. DRESS REGULATIONS AND STANDARDS

64. The Mess Committee shall specify the standard of dress for any given time period.

220. GUESTS

65. Members may bring guests into the Mess during regular bar hours except as specifically restricted by the Mess Committee or a General Mess Meeting.
66. All guests shall be registered in the official guest register by the sponsoring member prior to entering the Mess. Members shall not leave the Mess before their guests.

67. Guests who are serving or retired members of any component of the Canadian Armed Forces must be of the rank of Sgt and above. Commissioned officers, officer cadets, and other ranks below that of Sergeant and associate members thereof, shall not enter the Mess unless specific authority has been granted by the Commanding Officer through the PMC.

68. Members are authorized to sign in up to 4 guests (excluding spouse). Any more than 4 guests must be authorized in advance by the PMC.

221. ACCESS TO THE MESS BY MINORS

69. Civilian minors are not authorized to be in the mess during bar hours unless authorized in advance by the PMC. Approval may be given for any of the following mess sponsored or private functions:

- a. Christmas Party;
- b. Halloween Party;
- c. Easter Party;
- d. Birthdays;
- e. Weddings;
- f. Anniversaries; and
- g. Any other single activity deemed appropriate by the PMC.

70. Approval for minors to be present at private functions must be submitted in writing to the PMC at the time of the facility booking.

222. PERSONAL PROPERTY

71. The Mess will not be responsible for the loss or theft of, or damage to, personal property in the Mess or the adjoining parking lots beyond the extent of the coverage provided by the Canadian Forces Consolidated Insurance Program.

223. MESS PROPERTY

72. Public and non-public property Supply Customer Accounts (SCA) shall be held by the Mess Manager. The Housing Member will conduct a SCA verification with the Mess Manager Semi-annually in April and October.

73. Members shall report to the PMC any breakage that they may cause or notice, or any loss they may observe. Articles broken accidentally may be charged to the individual at their depreciated value. Losses or deficiencies occasioned by a member's willful or negligent action shall be recovered in accordance with the provisions of QR&O 38.01.

74. No furniture, equipment or other Mess property is to be removed from the building or moved from one room to another without prior permission of the PMC.

75. Defects in the operation of electrical appliances are to be reported to the Mess Manager. Members will not attempt any repair or adjustment to these appliances.

76. Except on disbandment or reduction to nil strength, when NPF Directive 103/69 applies, non-public furniture and equipment which has become obsolete, worn out or is no longer required, will be disposed of by the Mess Committee in the manner considered most beneficial to the Mess:

- a. trade-in on a new or replacement item;
- b. sale to another Mess; and
- c. sale to the highest bidder through advertising or auction to a service person or the public.

224. EXPENDITURE OF MESS FUNDS

77. The Mess Committee may authorize expenditures not to exceed the amount imposed in the standing financial minute authority which is to be reviewed on an annual basis in conjunction with the Mess budget and approved at a General Mess meeting.

78. The Mess Committee shall pay staff wages in accordance with the NPF wage review board.

225. SERVICE ANIMALS

79. Service animals may be granted access to the Mess for the purpose of assisting a Mess member or an approved guest. Service animal access to the Mess must be staffed in writing by the member and addressed to the Mess Manager. The Mess Manager will seek approval from the delegated authority as described in DAOD 2005-0. Further clarification of service animal access can be found in DAOD 2005-1. Any animal considered a “pet” shall not be granted access to the Mess

226. PMC BAR CHIT

80. PMC bar chit is to be used as follow:

- a. To supply complimentary beverages to official mess guest(s) for that function, (i.e. Guest of Honour at a Mess Dinner, Dignitaries, VIP Guest Speaker, etc);
- b. The PMC may only charge reasonable use to the chit while actively hosting the guest(s); and
- c. At no time, should the PMC chit be used to allow a mess member or guest to become intoxicated.

227. VOLUNTEER FUND

81. Volunteer fund will be used to encourage mess members to volunteer for mess events and to be used as follows:

- a. Will be limited to one drink of their choice; and
- b. To be consumed at the conclusion of the event.

228. PARADE NIGHT ENTITLEMENT

82. Many of our members work at night or in remote areas, which prevents them from attending regular daytime mess activities such as Wednesday Coffee Break and Thursday TGIT. For fairness, a portion of the mess fund should be allocated to the parade night unit or remote unit to allow the member to conduct the regular function at their work location at a feasible time. The fund reimbursement will be based on the number of those members in good standing and the amount will be reviewed annually.

229. PROFIT SHARING SCHEME FOR BAR SALES

83. Due to the problem of the break-even, Garrison Toronto bars (officer's Mess, WO & SGT's Mess and Junior's Mess) were combined in Oct 2019 to minimize inventory and operational costs. The original profit-sharing plan is Officers mess: 39%, WO & Sgts' mess: 37%, Junior ranks mess: 24% based on the previous 4-year average bar sales. The percentage allocations shall be reviewed on an annual basis.

SECTION III - DUTIES AND RESPONSIBILITIES OF MESS COMMITTEE

301. PRESIDENT OF THE MESS COMMITTEE (PMC)

1. The PMC is responsible to the Commanding Officer and the Mess members for:
 - a. ensuring the efficient administration and management of the Mess in accordance with the Constitution and By-laws of the Mess, applicable Administration Orders and QR&O, and other regulations and instructions which may be published from time to time;
 - b. calling of Mess committee and general Mess meetings and presiding at these meetings;
 - c. providing direction to the Mess Manager;
 - d. reviewing the minutes of each committee or general Mess meeting and their presentation to the CO for approval;
 - e. supervising the Mess committee members' in the conduct of their duties;
 - f. approving or denying requests for use of the Mess;
 - g. signing forms and requisitions for payments, purchases, wages, etc, except when otherwise delegated to the Mess Manager;
 - h. endorsing the Mess annual supplementary budgets;
 - i. maintaining the standard of discipline, dress, and deportment within the Mess;
 - j. investigating unpaid Mess bills and, if necessary, reporting serious violations to the CO;
 - k. assuming any other duties and responsibilities respecting the Mess which may be assigned to them by the CO.

