

## **The Trenton Officers' Mess Bylaws**

### **GENERAL**

1. These bylaws amplify the Constitution and set out rules and procedures to be observed in the Trenton Officers' Mess (hereinafter referred to as "the Mess").
2. Proposals to amend the bylaws shall be made in writing and submitted to the PMC or V/PMC who shall, upon receipt of same, forward the proposal to the ordinary mess members email distribution list. Provided that the proposed amendment(s) has been distributed at least fourteen days prior to, it shall be considered at the next General or Extraordinary General Mess Meeting as appropriate.
3. To be approved, a proposed amendment, which may be subsequently amended by the members present, requires a two-thirds majority vote of the ordinary members present at a General or Extraordinary General Mess Meeting.
4. When an amendment to the bylaws is passed, the draft shall be forwarded to the Wing Commander for final approval. Once adopted, it shall be emailed to the membership and made available to them on a designated website.

### **ELECTRONIC VOTING**

5. Any item that requires voting on by the membership at a General or Extraordinary General Mess Meeting may be done via electronic vote of the ordinary members at the discretion of the PMC. In order to consider a quorum to have been reached, the voting will occur over 14 days, and a minimum of 50 members must have voted. In the event that there are any questions or comments that might affect the outcome of the vote, the PMC will suspend the e-vote and bring up the item at the next General Mess Meeting.
6. Any item that requires a vote of the executive committee can be done via an electronic vote, subject to the provisions of para 5. Due to the small size of the group, a quorum can be reached with at least five votes, and the voting period must be a minimum of 24 hours unless a majority of the committee responds sooner with enough votes to commit to a decision.
7. Electronic votes shall be briefed and recorded in the minutes of the next GMM if voted by the membership, or Exec Committee meeting if an exec vote.

### **MEMBERSHIP**

8. The Canadian Forces Personnel Support Programs Policy Manual chapter 9 defines the three categories of mess membership:
  - a. Ordinary membership;
  - b. Associate membership; and
  - c. Honorary membership.

- (1) Lifetime honorary membership may be bestowed after a vote at a GMM. Nominations will be presented to the PMC for presentation to the membership. While no set criteria exists for eligibility, it should normally be long time members of the Mess who have made significant contributions to the Mess and the CAF community.
  - (2) These members will be invited to remain members for life without paying monthly mess dues.
  - (3) A plaque will be hung in the Mess with their name and information formally recognizing them as honorary lifetime members.
9. Applicants for new associate membership shall complete Annex A and forward to the Mess Manager.
  10. An up-to-date list of mess membership, by category, shall be maintained by the Mess Manager and be available in the Mess Orderly Room.
  11. In addition to those persons listed in the PSP Manual, Ordinary membership shall be available to Civilian Instructors, as defined in QR&O (Cadets) Art 3.10, called out on continuous duty with a unit served by the Mess. Said membership will apply only for the duration of their duty.
  12. All members are responsible for ensuring that the Mess Manager is advised of any change to their status (i.e.: mailing address, temporary absence, posting etc.).
  13. Only ordinary members may serve as voting members of the Mess Committee and vote at mess meetings.
  14. Upon the death of a member in good standing, membership will be transferred to the surviving spouse for the balance of that membership, or for up to six months (whichever is longer). All membership dues will be waived during this period. Further membership of the surviving spouse will be subject to the requirements of membership as detailed in the PSP Manual.
  15. Officers honourably released from the Regular or Reserve Force and retiring DND civilians who meet the criteria required for associate membership, who were members in good standing of the Mess at the time of their release shall be accorded Honorary status for a period of one year from the date of the individual's release and shall not be subject to renewal. Following this period, they may automatically transition to become associate members.

## **MESS COMMITTEE**

16. There are two types of Mess Committee members: principals and deputies. Principals are directly responsible for the duties of their offices as detailed in Annex B, while deputies are responsible for assisting their principal counterparts and for representing them in their absence. Both principals and deputies are full voting members of the Mess Committee and both, whenever possible, are to attend Mess Committee Meetings.
17. The Mess Committee comprises the President (PMC), the Vice-president (V/PMC), the

Secretary, the Treasurer, the Bar Officer, the Housing Officer, the Sports Officer, the Entertainment Officer, and the Living-In Officer plus a Deputy Secretary and Deputy Entertainment (x2), Treasurer, Sports, Bar, and Housing Officers.

18. The Wing Commander shall appoint to the Mess Committee the PMC and the V/PMC. The PMC and V/PMC shall normally be of the rank of Major or Lieutenant Colonel.
19. The ordinary members of the Mess may elect all other members of the committee at a General Mess Meeting or, in the absence of available candidates; the PMC may appoint suitable volunteers to Mess Committee positions.
20. The V/PMC, Secretary, and Entertainment Officer shall report directly to PMC; the other members of the Mess Committee shall report to the PMC through the V/PMC.
21. The Mess Committee shall normally be appointed for a period of at least 12 months, however until another member volunteers for the position, they may continue to serve in their role until such a time as they choose to vacate or another member asks to run for the position at a GMM.
22. The PMC will normally serve for a period of 12 months.
23. The VPMC will normally serve for a period of 12 months followed by an appointment to PMC for a further 12 months.
24. With the exception of the Deputy Housing Officer, all deputies shall normally become the principal members of their respective offices following their tour as deputies. Because of the nature of their duties, the Housing Officer and the Deputy Housing Officer shall normally be officers employed in Real Property Operations or 8 CESF and 8 MSS Replenishment Flight respectively.

#### **ADVISORY (Specialist)**

25. The following personnel shall assist and advise the Mess Committee in those matters over which they exercise technical control:
  - a. Officers' Mess Manager;
  - b. 8 Wing Foods Services Officer;
  - c. 8 Wing Non-Public Funds Accounting Officer;
  - d. 8 Wing Telecom Flight Representative; and
  - e. Senior Manager, Personnel Support Programs.

