



**17 WING WINNIPEG
JR RANKS' MESS
CONSTITUTION
AND
BY-LAWS**

JR RANKS' MESS
CONSTITUTION AND BY-LAWS

Oct, 2020

FORWARD

1. The Junior Ranks' Mess Constitution and Bylaws are designed to enunciate the authorized principles and regulations used to form and govern the 17 Wing Winnipeg Junior Ranks' Mess. Under the authority invested in me by the Chief of the Air Staff and in accordance with QR&O Article 27.01 and CFAO 27-1, this constitution and its by-laws are approved effective this date. It replaces all previous editions.

2. Suggestions for improvements should be directed to the President of the Mess Committee.

PROTEAU, Digitally signed by
DAVID 448 PROTEAU, DAVID 448
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J. G. D. Proteau, CD
Colonel
Commander 17 Wing

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CHAPTER 1

CONSTITUTION

101. PURPOSE OF CONSTITUTION

The Constitution and By-Laws contained herein set forth the conduct of operations and administration of the Mess, unless otherwise stated or implied. The constitution applies to all members.

102. NAME OF MESS

The name of the Institution shall be the Junior Ranks' Mess, 17 Wing Winnipeg, hereinafter referred to as the Mess. It shall include the Junior Ranks' Mess building.

103. AUTHORITIES FOR ESTABLISHMENT AND OPERATION

The Mess is established under the authority of the Chief of the Air Staff, in accordance with QR&O Article 27.01 and CFAO 27-1. It shall be operated and administered in accordance with the regulations and orders governing the operation of messes in the Canadian Forces (CF), as set out in A-AD-262-000/AG-000; the instructions contained in this Constitution and By-Laws which amplify it.

104. PURPOSE OF OPERATION

The Mess shall be operated for the purpose of encouraging esprit de corps and the fostering of good fellowship amongst the members and provide goods, services and amenities to the members. The Mess shall receive and account for all allowances and donations that apply to it.

105. MEMBERSHIP

1. IAW CFAO 27-1, the membership of the Mess shall consist of the following:

- a. Ordinary members;
- b. Associate members; and
- c. Honorary members.

106. ORDINARY MEMBERS

1. The ordinary members of the Mess shall be comprised of:

- a. All members of the Canadian Forces, Regular and Primary Reserve, class A, B & C employed on continuous service or on temporary duty in excess of 14 days at a unit served by the Mess at 17 Wing Winnipeg holding the rank of Master Corporal, Corporal or Private.
- b. Members of equivalent rank from regular forces of other countries serving in the vicinity of 17 Wing Winnipeg who are authorized by the Wing Commander to become ordinary members.

107. **ASSOCIATE MEMBERS**

1. The associate membership of the Mess is comprised of the following personnel, subject to the final approval of the Wing Commander as outlined in Chapter 2, Article 211:

- a. Retired - This category consists of officers who were:
 - (1) honourably released from the Regular Force and entitled to an immediate or deferred service annuity, or; and
 - (2) honourably released from the Primary Reserve and accumulated 12 or more years of service.

- b. Working - This category consists of:

The following may, on the recommendation of a General Mess Meeting and on approval by the Wing Commander, become Associate Members of the Mess for a term not to exceed a year.

Renewal of Memberships for further one-year terms will be upon the recommendation by General Mess Meeting to the Wing Commander:

- (1) former Junior Ranks of Commonwealth and Foreign Forces, both Regular and Reserve; and
 - (2) civilian employees of the Department of National Defence and Civilian employees of the Local Business Community deemed to hold the equivalent Junior Ranks Status;
 - (3) Junior Ranks personnel of the Canadian Forces Reserve who did not accumulate 12 years or more; and
 - (4) JR's of the Regular Forces of other countries serving in the vicinity of 17 Wing Winnipeg.
-
- c. Social - This category consists of other personnel for a term not exceeding one year, without prejudice to renewal of membership for further one-year terms, upon the recommendation of the Mess Committee, and the majority vote of a General Mess Meeting.

NOTES: 1. Personnel who are eligible under Article 109, 1.b. (1) and 1.b. (2), but who fail to apply for associate membership, and who are not honorary members, shall not be permitted to use the facilities of the Mess as if they were members thereof.

2. Precedence for associate membership should be given in the sequence that the categories are listed in this article.

108. **HONORARY MEMBERS**

1. The honorary members of the Mess shall include:

- a. JR NCMs' of the CF (Regular and Reserve) except those who are already ordinary or

associate members, and

- b. personnel in possession of an honorary lifetime membership granted in accordance with Air Force Administrative Order 27.01/01 prior to 1 February 1968.