302. VICE PRESIDENT OF THE MESS COMMITTEE (VPMC)

2. The VPMC is responsible to the PMC and will:
 - a. understudy the duties and responsibilities of the PMC so that, if required, he/she will at any time be capable of assuming such duties and responsibilities;
 - b. attend all committee and general Mess meetings;
 - c. organize and supervising the House subcommittee;
 - d. coordinate long range development planning for the Mess; and
 - e. assume other Mess duties assigned by the PMC or the CO.

303. SECRETARY

3. The Secretary is responsible to the PMC for:
 - a. notifying appropriate members of the time, place and date of Mess or Mess committee meetings;
 - b. preparing the agenda for Mess and Mess committee meetings and posting and distributing them as required by the Constitution;
 - c. recording, reproducing and distributing the proceedings of Mess and Mess committee meetings;
 - d. maintaining the Mess suggestion book;
 - e. preparing and dispatching correspondence as the PMC directs;
 - f. initiating an annual review of the Mess Constitution and By-laws, in liaison with the PMC; and
 - g. completing other Mess duties as detailed by the PMC.

304. FINANCIAL ADVISOR

4. The Financial Advisor shall be the treasurer of the Mess and is responsible to the PMC for:
 - a. advising the Mess committee of financial accounting procedures and regulations;
 - b. preparing of financial statements and reports;
 - c. presenting the current financial reports at committee and General Mess Meetings;
 - d. advising the committee on preparation of the annual budget;
 - e. monitoring financial results in comparison to the budget;
 - f. interpreting financial statements and advising the PMC on the financial condition of the Mess;
 - g. conducting liaison with the PSP Regional Accounting Supervisor;
 - h. ensuring that the Mess committee is aware of the financial implications of any decision; and
 - i. performing such other Mess duties as may be assigned by the PMC.

305. ENTERTAINMENT AND SPORTS REPRESENTATIVE

5. The Entertainment and Sports Rep is responsible to the PMC for:
 - a. organizing and supervising **Special Event** sub-committee(s);
 - b. planning and organizing Mess entertainment functions proposed and authorized by the Mess committee or Mess membership;

- c. providing all pertinent details for upcoming events, such as TGITs and coffee breaks, to the mess manager to facilitate the acquisition and payment of services provided by a vendor as per Mess Managers definition of planning, organising, staffing, directing and controlling of mess activities and events IAW the PSP policy manual and A-PS-110-001 AG-002.
- d. briefing the PMC, the Mess committee and the membership on entertainment activities and tasks;
- e. providing the Public Affairs Member with a detailed list of activities for the next and subsequent month for publication in the monthly notice to the membership;
- f. assisting the Mess Manager with preparation of the annual Entertainment budget and the monitoring of that budget;
- g. providing direction and assistance to designated OPIs of Mess entertainment functions; and
- h. performing such other Mess duties as assigned by the PMC.

306. HOUSING REPRESENTATIVE

- 6. The Housing Rep is responsible to the PMC for:
 - a. assisting the VPMC on the Housing sub-committee;
 - b. disposing of furniture and equipment which is beyond repair or no longer required by the Mess;
 - c. acquiring furniture and equipment required by the Mess (IAW A-FN-105-001AG-001);
 - d. ensuring inventories of public and non-public furniture and equipment are compared with the actual holdings by conducting a verification with the Mess Manager and reporting discrepancies, repairs, replacement or cleaning required to the Mess committee;
 - e. ensuring outdoor barbecue equipment is in serviceable order for use during May-Oct months; and
 - f. assuming additional Mess responsibilities as assigned by the PMC.

307. PUBLIC AFFAIRS REPRESENTATIVE

- 7. The Public Affairs rep is responsible to the PMC for:
 - a. confirming all activities planned have been listed on the monthly calendar by attending General Mess committee and Executive committee meetings;
 - b. organizing, preparing and printing the monthly calendar;
 - c. periodically reviewing quantities prepared, to ensure all Mess members receive a copy;

- d. ensuring the distribution of calendars to unit representatives, who in turn distribute to their members;
- e. advertising via email special functions in addition to the monthly calendar;
- f. advertising on mess social media accounts;
- g. assuming additional Mess responsibilities assigned by the PMC; and
- h. must consult with the DND Area Public Affairs Officer upon assuming duties.

308. UNIT REPRESENTATIVES

8. Unit representatives are responsible to the PMC and shall represent the interest in Unit/Branch that belongs to the mess.

9. Unit representatives shall attend Mess committee meetings and are responsible for advising the Mess committee of specific concerns or questions of the members they represent. They shall also advise the members they represent of the proceedings of Mess committee meetings.

309. MESS MANAGER

10. The duties and responsibilities of the Mess Manager are defined in PSP Policy Manual.

310. SUPERVISING OFFICER

11. The duties and responsibilities of the Supervising Officer are defined in PSP Policy Manual.

TORONTO GARRISON WARRANT OFFICERS' AND SERGEANTS' MESS CONSTITUTION AND BY-LAWS

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.