These personnel are by virtue of their positions ex-officio members of the Mess Committee and, at the discretion of the PMC, may be appointed ex-officio members of Mess sub-committees.

## **ADVISORY (Voluntary)**

26. A representative from the associate membership is invited to assist the committee by providing advice to the committee on a voluntary basis.

## **SUB-COMMITTEES**

27. Permanent and ad hoc sub-committees may be formed by the Mess Committee, or its members to assist the Committee, in the performance of their duties or for any other purpose in connection with the management and/or operation of the Mess.
28. Appointments to these sub-committees shall be made by the applicable commanders, COs, and Branch Heads and shall be for an indefinite period of time. The rotation of these members is the responsibility of the appointer.

## **MESS STAFF**

29. In addition to the military and civilian personnel provided for by the official establishment, other personnel may be employed in the Mess on the authority of the Mess Committee and with the approval of the Wing Commander.
30. Civilian staff may be paid special compensation or wages for work performed beyond normal duty hours for other than official functions. Rates of payment will be in accordance with Wing Policy, the applicable Collective Agreements, etc.
31. Statements of duties and terms of reference for the Mess staff shall be provided by the Mess Manager.

## **MESS ACCOUNTS**

32. Mess bills for assessments and charges incurred during the previous month shall be paid by associate members at the Mess Office and by ordinary members by deduction from their pay accounts or at the Mess Office. Mess bills shall be paid not later than fourteen days after the bill is issued or the date on which the member ceases to be a member, whichever is earlier.
33. If a bill is outstanding at the end of the fourteen-day period, the Mess Clerk shall inform the PMC of the name of the member involved.
  - a. If the individual is an ordinary member, the Mess Clerk shall contact the individual and arrange for immediate payment. If this fails, the PMC shall inform his/her Commanding Officer/Branch Head by email. The Commanding Officer/Branch Head shall, within fourteen days of the receipt of the PMC's notification, cause an administrative deduction, to be made against the member if the latter has failed to either pay the account or provide a satisfactory explanation for his/her non-payment. If the account is in arrears for more than 30 days, the PMC will advise the Wing Commander.
  - b. If the member involved is an associate member, the PMC will send him/her an email if

possible, or a letter if not requesting immediate payment. If the account is not settled within fourteen days, the PMC will prepare a letter for the Wing Commander's signature advising the member that his/her membership has been cancelled.

## **FINANCIAL CONTROL**

34. The following general principles apply to the use/management of Mess Funds:

- a. the Mess is not empowered to make personal or institutional loans:
- b. no member of the Mess Committee shall receive any remuneration, profit, or advantage by reason of his/her connection with the management of the Mess. This does not preclude Committee members from winning prizes or draws, so long as impartiality in drawing of the winner can be demonstrated; and
- c. Mess Funds shall not be alienated:
  - (1) by gifts to private or public institutions;
  - (2) to relieve a member of his personal responsibility for the loss of/or damage to public or non- public property;
  - (3) for testimonials or gifts;
  - (4) for national appeals for financial assistance; or
  - (5) for the provision of anything connected with religious services.

Note: Nothing in sub para 33c prohibits the expenditure of funds collected or donations received for specific purposes (e.g.: retirement or bereavement funds).

## **MESS EXPENDITURES**

35. Recurring and non-recurring expenditures of both a capital and non-capital nature are governed by the amounts, subject to para 35, contained in the Mess Annual Budget, which must be ratified by the Wing Commander.
36. The Mess Manager may authorize expenditures from Petty Cash not exceeding the limits authorized by CFP 105 for any one item or project in any single instance. Payments for bar salaries or stocked merchandise are not to be made from these funds.
37. The approving authorities for budgeted and unforeseen expenditures are as follows:
  - a. Budgeted expenditures: The PMC may authorize recurring and non-recurring expenditures of both a capital and non-capital nature that do not exceed the amounts contained in the approved annual budget for any one item or project. He or she may delegate authority for approved expenditures within these amounts to members of the Mess Committee for such purchases as defined in the members' Terms of Reference (Annex B).

b. Non-budgeted/unforeseen expenditures:

- (1) the PMC may authorize all recurring and non-recurring expenditures of both a capital and non-capital nature not exceeding \$5000 for any one item or project;
  - (2) the Mess Committee may authorize all recurring and nonrecurring expenditures of both a capital and non-capital nature for amounts greater than \$5000 but not exceeding \$10,000 for any one item or project; and
  - (3) the recommendation of a General Mess Meeting, an electronic vote, and/or the approval of the Wing Commander shall be obtained for all expenditures exceeding \$10,000 for any one item or project.
38. All expenditures authorized under sub-paras 36 b (1) and (2) shall be tabled at the next General Mess Meeting for the information of the membership.

## **GIFTS**

39. Departure Gifts are given to ordinary members on their departure from the Mess following a minimum of 12 months as a member, the value of which shall not exceed the amount approved by the Mess Membership and which is subject to review prior to the 1<sup>st</sup> of April each year. These gifts shall be paid for from a special fund established for this purpose. Any charges associated with the engraving of these gifts will be the responsibility of the Mess.
40. Alternate gifts to the traditional ones presented by the Mess, may be paid for, or subsidized by the Mess, up to the maximum permissible amount. Alternate gifts must be of enduring quality and reimbursement for their cost must be approved by the PMC.
41. Units are not permitted to present Mess gifts at "unit functions". If a member cannot be "mugged out" at the Mess, they are to arrange to collect their gift at the Mess Orderly Room.
42. It is the individual's responsibility to notify the Mess Orderly Room of their departure and of their preference regarding the gift. Such notification shall be given at least eight weeks prior to the member's departure to allow sufficient time for ordering and engraving the gift.
43. Gifts of Condolence in the form of flowers etc. may be made by the Mess Committee on behalf of the General Membership in the event of a member's death or a death within their immediate family. Such gifts will be paid for from the gift fund and will be limited to the amount approved in the standing minutes for departure gifts.
44. Amenities to Hospitalized Mess Members - If an ordinary member in good standing is hospitalized in a military or civilian facility for a period of five days or more, that member will be entitled to a gift basket and an appropriate card. The cost of such amenities shall not exceed the amount approved in the standing minutes for a departure gift, and shall be ordered by the Mess Orderly Room for delivery to the member while in hospital. Substitution of other

forms of amenities must receive prior permission from the PMC. It is the responsibility of the respective Commanding Officer to ensure the Officers' Mess is advised when a member becomes eligible for the benefits described in this article, and to specify the contents of the gift basket (fruit, flowers, etc.).