- NOTES:**
1. Membership mentioned in Article 109, 1.b. shall only be rescinded with the concurrence of NDHQ.
 2. Unless revoked in writing by the individual, honorary mess membership shall be granted to ordinary members upon commencement of retirement leave on retirement. This membership shall cease at the end of one calendar year after they become honorary members, or on the date they become associate members in accordance with Article 109, 1.a. (1), whichever is the earlier.
 3. If ordinary members of other JR NCMs' messes use the facilities of this Mess on a frequent basis, they should apply for associate membership.

2. The honorary members of the Mess may also include by invitation, distinguished personnel 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, the majority vote of a General Mess Meeting (CFAO 27-1), and the approval of the Wing Commander.

109. **PRIVILEGES OF MEMBERS**

1. **Ordinary Members.** Only ordinary members shall be eligible to serve on the Mess Committee, and to attend and vote at mess meetings. Membership shall continue during all periods of temporary absence such as leave, temporary duty, and hospitalization, unless otherwise stated herein.
2. **Associate Members.** Associate members shall be accorded the privileges of the Mess but shall not serve on the Mess Committee nor have voting privileges. They may assist the Mess Committee or sub-committees but by doing so may assume no responsibility. Associate membership is subject to cancellation or suspension for cause by the Wing Commander. Associate membership is not transferable from one mess to another but may be held in more than one Snr NCMs' mess if dues are paid at each mess.
3. **Honorary Members.** Honorary members shall be accorded the privileges of the Mess, but shall not pay mess subscriptions or serve the Mess in any capacity. They may be assessed a proportionate share of expenses associated with any entertainment function which they attend. Except as provided under CFAO 19-8, they shall not enter the Mess for the purpose of soliciting or transacting business. They may invite personal guests to the Mess with the prior permission of the PMC.

110. **MESS COMMITTEE**

1. The Mess shall be administered by a committee appointed by the Wing Commander or elected by and from ordinary members at a general mess meeting hereafter known as the executive committee.
2. The Wing Commander will appoint an officer of the rank of MWO or above to act as the supervising officer to the mess committee. The supervising officer is responsible for:
 - a. assisting and advising the mess committee as required; and

- b. maintaining an adequate information flow to the PSP deputy manager on affairs of the mess.
3. The Executive Mess Committee shall be comprised of:
- a. PMC appointed by the Wing Commander
 - b, VPMC appointed by the Wing Commander
 - c. Supervising Officer appointed by the Wing Commander
 - d. Mess Secretary elected at a General Mess Meeting
 - e. Entertainment Chairperson elected at a General Mess Meeting
 - f. Vice Entertainment Chairperson elected at a General Mess Meeting
 - g. Sports Chairperson elected at a General Mess Meeting
 - h. Vice Sports Chairperson elected at a General Mess Meeting
 - i. Housing Chairperson elected at a General Mess Meeting
 - j. Hospital Chairperson elected at a General Mess Meeting - Deleted
 - k. Financial Adviser Chairperson elected at a General Mess Meeting
 - l. PR & Advertising Chairperson elected at a General Mess Meeting
 - m. Living in Member Chairperson elected at a General Mess Meeting - Deleted
 - n. Web Master Chairperson elected at a General Mess Meeting
4. The Executive Mess Committee shall appoint other committees or sub committees as required.
5. In the event of a vacancy on the Executive Mess Committee, volunteers may be appointed by Executive Mess Committee to fill the vacancy until the next General Mess Meeting.
6. The duties and responsibilities of the committee members shall be as set down in the By-Laws.

111. **MESS MEETINGS**

1. A Mess Committee meeting shall be held at least monthly at the call of the PMC to consider:
- a. the approval of expenditures, which fall within the Mess Committee's authority;
 - b. the approval of financial statements; and
 - c. any other matter concerning the operation of the Mess.
2. Sub-committee meetings shall be held at the call of the sub-committee chairman and attended by sub-committee members.
3. A General Mess Meeting shall be held at least bi-annually, as per Wing Standing Order 02-116, at the call of the PMC to consider:
- a. the financial statements presented by the Wing Comptroller Rep;
 - b. the proposed Mess activities; and
 - c. other business concerning the Mess.
4. An extraordinary General Mess Meeting may be held at any time at the call of:
- a. Wing Commander;

- b. the PMC; or
- c. the PMC on application, in writing, by 100 or more ordinary members, stating the cause on such an application.