M.S.C. Guiney
Colonel
Commander 4 CDSG

Date: 09 Feb 2023

**TORONTO GARRISON WARRANT OFFICERS' AND SERGEANTS' MESS
CONSTITUTION AND BY-LAWS
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III

DUTIES AND RESPONSIBILITIES

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303	Secretary
304	Financial Advisor
305	Entertainment and Sports Rep
306	Housing Rep
307	Public Affairs Rep
308	Unit Representatives
309	Mess Manager
310	Supervising Officer

SECTION I – CONSTITUTION

101. NAME

1. The name of the Institute is the “Toronto Garrison Warrants’ and Sergeants’ Mess”, hereinafter referred to as the “Mess”. The Mess consists of one facility located in the LCol George Taylor Denison III Armoury, 1 Yukon Lane, Toronto, ON, M3K 0A1.

102. AUTHORITY FOR ESTABLISHMENT & OPERATION

2. The Mess is established under authority of QR&O 27.01 and is administratively responsible to and supported by 4 Canadian Division Support Group (4 CDSG) Commander. It shall be operated pursuant to regulations, orders and directives governing the operation of Messes in the Canadian Forces as set out in PSP Policy Manual, A-FN-105-001/AG-001, other pertinent CAF Publications, the instructions contained in the Constitution and the supporting By-laws.

103. COMMANDING OFFICER

3. The Commander 4 CDSG is the Commanding Officer of the Mess, hereinafter referred to as the “Commanding Officer”. The Commanding Officer is the final approving authority for:

- a. Mess Constitution and By-laws;
- b. General Mess and Mess Committee meeting minutes;
- c. budgets; and
- d. any and all policies, regulations, directives and orders pertaining to the Mess.

104. PURPOSE OF OPERATION

4. The Mess will be operated for the purpose of building “esprit de corps” and comradeship, and to provide entertainment, goods, services and amenities to the members. The Mess will receive and account for all allowances and properties, both public and non-public, in accordance with the appropriate financial regulations.

105. MEMBERSHIP

5. Membership regulations for the Mess are in accordance with the policies and procedures in CFAO 27-1. The following are the types of membership:

- a. **Ordinary Members.** Ordinary membership includes all CAF Regular Force and CAF Reserve Force member on Class A, B or C service of a Reserve Force unit located in The LCol George Taylor Denison III Armoury. Allied members serving at Regular Force units in the Toronto area, as designated by NDHQ are also included in this group as ordinary members;
- b. **Associate Members.** Priority for acceptance, and retention, as an Associate Member shall be in the order given below. The Mess Committee may grant temporary membership until the next General Mess meeting upon approval of the Commanding Officer. Associate membership under this category will be reviewed annually at the first general mess meeting of the calendar year. The categories of associate membership are as follows:
 - i. Retired/Released. This category comprises persons who were honourably released from the Regular or Reserve Force, who held the substantive rank of

Sergeant/Petty Officer 2nd Class, Warrant Officer/Petty Officer 1st Class, Master Warrant Officer/Chief Petty Officer 2nd Class, or Chief Warrant Officer/Chief Petty Officer 1st Class;

- ii. Working. This category comprises:
 - 1. DND civilian employees of status employed at any of the units served by the Mess and have a qualifying status; and
 - 2. Members of the Supplementary List.
- iii. Social. This category comprises persons other than retired/released or working members who may be admitted to membership for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, a majority vote of those present at a General Mess meeting, and the approval of the Commanding Officer; and
- c. **Honourary Members**. Honourary members of the Mess include all Canadian Regular Force or Primary Reserve who are not ordinary or associate members. As well, honorary membership may be extended to any distinguished person for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, a majority vote of those present at a General Mess meeting, and the approval of the Commanding Officer.

106. PRIVILEGES OF MEMBERS

- 6. The privileges of members are as follows:
 - a. Ordinary Members may enjoy all the facilities of the Mess and will be eligible to serve on the Mess Committee. Ordinary members are expected to attend General Mess meetings and are entitled a vote in mess matters;
 - b. Associate Members shall be accorded the privileges of the Mess but may not serve on the Mess Committee. An associate member may assist the Mess Committee or subcommittee but by doing so, assumes no responsibility. Associate members are expected to attend General Mess meetings but are not entitled a vote in mess matters; and
 - c. Honourary Members may enjoy all the privileges of the Mess but shall not pay mess subscriptions nor serve the Mess in any capacity. They may be assessed a proportionate share of expenses associated with a Mess function or entertainment attended. Honourary membership is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of the Mess. Frequent users should apply for associate membership.
- 7. Applications for Associate and Honourary membership shall be processed through the Mess Manager to the Mess Committee. An Ordinary member shall sponsor social Associate membership applications.

107. COMPOSITION OF THE MESS COMMITTEE

- 8. The Mess will be administered by a Mess Committee comprised of the following positions:
 - a. President;

- b. Vice-President;
- c. Financial Advisor;
- d. Secretary;
- e. Entertainment and Sports Rep;
- f. Housing Rep;
- g. Media Management Rep; and
- h. Unit Representatives.

9. No more than 50% of the Mess Committee can be replaced at one time.

10. The duties and responsibilities of Mess Committee members are set forth in Section III.

108. MEETINGS

11. Executive Committee meetings shall be held at least quarterly at the call of the PMC, or during absences the VPMC, to consider:

- a. approval of expenditures that fall within Executive Committee authority;
- b. examination of the financial affairs of the Mess; and
- c. any other matter concerning operation of the Mess.

12. General Mess meetings will be held bi-annually at the call of the PMC, to consider:

- a. financial affairs;
- b. renewal of Associate and Honourary members (first meeting of each calendar year);
- c. proposed Mess activities, including expenditures outside the authority of the Mess Executive Committee; and
- d. any other matter concerning the Mess.

13. Extraordinary General Mess meetings may be called at any time by:

- a. the Commanding Officer or the PMC; or
- b. the membership of the mess, on application in writing by 25 percent of the Ordinary Members, clearly stating the cause of such an application.