## **DEPARTURE WITH DIGNITY CEREMONIES**

45. The Trenton Officers' Mess should serve as the venue for the conduct of Departure With Dignity Ceremonies for Officers retiring from the Canadian Armed Forces at CFB Trenton, Mess staff will assist the appointed organizer in preparing for the event as requested by the organizer.

## **GUESTS**

46. A "Mess Guest" is a person officially invited on behalf of all Mess members to visit the Mess; a "Guest of a Member" is a person invited privately by one or more individual members.
47. Guests of a Member - Members may entertain guests in the Mess at their own expense subject to such restrictions in numbers, times, or locations as may be imposed by the Mess Committee. Members are responsible for the conduct of their guests and shall ensure that the Mess dress code is followed. Members will be held responsible for property lost or damaged by their guests. At the discretion of the Mess Committee, guests of members may be charged a higher rate than members to attend mess functions. Members must accompany their guest(s) unless that guest is the member's spouse or common law partner.
48. Children - Children are permitted in the Mess only during special family functions and shall be supervised at all times.
49. Casual Visits - Casual visits to the Mess by retired officers who were honourably released from the Canadian Armed Forces are authorized on an infrequent basis, subject to the presentation of their Canadian Forces Certificate of Service (CF 75) or National Defence Identification (NDI75) or equivalent.
50. Official Mess Guests - Official Mess Guests are those visitors invited to the Mess on behalf of the General Membership by:
  - a. the 8 Wing Commander;
  - b. The Commander of the RCAF Aerospace Warfare Centre;
  - c. the President of the Mess Committee (PMC);
  - d. the Entertainment Officer or their delegate.

## **BAR CARDS**

51. The use of bar cards is governed by A-FN-105-001/AG-001 Policy and Procedures for Non-Public Property (NPP) accounting (chapter 36) and the Personnel Support Programs Policy

Manual (part 9). Unauthorized use of a bar card will be the financial responsibility of the individual assigned the card. A log of all transactions including name, date, and time of the event, as well as authorizing individual and guest(s) shall be maintained at the bar and reviewed monthly by the D Mgr PSP. The following cards and limits are authorized:

- a. The Wing Commander is authorized to use a Bar Card for hosting on behalf of and at the expense of the Mess, with reasonable expenditures as required. Not to exceed the cost price of \$2400 per year.
- b. The PMC (or in his/her absence, the V/PMC) is authorized to use a Bar Card in connection with functions and for hosting on behalf of and at the expense of the Mess, with a reasonable expenditure as required. Not to exceed the cost price of \$2400 per year.
- c. The Entertainment Officer is authorized to use a Bar Card in connection with Entertainment functions for reasonable expenditures on behalf of and at the expense of the Mess as required. Not to exceed the cost price of \$1200 per year.

## **ENTERTAINMENT**

52. The Entertainment Officer shall prepare a monthly entertainment schedule for the approval of the Mess Committee and shall brief the General Membership on upcoming events at each General Mess Meeting.
53. Charges may or may not be levied against attendees of Mess entertainment functions depending upon the degree of subsidization from Mess funds. Costs will be recovered on a shared basis for functions at which attendance is restricted. The organizer of such functions must provide to the Mess Manager a complete list of those who are to attend.

## **USE OF THE MESS**

54. The Mess facilities may be reserved for use by groups of members for service related social functions or by individual members for family related functions (such as weddings or anniversaries) on the authority of the PMC provided that:
  - a. the facilities are not otherwise required by the Mess;
  - b. dining, recreation and bar facilities are available for other members; and
  - c. all costs are borne by the member or group.
55. Non-members may request to rent the Mess facilities for family or meeting purposes provided all of the same conditions as para 71, as well as the following:
  - a. the event is approved by the Mess Manager; and
  - b. the cost to rent the facility is more than members pay.

56. The Bar will be open to all members during normal bar hours unless otherwise specified by the



Mess Committee.

57. In addition to facility rentals and events listed above, any person may be permitted to use the dining facilities with the concurrence of the WComd.

## **BAR OPERATIONS**

58. The bar hours shall be as determined by the Mess Committee in accordance with Provincial regulations and posted in the Mess. The Bar may be kept open at other than normal times, until the latest hour prescribed by Provincial law, only by permission of the Wing Commander, PMC, or V/PMC.
59. The selling price of merchandise shall be determined by the Mess Committee subject to the approval of the Wing Commander. A current price list reflecting the approved selling price of merchandise shall be posted in the Mess Bar.
60. Intoxicants shall not be served, exchanged, or given to any individual who is not a member of the Mess except to guests of members for their consumption in the Mess.
61. Bar purchases will be by cash, debit, credit card, or mess chit.

## **MESSING**

62. The hours for meals shall be posted in the Mess and on the Officer's Mess web page.

## **DISCIPLINE**

63. General - The senior ordinary member present in the Mess shall be responsible for discipline and shall ensure the observance of Mess rules. This, however, does not relieve each member of his or her continuing responsibility to behave properly and encourage proper behaviour in the Mess.
64. Restriction of Privileges - The PMC may restrict the privileges of any Mess member for misconduct or for an infraction of Mess rules. In each instance, the PMC shall submit a report explaining the reason(s) for such a restriction to the individual's Commanding Officer/Branch Head and to the Wing Commander.
65. Visits to Mess - Except in the course of duty, no Warrant Officers, Sergeants, or Junior Ranks shall enter the Mess or attend social functions at the Mess without a proper invitation or standing invitation sanctioned by the Wing Commander or PMC.
  - a. A standing invitation is in effect for the spouse or common law partner of a Mess member, regardless of military rank, for attendance at the Mess when accompanied by the member. Military spouses or partners of Mess members, who are not of Officer Status, are to attend social functions in appropriate civilian attire only.
66. Pets - Pets are not permitted in the Mess.