112. **EXPENDITURE OF MESS NON-PUBLIC FUNDS**

The detailed rules interpreting the principles and regulations for the expenditure of Mess non-public funds shall be specified in the by-laws.

113. **AMENDMENTS**

1. Proposals to amend the Mess Constitution or its By-Laws shall be made in writing directly to the PMC. Proposals shall then be considered by the Mess' Executive Committee. Valid proposals shall be posted on the notice board for at least fourteen calendar days, before being presented at the next General Mess Meeting.
2. Should the committee consider a proposal invalid, they shall advise the originator in writing; of the reason for considering the proposal invalid.
3. Amendment entries shall make reference to the minutes and item of the meeting, at which the amendment is authorized.
4. Electronic voting by membership may be used to approve changes in lieu of presentation at a General Mess Meeting so long as quorum requirements (see Art. 222) are met and accepted by the majority. All motions that require an electronic vote will be open for vote for 2 weeks from the time the vote goes out to the membership.

CHAPTER 2

201. PURPOSE of BY- LAWS

1. The by-laws of the Junior Ranks' Mess are published under the authority of the Wing Commander:
2. The By-Laws, as established from time to time, supplement and amplify the mess constitution, and form the basis for the operation of the mess and conduct of its members.
3. To be deleted (refer to Article 113).

202. ORGANIZATION OF MESS COMMITTEE AND STAFF

1. In accordance with Article 120 of the Constitution, the Mess Committee shall consist of:
 - a. President of the Mess (PMC);
 - (i) PMC shall normally be filled by advancement of the VPMC; and
 - (ii) term of office shall be six months.
 - b. Vice-President of the Mess (VPMC);
 - (i) VPMC shall be appointed by the Wing Commander; and
 - (ii) term of office shall be six months, followed by advancement to the office of PMC.
 - c. Entertainment Chairperson;
 - (i) Entertainment Chairperson shall normally be filled by advancement of the Vice Entertainment Chairperson; and
 - (ii) the term of office shall be six months.
 - d. Vice-Entertainment Chairperson;
 - (i) Vice-Entertainment Chairperson shall be elected from and by the Entertainment Sub-Committee and approved by the PMC; and
 - (ii) the term of office shall normally be six months, followed by advancement to the office of Entertainment Chairperson.
 - e. Sports Chairperson;
 - (i) Sports Chairperson shall be elected at a General Mess Meeting; and
 - (ii) the term of office shall be six months.
 - f. Vice-Sport Chairperson;

- (i) Vice-Sport chairperson shall be elected from and by the Sport Sub-Committee and approved by the PMC; and
 - (ii) the term of office shall normally be six months, followed by advancement to the office of Entertainment Chairperson.
- g. Mess Executive Secretary;
- (i) the Mess Executive Secretary shall be elected at a General Mess Meeting; and
 - (ii) the term of office shall be 12 months Secretary;

2. Staff members shall be given a copy of their duties and responsibilities detailed in the Operating Principles in accordance with A-AD-262-000/AG-000 (Mess Administration).

Note:

1. The Mess is operated and controlled by its members under the jurisdiction of the Wing Commander, and specifically by the members of the committees so elected or appointed. Notwithstanding, the ultimate responsibility for the safeguard of mess resources, equipment and the observance of these By-Laws shall rest with every member of the mess.
2. The Mess Committee shall be responsible for the administration and management of the mess in accordance with these regulations within their respective function as each duty analysis so states.
3. The Wing Commander shall appoint the PMCs and VPMCs. The remainder of the mess committee shall be nominated and elected by the ordinary members at a general mess meeting and approved by the Wing Commander. They shall normally serve for a period of six (6) months in office. However, where deemed necessary and the appointee is in agreement, the WComd may extend the appointment of the PMC for up to one year.
4. However, if a committee position is vacant (other than the PMC and the VPMC positions), and a volunteer for that position is found, the executive committee can nominate and authorize that person to fill that position until the next General Mess Meeting.
5. A Committee Member may, with the approval of the PMC, extend his term in office.
6. The VPMC is an understudy of the PMC. As such, he/she serves six (6) months in the latter position to form a basis of continuity.
7. The understudy system also applies to the vice entertainment chairman and vice sports chairman who will assume the duties of the entertainment or sports chairman for a similar period so decreed by the mess committee.

203. **RESPONSIBILITIES OF MESS COMMITTEE AND STAFF**

1. The Mess Committee shall be responsible to the Wing Commander for the overall efficiency, administration, and management of the Mess, and for establishing policies, which shall be carried out by the designated committee and/or staff members.
2. Responsibilities for individual Mess Committee and staff positions are established in the A-AD-262-000/AG-000.