14. A General Mess meeting or an Extraordinary General Mess meeting shall not be valid or competent unless a quorum is present. These shall be conducted in accordance with the rules prescribed for the conduct of Mess meetings as per PSP Policy. A quorum is met when 50 percent of members in good standing are present. All motions or matters for decision shall be decided by majority vote by a show of hands and all motions carried are subject to the approval of the Commanding Officer. The Commanding Officer may authorize a lesser percentage as constituting a quorum at a particular meeting; the circumstances will form part of the minutes of that general meeting.

15. The agenda for a General or Extraordinary Mess meeting shall be posted in the Mess and distributed to each of the units with Ordinary members at least two working days before such meeting.

109. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

16. The majority vote of a General Mess meeting and subsequent approval of the Commanding Officer shall be required to amend the Constitution or By-laws.

17. Proposals to amend the Mess Constitution or By-laws shall be made in writing and submitted to the Secretary. Any proposal to amend the Constitution or By-laws shall be posted on the notice board in the Mess and distributed to each of the units with Ordinary members, seven days or more before the General Mess meeting which will consider the proposal.

18. Due to the nature of the dispersed units of the mess, the use of email voting and/or online form can be used to vote in minutes and constitution amendments. This is to be coordinated by the PMC and the email and/or online form is to be initiated and controlled by the mess manager. This should be the exception rather than the norm if a quorum is not met at a general mess meeting. Only members in good standing will be allowed to vote in this manner. A record of the voting will be kept by the mess manager and forwarded to the Commanding Officer for signature.

110. PRECEDENCE

19. None of the rules or provisions contained in the Constitution shall be deemed to contravene any instructions having precedence over this Constitution. Should any rule or provision contravene or conflict with instructions issued by higher authority for the operation of this Mess, the Mess Committee shall cause the pertinent Constitution rule or provision to be repealed or amended as applicable.

111. RESOLUTION OF CONFLICTS

20. If a conflict occurs in the administration of the Mess, it shall be adjudicated by the Commanding Officer or their designated representative.

112. HARASSMENT POLICY

21. A **zero tolerance policy** is in effect in accordance with applicable and current DAOD 5012-0.

113. SMOKING POLICY

22. Smoking shall be IAW the Commanding Officer's policy, which currently authorizes smoking in a designated area only, and this is to be enforced by the PMC.

114. CONFLICT OF INTEREST

23. No member of the Mess executive nor Mess employees shall by direct or indirect means, financially gain from any activity to do with the Mess. Any person wishing to conduct business with the Mess while serving on the Mess executive must report their intentions in writing to the Commanding Officer under the conflict of interest guidelines established by the DND.

115. AUTHORITY OF CONSTITUTION

24. This Constitution was adopted at Toronto Garrison WO and Sgts' General Mess Meeting on - _____ and subsequently approved by the Commanding Officer. This Constitution supersedes all previous constitutions approved for the Toronto Garrison WO and Sgts' Mess.

SECTION II - BY-LAWS

201. GENERAL

1. The Constitution provides the fundamental Principles for the operation of the Mess. The more detailed rules are contained in these By-laws.
2. These By-laws may be amended in accordance with the same procedures as to amend the Constitution.

202. SPECIAL SUB-COMMITTEE AND ADVISORY MEMBERS

3. Other sub-committees and advisory members to the Mess Committee may be appointed by the President of the Mess Committee (PMC), when necessary, to carry out specific functions such as capital expenditure projects. Appointed sub-committees and advisory members will cease to function when the PMC is satisfied with the outcome of the specific responsibility.
4. The associate members may form an Associate Members Committee to assist the PMC and Mess Committee on an as desired basis, and under the jurisdiction of the Mess Committee, in arranging various activities. One Associate Member will attend the Mess Executive Meetings and will report back to the Associate Member Committee on the outcome.
5. The duties and responsibilities of sub-committee and advisory members shall be set out in writing.

203. LIABILITY TO SERVE

6. No member shall be required to serve on the Mess Committee or the Entertainment and Sports Sub-Committee without their consent.

204. CONDUCT OF MESS MEETINGS

7. Mess meetings shall be conducted in accordance with PSP Policy manual.
8. The approved agenda for a General Mess Meeting shall be posted on the Mess notice board at least 2 days prior to the meeting.

205. PROPOSAL BOOK (New Business)

9. A proposal book for Mess meetings shall be maintained by the Mess Manager. Proposals shall be duly recorded and seconded in the proposal book by the ordinary members concerned at least six days prior to the meeting. All proposals shall be included in the agenda for a General Mess Meeting.

206. APPLICATION AND NOMINATION FOR ASSOCIATE MEMBERSHIP

10. Nominations for associate membership shall be made in writing to the Mess Committee using the form available from the Mess Manager.
11. Following review of the application by the Mess Committee, the application shall be posted in the mess for a period of 30 days prior to a General Mess meeting. This period will allow ordinary Mess members the time to advise the Mess Committee of reasons why the nominee should not be offered an associate membership. If no objections have been received during this period, the application will be presented at the next General Mess Meeting.
12. Any two ordinary members may propose and second a qualified candidate as described in Article 105 of the Constitution, for associate membership in the Mess.

13. Where a nominee for associate membership is ineligible for membership by not meeting a requirement of Article 105 of the Constitution, the Mess Committee shall refer the application back to the sponsors.

14. Where an ordinary member at a General Mess Meeting considers that a nominee for membership should not be offered associate membership for reasons other than those specified in Article 105 of the Constitution, they must advise the Mess Committee in writing within seven days of the General Mess Meeting showing cause why the nominee should not be accepted. No ordinary member shall attempt to show cause or suggest personal shortcomings of a nominee on the floor of a General Mess Meeting.

15. If a submission is made to the Mess Committee, in accordance with paragraph 14 above, the Mess Committee shall consider the matter and dispose of it by either referring the nomination back to the sponsors or submitting the nomination to the Commanding Officer for approval.