67. Out of Bounds - The Mess kitchen, the Bar serving area, and the liquor lock-up area are out of bounds to all members except those who must access these areas on Mess business.
68. Employees - No Mess member, except the PMC or a member whom he has delegated, shall censure or give orders to members of the Mess staff in respect to the duties of said staff.
69. Compliments - Members shall rise in compliment of the Wing Commander and any General Officer (or civilian equivalent) when said officer enters any room at the Mess except the dining room.
70. Dress – A dress code for the Officers’ Mess will be as recommended by the Mess Committee and approved by the Wing Commander. The approved Code, Annex E, will be posted in the Mess. Members are responsible for ensuring that their guests comply with the dress code.

## **SMOKING**

71. Smoking is not permitted inside any room in the Mess and will only be permitted in a designated outdoor area IAW current policies for the wing.

## **PROTECTION OF FURNITURE AND PROPERTY**

72. A member causing or noticing any breakage to or loss of Mess property shall inform the Mess Manager as soon as possible.
73. Mess furniture or property, including newspapers or periodicals, shall not be removed from the Mess without permission of the PMC. Newspapers, periodicals, etc., are to remain in the Mess Reading Room.

## **BILINGUALISM**

74. All signs, announcements, menus, and publications used in the Mess shall be in bilingual form in accordance with CAF directives and policies. In addition, the periodicals purchased by the Mess for the use of members will include a reasonable proportion of French language publications.
75. Suggestions may be made in the Suggestion Book (see para 75) in either official language. The reply will be in the language used for the suggestion.

## **SUGGESTIONS AND COMPLAINTS**

76. Members are encouraged to make suggestions regarding the operation of the Mess. Such suggestions may either be recorded in the book provided for this purpose in the Mess Orderly Room or from the bartender in the Oak Room, or be made by email to the PMC or some other member of the Mess Committee.

77. Individual Mess members shall not instruct the Mess Manager or a member of the Mess Staff to take a specific action to rectify a shortcoming but shall bring the matter to the attention of the PMC or another member of the Mess Committee for necessary action.

## **FILES AND NOTICES**

78. Files containing copies of up-to-date Mess financial statements, minutes of meetings, and policy and procedures memoranda shall be kept up to date by the Mess Manager. Electronic and working files will be kept on the Base wide Common Drive, accessible by all members of the Mess Committee.
79. In lieu posting on the notice board, signed minutes and current versions of the Bylaws and Constitution will be available to all members on a designated website. A sign on the notice boards shall display this website, as well as:
- a. bar hours;
  - b. other notices or Mess correspondence of interest to all members; and
  - c. neatly typed private notices may be posted on Mess notice boards on a space available basis, subject to the concurrence of the PMC or V/PMC. Such notices are not to be posted on the notice boards by the Members themselves.

## **TAXI CHITS**

80. When approved in the annual budget, taxi chits may be available to any member. This chit may be used to take a member from the Officers' Mess function or the Earl of Bessborough directly to a private residence with no stops en route. The value of the chit will be in the standing minutes and approved in the budget. If a member exceeds the value of the chit, the balance will be charged to their mess NPF account.
81. By exception only, the PMC may authorise the chit to be used at other messes for members of the Officers' Mess when invited to special events, such as an At Home or Bosses' Night at the WOs' and Sgts' Mess. If an event would like to have chits extended, an email to the PMC with justification is required to grant approval.

## **MESS DUES**

82. Mess dues collected are used to subsidize events, perform improvements on the facilities, pay mess staff, and maintain operations. If the mess dues are not adjusted with economic inflation, fewer dollars are available each year for events.
83. The monthly rate shall be tied to the Consumer Price Index (CPI), and adjusted annually on April 1<sup>st</sup> using the CPI 12-month change for January of that year, as published by Statistics Canada. This increase or decrease will be capped at a maximum change of 3%, unless voted by the membership.

The Officers' Mess  
 Canadian Forces Base Trenton  
 P.O.Box 1000, Station Forces  
 Astra, ON K0K 3W0  
 613-392-2811 Ext 2205



Mess des officers  
 Base des Forces canadiennes Trenton  
 C.P. 1000 Succursale Forces  
 Astra, ON K0K 3W0  
 613-392-2811 Ext 2205

ANNEX A  
 TRENTON OFFICERS' MESS BYLAWS  
 5 MAY 2022

**TRENTON OFFICERS' MESS**  
**APPLICATION FOR ASSOCIATE MEMBERSHIP**

The undersigned makes application/is proposed for Associate Membership in the Trenton Officers' Mess:

Name:	
Home Address:	
Telephone #:	E-Mail:

If a Veteran of the Canadian Armed Forces  
*Information in italics is optional*

Period of Service:	From:	To:	Release Rank:	
Occupation(s):				
<i>Birthplace and Date:</i>				
<i>Decorations/Citations:</i>				
<i>Brief History (Postings, etc):</i>				
<i>Family: (Spouse, Children, Grandchildren):</i>				
<i>Notable events or accomplishments:</i>				
<i>Organizations member of (RCAFA, Lions, CNIB, etc)</i>				
<i>Hobbies:</i>				
<i>Other points of interest or notes:</i>				

If Applying for a Working Associate Membership

Place of Employment:	Position:
Work Tel #:	Work E-mail:

If being proposed for a Social Associate Membership  
Sponsors (Minimum of two Ordinary Members of the Trenton Officers' Mess):

Rank & Name:	Organization:	Tel#:
I have known this candidate for _____ years	X <hr style="width: 80%; margin: 0 auto;"/> Signature and Date	
Rank & Name:	Organization:	Tel#:
I have known this candidate for _____ years	X <hr style="width: 80%; margin: 0 auto;"/> Signature and Date	
The Application received a favourable vote at the General Mess Meeting of:		

The Information provided above is accurate:

X  


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 Applicant Signature and Date

PMC Comments:

To WComd: Membership is recommended.