3. Employees of the mess will normally consist of full, part time, and casual employees and shall be administered IAW NPF Pers Pol.
4. The duties of the NPF Staff shall be detailed by the Mess Manager in individual job descriptions.
5. Mess employees are restricted from participating in social events while working. If an employee wishes to attend a social event when not on duty, a Member of the Mess must sign in the employee as a guest.
6. Mess Employee is forbidden to partake in any draws without permission of the PMC.

204. **SUBCOMMITTEES**

If it is necessary to appoint or elect sub-committees from among ordinary members to deal with specific matters, the chair shall be a member of the Mess Committee.

205. **EMPLOYEES' REMUNERATION AND ADMINISTRATION**

1. The remuneration of mess employees shall be based on those rates and classification published annually by the Wing NPF Wage Review Committee. All payments shall be made through the Non-Public Funds Accounting Office.
2. All employees shall be administered pursuant to the Canadian Forces Personnel Support Agency Policy Manual and other directives issued by or on behalf of the WComd or higher authority.

206. **FINANCIAL AUTHORITIES**

1. All financial authorities, assessments, costs and salaries previously recommended by the Mess Committee and approved by the Wing Commander, shall be formally reviewed annually during a General Mess Meeting during the last quarter of the fiscal year. For convenience sake, these may be extracted from the by-laws and presented to the mess membership as a hand-out document.
2. The Wing Commander may authorize the transfer of up to seven percent of the gross sales of the bar operation to the Base Fund. Otherwise, mess non-public funds and other mess assets shall only be expended for the operation, social activities, development, and improvement of the Mess.
3. The Mess shall receive and account for all allowances, donations, and funds that apply to it through the NPF Accounting Supervisor.
4. In accordance with existing instructions, approved expenditures involving construction or alteration of works and buildings belonging to the Mess (Article 102) shall not be implemented until approved by the Chief of the Air Staff, or higher authority.
5. Subject to the availability of funds and on the recommendation of a General Mess Meeting, the following NPF capital, major maintenance or other non-recurring expenditures may be approved by the Wing Commander:
 - a. up to \$50,000 if the Mess is not indebted to Canadian Forces Central Fund.
 - b. up to \$10,000 if the Mess is indebted to Canadian Forces Central Fund.
6. The Mess Committee is empowered to authorize all capital and non-recurring expenditures not as

per annual standby authorities voted in by the membership.

7. The PMC may approve the expenditure for any one item or project of a capital or non-recurring nature as per the annual standing authorities.

8. The Mess Manager shall be authorized to hold a petty cash float as per the annual standing authority. Expenditures from the petty cash float shall be limited to \$200.00 for any one item.

207. **MEMBERSHIP – PRIVILEGES/APPLICATION/APPROVING**

1. The mess membership shall be as laid down in article 109 of the constitution. The privileges, application and approving of membership for this mess are as follows:

a. privileges

- (1) Ordinary members have equal rights and privileges, may enjoy all mess facilities and functions; are eligible to serve on mess committees, attend mess meetings and to vote upon mess matters; and
- (2) Associate and honorary members shall be accorded the privileges of the mess but shall not serve the mess in any capacity nor attend mess meetings.

b. Application and Approving (Associate Membership). Shall not exceed 10% of the ordinary Membership. Application for associate membership must comply with the following procedures:

- (1) complete an application and be sponsored by two ordinary members, forward application form with two recent passport size photographs to the mess office;
- (2) when the applicant is found suitable, notice will be posted on the mess notice boards and mess web page for a period of 14 days. The Mess Manager will in turn issue a Mess Identification Card. Each ordinary member has the right of filing objections to The PMC, who will review and investigate;
- (3) if the applicant is found unsuitable, the PMC will advise the sponsors in writing of the reason for rejection.
- (4) upon approval of the application, it shall be included in the agenda of the next General Mess Meeting for a ratification vote.

c. Honorary Membership. The application for honorary membership will be as indicated in article 109 of the mess constitution.

Notes:

1. Ordinary and associate members shall be assessed, for payment into the mess non-public funds, amounts, recommended by the Mess Committee, adopted by a General Mess Meeting, and approved by the Wing Commander.

2. Regular Force members employed/posted to Reserve units within the vicinity of 17 Wing who would normally belong to the 17 Wing JRM shall pay mess dues to the 17 Wing JRM. If these members subsequently pay dues at the Reserve Unit mess, as they are permitted to do, they will be reimbursed upon presentation of receipts or proof of pay allotment by the 17 Wing JRM in the same manner that

members on course or TD at 17 Wing do.