16. If the Commanding Officer approves the application, the PMC shall inform the new associate member in writing that their application has been approved up to the end of the fiscal year and that their membership shall be subject to renewal each subsequent year (Apr to Mar).

207. ANNUAL RENEWAL - HONOURARY AND ASSOCIATE MEMBERSHIP

17. At the first General Mess Meeting of the calendar year the current roll of Honorary and Associate members shall be read and proposed for renewal for one year. If accepted by a majority vote of the General Mess Meeting, the membership list shall be forwarded to the Commanding Officer for approval.

208. TERMINATION - HONOURARY AND ASSOCIATE MEMBERSHIP

18. Any Associate or Honorary member who has been granted membership in accordance with Article 105 of the Constitution and who wishes to resign may do so by informing the Mess Committee in writing.

19. Any Associate or Honorary member who has been granted membership in accordance with Article 105 of the Constitution is subject to suspension or cancellation for cause on the approval of the Commanding Officer. When a membership is so terminated, the individual shall be advised in writing.

20. A Honorary lifetime membership that has been granted to a former RCAF member in accordance with RCAF policy shall not be rescinded without NDHQ approval.

209. RATES OF SUBSCRIPTION

21. Mess subscriptions shall be applied as follows:

- a. General Mess meeting and approved by the Commanding Officer shall fix the rate of Mess subscription for ordinary members;
- b. the Mess subscription for associate members shall be equal to the fixed amount as paid by CAF and Ordinary members, and approved by the Commanding Officer. Subscriptions for associate members shall be due and payable in advance either:
 - i. semi-annually (by the end of Mar and Sep) or
 - ii. annually (by the end of Mar);
- c. Honorary members shall not be required to pay Mess dues; and

- d. the monthly subscription and entertainment assessment shall be determined by the Mess Committee, accepted by a majority vote of those present at a General Mess Meeting and approved by the Commanding Officer.

22. Every ordinary member of the Mess shall pay their bill on or before:

- a. the 15th of the month following the month on which the bill was incurred; and
- b. the date he/she ceases to be a member.

23. Every effort will be made to ensure a member receives their billing. However, it shall be the members' responsibility to pay their bill on time. The PMC, on the third working day past the 15th day of the month, shall furnish to the Commanding Officer the names of all members who have not paid their bill.

24. A Mess bill, incurred by a transient, shall be paid prior to departure from the unit or other element. If, for any reason, the Mess bill is not paid prior to the individual's departure, a bill will be sent to the Commanding Officer of the parent unit with an explanation where necessary.

25. Every member joining a unit, either on posting, temporary duty or attached posted on a course of instruction in excess of 14 days, is required to clear into the Mess appropriate to their rank. Every member on posting or release is required to clear out of the Mess appropriate to their rank.

210. TESTIMONIAL/ENTERTAINMENT FUND

26. The PMC, or the Mess Manager, may authorize expenditures from the testimonial fund for a reasonable amount that reflects current market value. The recommended amounts shown below shall be revised to reflect the changes in market value with the approval of the mess committee periodically, as required.

- a. \$150 cash or an equivalent retirement gift, for an Ordinary or Associate member retiring with 15 years of military or public service. This includes an Ordinary member who has a minimum of 15 years' service who is posted to another base for release purposes only;
- b. A gift provided by the mess valued at no more than \$50 for presentation to departing ordinary member and appointed associate member who has been a member of the mess for a minimum of 12 months;
- c. \$100 plus any associated ordering and delivery costs for the purchase of a floral tribute or a \$100 donation to a charity designated by the member on the occasion of a death in the immediate family of a Mess member that shall include; any dependant stated on the member's personnel file (MPRR); immediate parent(s)/guardian(s) and/or immediate siblings but, will not include in-law(s) (non-immediate) family members;
- d. \$75 plus any associated ordering and delivery costs for the purchase of flowers and/or expenses to cover cost of incidentals, TV rental, phone rental on the occasion of hospitalization (beyond 2 days) of a member;
- e. A **one-time** \$100 per member on the occasion of a birth by the Mess member or their spouse;
- f. A **one-time** \$75 per member in the case of a members child needing overnight stay in the hospital;
- g. A **one-time** \$75 per member for the purchase of a gift for a mess member on marriage; and
- h. An amount not to exceed \$150 to purchase a gavel and/or plaque with inscription for a departing PMC.

27. The above amounts are exclusive of all additional costs such as engraving and wrapping, shipping and HST.

211. MESS PRIVILEGES

28. Ordinary members shall have a voice in the affairs and management of the Mess and will attend and are entitled to vote at General Mess Meetings. Ordinary members are eligible to hold office on the Mess Committee, sub-committees and to serve as advisory members to the Mess Committee. Ordinary members shall be entitled to use all Mess facilities.

29. Honourary and associate members shall be entitled to attend official Mess functions only at the invitation of the Mess Committee.

30. Associate membership is not transferable from one Mess to another. However, a person may have associate membership in more than one Mess but shall pay dues in each Mess.

212. USE OF MESS FACILITIES

31. All facilities and assets of the Mess are held for use by all Mess members. Exclusive use of a room or rooms shall not be authorized when such use would conflict with a planned Mess activity.

32. The PMC may authorize the exclusive use of a room or rooms in the Mess for the benefit of individual members or groups of members, upon application. Exclusive use of Mess facilities may also be extended to non-members with the approval of the PMC. Such approval shall be guided by the principles that the requirements of the Mess members always come first, the non-member has a connection with the military, or approval of the exclusive use is in the best interests of the service.

33. Any expense involved in exclusive use (by members or non-members) of Mess facilities, including cleaning expenses, shall be borne only by the user or group of users concerned.