X  


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 PMC

To PMC: Approved/Not Approved

X  


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 WComd

ANNEX B  
TRENTON OFFICERS' MESS BYLAWS  
5 MAY 2022

TERMS OF REFERENCE

President of the Mess Committee (PMC)

1. The PMC is responsible to the 8 Wing Commander for:
  - a. the administration and management of the Mess;
  - b. the issuance of a Mess Constitution and Bylaws and the amending, as required, of same;
  - c. the issuance of terms of reference for all members of the Mess Committee and Mess Employees;
  - d. the calling of and presiding over Mess Committee Meetings and General and Extraordinary General Mess Meetings;
  - e. the scrutinizing and reporting of all unpaid Mess Accounts;
  - f. participating on the Wing Fund Committee as an Ex-Officio member;
  - g. the investigation and resolution/enactment of members' complaints and suggestions;
  - h. the accuracy of Mess inventories including:
    - (1) furniture, fixtures, and equipment (both public and non-public); and
    - (2) all merchandise and supplies;
  - i. coordinating and supervising the activities of the V/PMC, Entertainment Officer, and Secretary; and
  - j. performing other duties as may be directed by the Wing Commander.

Vice President of the Mess Committee (V/PMC)

2. The V/PMC is responsible to the PMC for:
  - a. assisting the PMC in the performance of his duties;
  - b. officiating at General and Extraordinary General Mess Meetings and Mess Committee Meetings in the absence of the PMC;
  - c. attending General and Extraordinary General Mess and Mess Committee Meetings;

- d. assisting in the preparation of long and short range Mess improvement programs;
- e. maintaining an up-to-date record of all Mess furnishings, artworks/artefacts and other items of historic significance;
- f. coordinating and supervising the activities of the Treasurer, Housing, Living-In, Sports, Messing, Oak Room, 8TF Rep, and Bar Officers (and their deputies); and
- g. performing other duties as may be directed by the PMC.

#### Mess Secretary

- 3. The Mess Secretary is responsible to the PMC for:
  - a. receiving, actioning and/or distributing all incoming correspondence, preparing outgoing correspondence for the PMC's signature, and ensuring that proper files are maintained on all aspects of Mess operations;
  - b. preparing, recording and distributing copies of agenda and minutes of General and Mess Committee Meetings;
  - c. advising all members of General Mess Meetings;
  - d. attending General and Extraordinary General Mess and Mess Committee Meetings;
  - e. preparing and distributing, in cooperation with the Entertainment Officer, advertising material on all Mess activities;
  - f. performing other duties as may be assigned by the PMC.

#### Entertainment Officer

- 4. The Entertainment Officer is responsible to the PMC for:
  - a. planning and organizing the entertainment program;
  - b. preparing, with the assistance of the Treasurer, the entertainment budget;
  - c. coordinating food required for entertainment functions from Wing Foods and contractors;
  - d. ensuring the proper control of revenues from entertainment;
  - e. coordinating, with assistance from the Mess Secretary, the advertising of entertainment events;
  - f. planning, preparing, and distributing monthly entertainment schedules;
  - g. coordinating the booking of bands and-special entertainment;

- h. attending General Mess and Mess Committee Meetings; and
- i. performing other duties as may be assigned by the PMC.

#### Treasurer

- 5. The Treasurer shall be nominated by the Wing Comptroller before being endorsed by a vote by the membership. He or she is responsible to the PMC (through the V/PMC) for:
  - a. assisting in the preparation of the yearly budget;
  - b. monitoring financial results in comparison to the budget;
  - c. interpreting financial statements and advising the PMC and Mess Committee on the financial condition of the mess;
  - d. coordinating with Non Public Funds (NPF) Accounts all Mess financial activities;
  - e. assisting audit personnel when mess activities and/or records are being examined;
  - f. participating, as directed by the PMC, in stock takings;
  - g. performing other duties as may be assigned by the PMC

#### Living-In Officer

- 6. The Living-In Member is responsible to the PMC (through the V/PMC) for:
  - a. advising on all matters related to the organization and operation of the Mess's sleeping quarters;
  - b. acting as a liaison between living-in members and the Mess Committee, bringing to the latter's attention all complaints and suggestions regarding the quarters;
  - c. attending General Mess and Mess Committee Meetings; and
  - d. performing other duties as may be assigned by the PMC.

#### Bar Officer

- 7. The Bar Officer is responsible to the PMC (through the V/PMC) for:
  - a. advising on all matters relating to the organization and operation of the bar.
  - b. acting as a liaison between the Mess members and the Mess Committee, bringing to their attention all complaints and suggestions regarding the bar facility and operation;



- c. monitoring the performance of the Bar Supervisor and advising the PMC of any unacceptable incidents/trends;
- d. ensuring that adequate safeguards exist for bar stock;
- e. recommending in committee any changes necessary to bar prices;
- f. ensuring that a current price list is posted in the bar;
- g. scrutinizing bar inventory and authorizing bar stock levels;
- h. ensuring that an adequate system is maintained for accounting for stock, sales, and cash;
- i. advising the Mess Committee of bar activity and sales;
- j. attending General Mess and Mess Committee Meetings;
- k. participating in, or finding a military member to participate in, mandated stock taking of the bar; and
- l. performing other duties as may be assigned by the PMC.