34. **DEFINITIONS** – Mess facilities are used for a wide variety of purposes, ranging from official DND hosting to individual social use. Therefore, activities in the Mess are grouped under the following categories:

- a. Mess Functions: Functions, which all Mess members may attend (e.g. Oktoberfest, dinners and dances, etc.) many of these functions will be supported by Entertainment Funds, and only those attending will be charged for the remaining expenses;
- b. Unit Functions: Functions, either official or social, which are attended by Mess members from the Toronto Garrison Warrants' and Sergeants' mess only (Mess Dinners, Meet and Greets, official hosting, etc.). Entertainment Funds will not normally support these functions, except when approved by the Mess Committee. All members of the unit, or only those attending, (as determined by the unit) will be charged for all expenses associated with the function;
- c. Private Functions: All 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. Two types of private functions may take place:
- d. Member's Private Functions: Functions involving the private use of the Mess specifically for the benefit of a Mess member and personally invited guests (e.g., Wedding of son or daughter, family reunion); and
- e. Non-member's Private Functions: Private functions where the Mess is used principally for the benefit of non-members of the mess, even if attended by a member or members of the Mess (e.g., Professional or association dinners, outside military or Para-military functions, non-member's wedding). Such exclusive use of the mess will normally only

be approved for serving members from outside the Toronto area, or retired members who, were they living in the Toronto area, would otherwise be eligible for Retired Associate Membership.

35. APPROVAL – All functions require the approval of the PMC; however, specific approval authority 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 (e.g. unit meetings). If in doubt, the Mess Manager shall refer the request to the PMC. The PMC will discuss with the Commanding Officer any Non-Member's Private Function that may require clarification or entitlement.

36. MESS USE REQUEST PROCEDURE

- a. Co-ordination – All use of Mess facilities will be co-ordinated 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;
- b. General Conditions – 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 PMC, 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), while prices over the bar will be at the retail level;
- c. Requests – All requests for use of Mess facilities shall be submitted in writing to the Mess Manager at least seven days in advance and contain the following information:
 - i. Date and time mess facilities are required;
 - ii. User's organization;
 - iii. Sponsor and OPI;
 - iv. Intended purpose of use;
 - v. Form of entertainment planned (if any);
 - vi. Number of participants; and
 - vii. Required facilities.

37. The Mess Manager will determine the suitability of the request, evaluate the availability of the requested facilities, and initiate a Mess Function Sheet. Valid request, 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.

38. MESS USE CHARGES

- a. General charges levied for functions in the Mess shall cover all costs involved including merchandise, food preparation and clean up, staff wages, and any additional expenses required to support the activity; and
- b. Private functions, in order to compensate for overhead expenses, private functions will be charged an administration fee at a rate determined from time to time by the Mess

Committee. Private functions will also be charged for cleaning and all other costs directly associated with the function and will be responsible for any damages caused during the function.

213. MESS DISCIPLINE

39. The PMC, or the VPMC in their absence, is responsible for the maintenance of Mess discipline. In the absence of the PMC or VPMC, the senior ordinary member present shall be responsible to the PMC for the maintenance of discipline.

40. During combined functions the PMC of Warrant Officers' and Sergeants' Mess will be responsible for the maintenance of Mess Discipline. In their absence the ranking member in attendance will then be responsible.

41. Members are responsible for the conduct and dress of any guests in the Mess under their sponsorship.

42. A host is responsible at all times for their guest and is subject to disciplinary action for knowingly permitting a minor, as described in the provincial, federal and DND regulations to consume alcohol.

214. RESTRICTION OF MESS PRIVILEGES

43. The PMC may restrict privileges of any member for misconduct or an infraction of Mess order or instructions, for a maximum of 30 days, but in each case a report shall be made to the Commanding Officer.

215. MESS BAR

44. The sales policy, hours, and methods of operation of the Mess bar will be under the control of the Mess Committee and will be in accordance with existing 4 CDSG regulations and all applicable provincial, federal and DND regulations.

216. MESS STAFF

45. No mess member, except the PMC or a member of the Mess Committee, as delegated by the PMC, shall censure or give directions to any member of the mess staff in respect to their duties, except in performance of official duties. Complaints regarding any member of the mess staff shall be made to the PMC in writing within 24 hours.

46. In addition to the military and civilian personnel at Garrison Toronto, under the Base establishment, other military or civilian personnel may be employed by the Mess during "official mess functions" on the authority of the Mess Committee, subject to approval by the Commanding Officer.

47. The PMC shall ensure that each member of the Mess staff is aware, in writing, of the duties to be performed.

48. Mess staff shall not consume intoxicants while on duty.

49. Dress for the Mess staff shall be as prescribed by the PMC. If a uniform is ordered, it shall be a Mess expense, as per the non-public fund personnel policy.

50. The Financial Advisor shall ensure that all DND and non-public fund personnel policies are adhered to with respect to employees of the Mess.

217. TYPES OF MESS FUNCTIONS

51. "Official Mess Function" means an entertainment function at which attendance is made compulsory for ordinary members.
52. "Optional Mess Function" means an entertainment function that ordinary members may attend on a voluntary basis.
53. "Private Function" means an entertainment function recommended by the PMC and approved by the Commanding Officer at which members are not entitled to attend without an invitation.
54. Any part of the cost of official Mess functions to be charged to members shall be assessed in equal portions to all of the ordinary members who have not been excused from attending.
55. All or any part of the cost of an official function may be charged against Mess funds in accordance with existing regulations.
56. Methods of assessing charges of optional Mess functions will be set by the Entertainment Committee.
57. The cost of private functions shall be charged against the sponsoring member or members. The privilege of reserving any part of the Mess for private functions by a member or group of members may be granted by the Mess Committee. The terms of reference for payment of Mess staff will be in accordance with the NPF wage review board.
58. An Associate member cost may be assessed, for themselves and each of their guests attending an official function, an amount approved by the Mess Committee.
59. The Mess may, from time to time, host senior officers at semi-official functions in order to acquaint them to the Mess and its members.
60. When Mess functions requiring reserved seating are held, the Committee may direct that members of the Mess benefit from advance ticket sales.