#### Housing Officer

- 8. The Housing Officer is responsible to the PMC (through the V/PMC) for:
  - a. advising the Mess Committee on all matters relating to the housing requirements of the Mess;
  - b. planning and coordinating the purchase, rental, repair, refurbishment, and/or renovation of all Mess buildings, property, and furniture;
  - c. coordinating monthly inspections of Mess buildings, property, and furniture;
  - d. acting as a liaison between Mess members and the Mess Committee, bringing to their attention any suggestions or complaints regarding housing matters;
  - e. ensuring that verifications of both public and NPF material are conducted in accordance with the applicable regulations;
  - f. ensuring that the Mess and the Mess controlled quarters are furnished and maintained to existing scales;
  - g. ensuring that all outstanding RP Ops work requests and demands for furniture/equipment are reviewed and hastened;
  - h. attending General Mess and Mess Committee Meetings; and

- i. performing other duties as may be assigned by the PMC.

#### Sports Officer

9. The Sports Officer is responsible to the PMC (through the V/PMC) for:
  - a. advising the Mess Committee on all matters relating to the Mess' sports equipment, facilities, and events;
  - b. performing regular inspections of all sports facilities and equipment and advising the committee of any problems and/or recommended changes regarding same;
  - c. acting as a liaison between Mess members and the Mess Committee on all matters relating to Mess sports equipment, facilities, and events, bringing to their attention any complaints or suggestions regarding same;
  - d. organizing inter- and intra-mess sports activities;
  - e. liaising directly with the Entertainment Member and assisting them with the preparation of any special events featuring sports activities;
  - f. attending General Mess and Mess Committee Meetings; and
  - g. performing such other duties as may be assigned by the PMC.

#### Oak Room Officer

10. The Oak Room Officer is responsible to the VPMC for:
  - a. advising the Mess Committee on all matters relating to the Oak Room requirements and shortcomings;
  - b. the efficient operation and safety aspect of the Oak Room;
  - c. performing regular inspections of all Oak Room installation and equipment and advising the committee of any problems and/or recommended changes regarding same;
  - d. acting as a liaison between Mess members and the Mess Committee on Oak Room related matters and initiatives with the support of the Housing and Bar Officers;
  - e. liaising directly with the Entertainment Officer and assisting him with the preparation of any special events featuring sports activities;
  - f. attending General Mess and Mess Committee Meetings; and
  - g. performing other duties as may be assigned by the VPMC.

#### Mess Manager

12. The Mess Manager is responsible to the PMC for:

- a. the efficient operation and administration of the Mess' public rooms and bar;
- b. the cleanliness and maintenance of the Mess buildings and grounds;
- c. the processing of routine Mess correspondence;
- d. as directed by the Mess Committee, the requisitioning of authorized furnishings and supplies and the purchasing of NPF items;
- e. the training and supervision of all personnel employed in and by the Mess;
- f. the compilation, receipt and distribution of Mess accounts;
- g. the control of public and NPF inventories;
- h. the day-to-day management of Mess services and operations and the observance of the general regulations, orders, and procedures governing the organization and administration of same;
- i. the maintenance of personnel records, terms of references, and job descriptions for all permanent, part-time, and casual employees;
- j. acting as an ex-officio member of the Mess Committee and such other sub-committees to which he may be appointed.
- k. attending all Mess Committee meetings; and
- l. performing other duties as may be assigned by the PMC.

#### Bar Supervisor

13. The Bar Supervisor is responsible to the Bar Officer (through the Mess Manager) for:

- a. the efficient and proper operation of the bar;
- b. the supervision and scheduling of all bartenders;
- c. the control of all stock issued to the bar;
- d. the cleanliness of the bar;
- e. making recommendations to the PMC regarding the hiring of part-time bar help;
- f. ensuring proper shift handovers, stocktaking, and cash accounting;

- g. demanding stock to ensure that adequate levels are maintained for day-to-day operations;
- h. controlling issues of bar expense items; and
- i. performing other duties as may be assigned by the PMC IAW current TOS.

ANNEX C  
TRENTON OFFICERS' MESS BYLAWS  
5 MAY 2022

CONDUCT OF MESS MEETINGS

1. General - Mess meetings are held so that members can fully discuss, in a democratic manner, matters relating to the operation of the Mess and arrive at decisions based upon the will of the majority of the members.
2. Attendance - All available Ordinary members shall attend Mess meeting.
3. Order of Business - The normal order of business for General Mess Meetings shall be:
  - a. call to order;
  - b. ratification of minutes of the last meeting;
  - c. presentation of financial statement;
  - d. reports from committees;
  - e. business arising from the minutes of the previous meeting;
  - f. new business from the agenda;
  - g. urgent business from the floor;
  - h. PMC's comments; and
  - i. adjournment.
4. Prior Notice of Motion - If a subject of major importance, or a proposal which requires study, is to be introduced as new business, prior notice of same must be given to enable the committee to prepare relevant information and for members to formulate opinions and prepare any questions they might wish to ask. Accordingly, such proposals shall be made in writing and submitted to the Secretary at least fourteen (14) days prior to the meeting. The secretary in turn shall forward the proposal to all members and include same as an item in the meeting agenda.
5. Notification of Meetings - Notification of General Mess Meetings shall be emailed to all members at least fourteen (14) days in advance of the meeting.
6. Agenda - The Mess meeting agenda shall be prepared by the Secretary in consultation with the PMC and posted in the Mess promulgated at least seven (7) calendar days prior to the Mess meeting.
7. Making a Motion - A motion is a proposal that the Mess take action or that it express as holding

a certain opinion. A motion may be made by any member of the Mess except the PMC. To make a motion a member first obtains recognition from the PMC by standing and waiting until he is acknowledged. If two or more members rise at approximately the same time, the PMC decides who is to be recognized first. Prior to making a motion, the member should have formulated the correct wording of the proposal he wishes to bring to the attention of the meeting. After being recognized or obtaining the floor, the member is to identify himself and say "I move that..." or "I move to..." For the sake of absolute accuracy, a motion should be put in writing, read by the one who proposes it, and handed to the Secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear the PMC will repeat the motion, inquiring from the proposer if the wording is correct.

8. **Seconding a Motion** - A motion must be seconded before it may be considered. If a motion is not seconded, no notice whatever need be taken of it by the PMC but for the sake of fairness to all, the PMC may say, "If no seconding is forthcoming, the motion cannot be considered", before proceeding with other business. Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one member other than the proposer. It is customary for the proposer to rise, but it is not necessary for the seconder to do so; however, the seconder must identify himself.
9. **Legality of a Motion** - No motion is in order if it conflicts with the avowed object or purpose of the Mess or concerns a subject over which the Mess has no jurisdiction. When a motion has been made, the PMC will determine whether it is in order for presentation for discussion by the meeting. This the PMC may do before, or after, it is seconded. If the PMC considers a motion in order, it will be repeated to the meeting and there will be an invitation for discussion thereon. If the PMC considers a motion not in order, the PMC will rule the motion out of order and advise the members the reason for so doing.
10. **Debating a Motion** - Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted upon. When moved, seconded, and reiterated by the PMC, a motion cannot be withdrawn or ignored, unless the original mover asks for permission to do so from the meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.
11. **Voting** - Unless stated otherwise in the Constitution or Bylaws, all motions are decided by a majority vote of the ordinary members present. This is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning of majority, equal votes defeat a motion. Members cannot be compelled to vote on a motion. The PMC may exercise his own vote as a member but as a general rule he will refrain from doing so. Except for his vote as an ordinary member, the PMC does not have an extra or deciding vote in the event of a tie.
12. **Types of Motions** - Motions are of two kinds, Main and Secondary:
  - a. **Main Motions** - A main motion is one which introduces a subject to the meeting. It is debatable and amendable; that is to say, the opinions of those present may be expressed in regard to it, not only by their votes, but also by their words. It is quite proper for any member in favour of a motion to present all the arguments he can think of which seem to make the

action advisable and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the PMC must remain absolutely impartial.

- b. Secondary Motion - In most instances, a main motion will be proposed, seconded, discussed, and voted upon without any further complications; but this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted upon; or other circumstances may occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary (subsidiary) motions and may take the form of:

- (1) an amendment to the original motion, or an amendment to an amendment;

- (2) a motion to;

- (a) defer the subject of the original motion temporarily or indefinitely;

- (b) refer the subject of the original motion for further study; and

- (c) limit time for debate of a motion. Such motions must be considered and voted upon before action can be taken on the main motion. Approval of an amendment to a motion automatically defeats the original motion without further vote.

13. Nominations - Nominations are made from the floor. No seconder is required. Nominations may be closed by a motion from the floor, but such a motion is not in order until a reasonable time has elapsed. Normally, the PMC will, after inquiring whether there are any further nominations, declare the nominations closed.

14. Adjournment The closing of the meeting will be by resolution invited only by the PMC. The PMC has the power to adjourn a meeting for a specific period of time or to close the meeting peremptorily under special circumstances.

ANNEX D  
TRENTON OFFICERS' MESS BYLAWS  
5 MAY 2022

MESS DINNERS

1. Organization - The PMC through the Mess Committee is responsible for planning and organizing Mess Dinners.
2. Notification - Announcement that a Mess Dinner is to be held shall be made in Routine Orders or by electronic means and, if possible, at a General Mess Meeting. In addition, the PMC shall publish a memorandum specifying the number of officers required to attend from each Unit or Branch. Commanding Officers and Branch heads shall then provide lists of attending officers to the Mess Manager. The Mess Dinner is a parade: an official Canadian Forces' function at which dress, time of assembly, attendance, and other details shall be specified and have the legal standing of orders.
3. Dress - The dress for Mess Dinners is an appropriate order or Mess Dress. For civilians, a tuxedo or dinner jacket is the normal standard expected.
4. Guests - Official guests of the Mess such as visiting military or civilian dignitaries, or retired members, are often in attendance at Mess Dinners. Other guests, such as personal friends of individual officers, may also be invited but only with the approval of the PMC. It is the responsibility of all Mess members to see that guests are properly entertained.
5. Assembly:
  - a. all persons attending the dinner shall congregate in the lounge thirty-five minutes before the dinner is scheduled to start;
  - b. cocktails shall not be served before the arrival of the Wing Commander;
  - c. the PMC shall meet and escort the Wing Commander and the senior guest, if applicable, into the anteroom. The assembled persons will come to attention and will remain so until the Wing Commander, or senior guest, has acknowledged their assembly;
  - d. the assembled persons may then proceed to cocktails, ensuring that all guests have been served first;
  - e. during the assembly period, officers must take advantage of the opportunity to greet their guests, as guests of the Mess are in effect guests of all the officers. As time and numbers permit, all officers should come forward and pay their respects to the senior officers and guests;
  - f. should a member arrive after the Wing Commander, he should make his apologies to the PMC;



- g. each member is to ascertain his seating position for the dinner prior to the announcement that dinner is served;
- h. a trumpeter or piper, if available, shall make the appropriate calls to announce dinner. The PMC shall escort the Wing Commander to the head table or, if a guest of honour is present, the PMC shall escort him to the table followed by the Wing Commander who shall escort the next senior guest. Other guests and their hosts should then follow and the remaining officers shall proceed to the dining room in approximate order of rank and seniority. (Note: At mixed dinners, historically gentlemen escorted the ladies seated on their right as indicated by the seating plan). The V/PMC shall ensure that all officers move quickly into the dining room and shall take his position as soon as all officers have entered the dining room and have taken their places.

6. Seating and Conduct of Dinner:

- a. the Wing Commander sits at the centre of the head table, with the senior guest on his right. Other guests and senior members sit to the right and left of the Wing Commander and senior guest. The PMC sits at the right end of the head table, and the V/PMC at the left end;
- b. traditionally each member and guest shall stand behind his chair until grace has been said by a chaplain or a previously designated officer;
- c. decorum must be maintained throughout the dinner. A Mess Dinner is a formal occasion and diners are expected to comport themselves with the dignity appropriate to such an occasion. Unruly behaviour (e.g.: throwing food, tying napkins, singing etc.) is not acceptable. Normally, members may not leave the dining room during the dinner. If a member must leave for personal reasons, he must obtain permission from the PMC.