218. MESS ENTERTAINMENT

61. The Mess Committee shall be responsible for the entertainment program.
62. Mess members shall pay for personal guests attending entertainment functions.
63. Private entertainment, for functions such as marriages sponsored by a member may be permitted.

219. DRESS REGULATIONS AND STANDARDS

64. The Mess Committee shall specify the standard of dress for any given time period.

220. GUESTS

65. Members may bring guests into the Mess during regular bar hours except as specifically restricted by the Mess Committee or a General Mess Meeting.
66. All guests shall be registered in the official guest register by the sponsoring member prior to entering the Mess. Members shall not leave the Mess before their guests.

67. Guests who are serving or retired members of any component of the Canadian Armed Forces must be of the rank of Sgt and above. Commissioned officers, officer cadets, and other ranks below that of Sergeant and associate members thereof, shall not enter the Mess unless specific authority has been granted by the Commanding Officer through the PMC.

68. Members are authorized to sign in up to 4 guests (excluding spouse). Any more than 4 guests must be authorized in advance by the PMC.

221. ACCESS TO THE MESS BY MINORS

69. Civilian minors are not authorized to be in the mess during bar hours unless authorized in advance by the PMC. Approval may be given for any of the following mess sponsored or private functions:

- a. Christmas Party;
- b. Halloween Party;
- c. Easter Party;
- d. Birthdays;
- e. Weddings;
- f. Anniversaries; and
- g. Any other single activity deemed appropriate by the PMC.

70. Approval for minors to be present at private functions must be submitted in writing to the PMC at the time of the facility booking.

222. PERSONAL PROPERTY

71. The Mess will not be responsible for the loss or theft of, or damage to, personal property in the Mess or the adjoining parking lots beyond the extent of the coverage provided by the Canadian Forces Consolidated Insurance Program.

223. MESS PROPERTY

72. Public and non-public property Supply Customer Accounts (SCA) shall be held by the Mess Manager. The Housing Member will conduct a SCA verification with the Mess Manager Semi-annually in April and October.

73. Members shall report to the PMC any breakage that they may cause or notice, or any loss they may observe. Articles broken accidentally may be charged to the individual at their depreciated value. Losses or deficiencies occasioned by a member's willful or negligent action shall be recovered in accordance with the provisions of QR&O 38.01.

74. No furniture, equipment or other Mess property is to be removed from the building or moved from one room to another without prior permission of the PMC.

75. Defects in the operation of electrical appliances are to be reported to the Mess Manager. Members will not attempt any repair or adjustment to these appliances.

76. Except on disbandment or reduction to nil strength, when NPF Directive 103/69 applies, non-public furniture and equipment which has become obsolete, worn out or is no longer required, will be disposed of by the Mess Committee in the manner considered most beneficial to the Mess:

- a. trade-in on a new or replacement item;
- b. sale to another Mess; and
- c. sale to the highest bidder through advertising or auction to a service person or the public.

224. EXPENDITURE OF MESS FUNDS

77. The Mess Committee may authorize expenditures not to exceed the amount imposed in the standing financial minute authority which is to be reviewed on an annual basis in conjunction with the Mess budget and approved at a General Mess meeting.

78. The Mess Committee shall pay staff wages in accordance with the NPF wage review board.

225. SERVICE ANIMALS

79. Service animals may be granted access to the Mess for the purpose of assisting a Mess member or an approved guest. Service animal access to the Mess must be staffed in writing by the member and addressed to the Mess Manager. The Mess Manager will seek approval from the delegated authority as described in DAOD 2005-0. Further clarification of service animal access can be found in DAOD 2005-1. Any animal considered a “pet” shall not be granted access to the Mess

226. PMC BAR CHIT

80. PMC bar chit is to be used as follow:

- a. To supply complimentary beverages to official mess guest(s) for that function, (i.e. Guest of Honour at a Mess Dinner, Dignitaries, VIP Guest Speaker, etc);
- b. The PMC may only charge reasonable use to the chit while actively hosting the guest(s); and
- c. At no time, should the PMC chit be used to allow a mess member or guest to become intoxicated.

227. VOLUNTEER FUND

81. Volunteer fund will be used to encourage mess members to volunteer for mess events and to be used as follows:

- a. Will be limited to one drink of their choice; and
- b. To be consumed at the conclusion of the event.

228. PARADE NIGHT ENTITLEMENT

82. Many of our members work at night or in remote areas, which prevents them from attending regular daytime mess activities such as Wednesday Coffee Break and Thursday TGIT. For fairness, a portion of the mess fund should be allocated to the parade night unit or remote unit to allow the member to conduct the regular function at their work location at a feasible time. The fund reimbursement will be based on the number of those members in good standing and the amount will be reviewed annually.

229. PROFIT SHARING SCHEME FOR BAR SALES

83. Due to the problem of the break-even, Garrison Toronto bars (officer's Mess, WO & SGT's Mess and Junior's Mess) were combined in Oct 2019 to minimize inventory and operational costs. The original profit-sharing plan is Officers mess: 39%, WO & Sgts' mess: 37%, Junior ranks mess: 24% based on the previous 4-year average bar sales. The percentage allocations shall be reviewed on an annual basis.