7. The Loyal Toast - After the last course is finished, the Mess staff will remove from the table everything except the table decorations, candelabra, and one wine glass per person. Port decanters will then be placed on the table. The Mess Manager or person acting as Chief Steward shall indicate to the PMC that the port is ready to be passed. The procedure is then as follows:

- a. the PMC will pour a small amount of port into his glass, test it, and pass the decanter to the left. At this signal, each member who has a decanter in front of him fills his glass and passes the decanter left, the decanter shall not be placed on the table until it requires replenishment or has reached the end of the table. Once port has been poured into the glass, it shall not be touched until it is time for the Loyal Toast. It is permissible to drink the toast in water;
- b. when the Mess Manager or person acting as Chief Steward has indicated to the PMC that all officers have been served port, the PMC shall rap his gavel, all conversation shall cease, the PMC will rise holding his glass of port with glass at waist level and shall announce to the V/PMC either in English or French, "Mr. Vice, the Queen of

Canada," or "Monsieur le vice president, la reine du Canada".

- c. the V/PMC will then rise holding his glass at waist level and announce in the other official language, "Ladies and gentlemen, the Queen of Canada" or "Mesdames et messieurs, la reine du Canada", as appropriate;
  - d. at that point, all other officers and guests shall rise holding their glasses at waist level and shall remain standing at attention, and
    - i. if there is no band present, immediately raise their glasses and announce individually, in French or English "The Queen", and take the Loyal Toast;
    - ii. if there is a band present, remain standing until the first six bars of "God Save the Queen" have been played then raise their glasses and announce individually, in French or English "The Queen", and take the Loyal Toast;
    - iii. glasses shall be lowered to the table and the assembly shall be seated.
8. Other Toasts - When foreign officers/dignitaries are present as head table guests, it is appropriate to toast the head of state of the foreign guest. The procedure for doing so is the same as the Loyal Toast with or without a band present.
  9. Military Marches - One or more military marches are normally played after the toasts. Members will rise and stand at attention when their branch/regimental march is played. If the RCAF March is the only one played, all members are expected to rise and stand at attention while it is played. The name of the marches and the sequence in which they will be played will normally be indicated in the dinner menu.
  10. Following the toasts/Marches - Following the toasts and military marches, coffee is served. The bandmaster and chief cook may at this time be invited by the Wing Commander to join him at the table for a glass of wine/scotch.
  11. Completion of Dinner - Indication that the dinner is officially over will be given either by the departure of the Wing Commander and guests, or by the PMC standing up until noticed by all members. It is customary for members to stand until the Wing Commander and official guests, accompanied by the PMC and V/PMC, have left the room.
  12. After Dinner - Following the dinner, all members will retire to the lounge where a programme of presentations (e.g. for retiring members), entertainment, or games may ensue. Officers shall pay their respects to the Wing Commander or senior officer present before leaving the Mess.
  13. Do's and Don'ts - Please don't be late, don't take drinks or lit cigarettes or cigars into the dining room, or commence a course until the head table has first done so. Above all, don't forget to show the proper military courtesy to the host, the guests, and other senior officers present at the dinner.
  14. Please do take care to arrive on time and properly dressed, to check the seating plan, to pay

your respects to the senior officer present when you arrive, as well as the Formation and Wing Commander and your own Commanding Officer or Branch Head and senior guests as appropriate. Remember you are dining in your home away from home, generally with guests present, so please conduct yourself accordingly. Talk to as many people as you can before and after dinner, guests and senior officers, and make them feel at home. If in doubt about anything during the dinner, discreetly watch the host, the PMC, or one of your more knowledgeable neighbours and do as they are doing.

## **TRENTON OFFICERS' MESS DRESS REGULATIONS**

1. This document identifies the acceptable orders of civilian dress for the Officers' Mess.

2. The definitions of civilian dress are as follows:

a. Formal:

- i) tuxedo with black tie,
- ii) floor-length ball gown,
- iii) below the knee cocktail dress, or
- iv) tuxedo equivalent.

b. Semi-Formal:

- i) suit;
- ii) sports jacket, slacks, with or without a tie or ascot,
- iii) knee length dress, or
- iv) slacks or knee length skirt and blouse or suit jacket.

c. Casual:

- i) collared sports shirt with:
  - (1) dress slacks,
  - (2) Bermuda shorts with an inseam of at least 6", or
  - (3) knee-length skirt; or
- ii) Sun dress.

Notes:

- 1. No under garments shall be plainly visible.
- 2. Bare midriffs are not allowed; midsections shall be covered.
- 3. Appropriate footwear includes all forms of footwear except athletic wear, i.e. running shoes. Sandals with or without socks may be worn. Sports/shower-type sandals are not permitted.

d. Relaxed: Includes jeans or shorts, and clean and shoes or sandals (in good repair), as well as tasteful t-shirts (no collar required). Worn, dirty or dishevelled clothing, sports clothing, and sports sandals are prohibited.

3. Weekly Dress Routine:

a. Casual Dress in all areas except for specified occasions as promulgated in the mess calendar or otherwise directed. Casual dress is permitted until the commencement of the function, then in accordance with published dress code in the areas so designated; and

- b. Relaxed Dress may be worn in the Oak Room, but is prohibited when functions are being held.
4. Military Dress - The following is the order of military uniform dress for the Officers' Mess:
- a. Mess Dinners, Formal Dances, Service Balls – Unless otherwise directed, mess kit, or in the case of Officers within the first months of commissioning, mess dress interim.
  - b. Lower Bar – Dress of the day.
  - c. Upper Bar/Lounge – Dress of the day.
  - d. Dining Room – Dress of the day.
5. Flight suits and environmental clothing may be worn in the Lower Bar at any time and in the Upper Bar when used for TGIT. They may be worn in the Dining Room only when it is designated as the all ranks feeding facility