SECTION III - DUTIES AND RESPONSIBILITIES OF MESS COMMITTEE

301. PRESIDENT OF THE MESS COMMITTEE (PMC)

1. The PMC is responsible to the Commanding Officer and the Mess members for:
 - a. ensuring the efficient administration and management of the Mess in accordance with the Constitution and By-laws of the Mess, applicable Administration Orders and QR&O, and other regulations and instructions which may be published from time to time;
 - b. calling of Mess committee and general Mess meetings and presiding at these meetings;
 - c. providing direction to the Mess Manager;
 - d. reviewing the minutes of each committee or general Mess meeting and their presentation to the CO for approval;
 - e. supervising the Mess committee members' in the conduct of their duties;
 - f. approving or denying requests for use of the Mess;
 - g. signing forms and requisitions for payments, purchases, wages, etc, except when otherwise delegated to the Mess Manager;
 - h. endorsing the Mess annual supplementary budgets;
 - i. maintaining the standard of discipline, dress, and deportment within the Mess;
 - j. investigating unpaid Mess bills and, if necessary, reporting serious violations to the CO;
 - k. assuming any other duties and responsibilities respecting the Mess which may be assigned to them by the CO.

302. VICE PRESIDENT OF THE MESS COMMITTEE (VPMC)

2. The VPMC is responsible to the PMC and will:
 - a. understudy the duties and responsibilities of the PMC so that, if required, he/she will at any time be capable of assuming such duties and responsibilities;
 - b. attend all committee and general Mess meetings;
 - c. organize and supervising the House subcommittee;
 - d. coordinate long range development planning for the Mess; and
 - e. assume other Mess duties assigned by the PMC or the CO.

303. SECRETARY

3. The Secretary is responsible to the PMC for:
 - a. notifying appropriate members of the time, place and date of Mess or Mess committee meetings;
 - b. preparing the agenda for Mess and Mess committee meetings and posting and distributing them as required by the Constitution;
 - c. recording, reproducing and distributing the proceedings of Mess and Mess committee meetings;
 - d. maintaining the Mess suggestion book;
 - e. preparing and dispatching correspondence as the PMC directs;
 - f. initiating an annual review of the Mess Constitution and By-laws, in liaison with the PMC; and
 - g. completing other Mess duties as detailed by the PMC.

304. FINANCIAL ADVISOR

4. The Financial Advisor shall be the treasurer of the Mess and is responsible to the PMC for:
 - a. advising the Mess committee of financial accounting procedures and regulations;
 - b. preparing of financial statements and reports;
 - c. presenting the current financial reports at committee and General Mess Meetings;
 - d. advising the committee on preparation of the annual budget;
 - e. monitoring financial results in comparison to the budget;
 - f. interpreting financial statements and advising the PMC on the financial condition of the Mess;
 - g. conducting liaison with the PSP Regional Accounting Supervisor;
 - h. ensuring that the Mess committee is aware of the financial implications of any decision; and
 - i. performing such other Mess duties as may be assigned by the PMC.

305. ENTERTAINMENT AND SPORTS REPRESENTATIVE

5. The Entertainment and Sports Rep is responsible to the PMC for:
 - a. organizing and supervising **Special Event** sub-committee(s);
 - b. planning and organizing Mess entertainment functions proposed and authorized by the Mess committee or Mess membership;

- c. providing all pertinent details for upcoming events, such as TGITs and coffee breaks, to the mess manager to facilitate the acquisition and payment of services provided by a vendor as per Mess Managers definition of planning, organising, staffing, directing and controlling of mess activities and events IAW the PSP policy manual and A-PS-110-001 AG-002.
- d. briefing the PMC, the Mess committee and the membership on entertainment activities and tasks;
- e. providing the Public Affairs Member with a detailed list of activities for the next and subsequent month for publication in the monthly notice to the membership;
- f. assisting the Mess Manager with preparation of the annual Entertainment budget and the monitoring of that budget;
- g. providing direction and assistance to designated OPIs of Mess entertainment functions; and
- h. performing such other Mess duties as assigned by the PMC.

306. HOUSING REPRESENTATIVE

- 6. The Housing Rep is responsible to the PMC for:
 - a. assisting the VPMC on the Housing sub-committee;
 - b. disposing of furniture and equipment which is beyond repair or no longer required by the Mess;
 - c. acquiring furniture and equipment required by the Mess (IAW A-FN-105-001AG-001);
 - d. ensuring inventories of public and non-public furniture and equipment are compared with the actual holdings by conducting a verification with the Mess Manager and reporting discrepancies, repairs, replacement or cleaning required to the Mess committee;
 - e. ensuring outdoor barbecue equipment is in serviceable order for use during May-Oct months; and
 - f. assuming additional Mess responsibilities as assigned by the PMC.

307. PUBLIC AFFAIRS REPRESENTATIVE

- 7. The Public Affairs rep is responsible to the PMC for:
 - a. confirming all activities planned have been listed on the monthly calendar by attending General Mess committee and Executive committee meetings;
 - b. organizing, preparing and printing the monthly calendar;
 - c. periodically reviewing quantities prepared, to ensure all Mess members receive a copy;

- d. ensuring the distribution of calendars to unit representatives, who in turn distribute to their members;
- e. advertising via email special functions in addition to the monthly calendar;
- f. advertising on mess social media accounts;
- g. assuming additional Mess responsibilities assigned by the PMC; and
- h. must consult with the DND Area Public Affairs Officer upon assuming duties.

308. UNIT REPRESENTATIVES

- 8. Unit representatives are responsible to the PMC and shall represent the interest in Unit/Branch that belongs to the mess.
- 9. Unit representatives shall attend Mess committee meetings and are responsible for advising the Mess committee of specific concerns or questions of the members they represent. They shall also advise the members they represent of the proceedings of Mess committee meetings.

309. MESS MANAGER

- 10. The duties and responsibilities of the Mess Manager are defined in PSP Policy Manual.

310. SUPERVISING OFFICER

- 11. The duties and responsibilities of the Supervising Officer are defined in PSP Policy Manual.