3. These amounts shall be charged, pro rata, on a daily basis for a period of less than 30 calendar days for members being posted in or out.

4. Other amounts may also be charged to cover the cost of incidental expenses such as organized luncheons, mess dinners and mess functions.

5. Associate members may pay the monthly subscription and entertainment charges in advance.

208. **SUBSCRIPTIONS**

1. Mess subscriptions for ordinary and associate members shall be IAW AAD-262-000/AG000.

2. Each ordinary and associate member shall pay into the mess the amount determined by a General Mess Meeting, subject to the final approval by the Wing Commander, a monthly subscription towards defraying the general expenses of the mess.

3. A monthly rate shall be levied upon each ordinary and associate member. Any changes to the amount must be approved at a General Mess Meeting. All 17 Wing JRM members regardless of component will pay the same monthly rate set forth at a General Mess Meeting subject to WCOMD approval. References: DAOD 5045-0 and RCAF Reserve Instruction 06/20.

4. Mess subscription will prorate on a daily basis for a period of less than one full month.

5. Associate members shall pay their subscriptions six months in advance and at the discretion of the PMC. A membership may be revoked when an associate member's subscription becomes thirty days in arrears.

6. Where a paid up associate member wishes to voluntarily terminate his/her membership, application shall be made in writing to the PMC who authorize reimbursement.

7. Where the associate membership of a person has been officially rescinded by Mess action, the person's paid up dues shall be refunded (less any self-incurred indebtedness) by the amount totalling the sum of monthly assessments for each unexpired month of membership following the month during which the period to rescind the membership was made.

209. **MESS BILLS**

1. Mess bills may be paid by deduction from members' pay accounts (CFAO 203-4), by cheque, or by cash to the Mess Manager. Mess bills paid by cheque or in cash, shall be done so on or before:

a. the 15th day of the month following that in which the bills were incurred; or

b. the date they cease to be members.

2. The PMC shall, on the 18th day of each month, and after investigation, furnish the Wing Commander, for his necessary action, the names of ordinary and associate members who have not paid their mess bills.

3. Mess bills incurred by transient/visiting JR NCMs' shall be paid prior to their departure from 17 Wing Winnipeg. If, for any reason, settlement cannot be arranged prior to the departure, payment shall be requested, by letter, from the transient/visiting officer by the Mess Manager.

210. **TEMPORARY AND ATTACHED DUTIES**

Ref: CFAO 27-1

When members are absent on temporary or attached duties to another unit for 14 days or more and thereby are unable to use the facilities of the Mess, the amounts mentioned in Article 208 shall be reduced proportionately and the members may be requested to pay into the mess non-public funds of the host mess the rates effective there.

211. **WRITE-OFF AUTHORITIES FOR NON-PUBLIC PROPERTY**

1. The approving authority for NPF property write-offs are:
 - a. The Wing Commander, if the loss in one month does not exceed \$1,000.00; or
 - b. The Chief of the Air Staff, in any other case.
2. Investigation of a loss of or damage to non-public property shall be in accordance with QR&O's 21.72 and 21.73.
3. The authorization for the write-off of a loss of or damage to non-public property, under the terms of paragraphs 1 and 2, shall not prejudice disciplinary or other action against any mess or staff member.

212. **BAR EXTENSION**

Extension of bar hours is permitted with the written consent of the Wing Commander. At mess functions, the PMC, VPMC or Senior Member present may grant a bar extension, provided it is economically viable and does not exceed the Laws of the Manitoba Liquor Control Commission.

213. **TRADING ACTIVITIES**

Bar operations shall be carried out in accordance with QR&O 19.04 and the provisions of this article and shall not operate in a deficit.

- a. the mess committee shall determine prices of merchandise except that the committee may authorize the Mess Manager a stated percentage mark-up for each class of item other than beverages;
- b. all sales shall be on a cash basis;
- c. ordinary and associate members are authorized to cash one personal cheque per day for a maximum amount of Fifty dollars (\$50.00) provided that it does not effect the cash operation of the bar. The bar steward may demand identification information required by non-public funds accounts cheque cashing procedure, ie such as a mess membership card;
- d. bar operating hours shall be established by the Mess Committee and approved by the Wing Commander;
- e. bar cards in an amount to be decided annually at a general meeting of the mess membership and approved by the Wing Commander. Bar cards shall be used for the entertainment of guests of the mess, official visitors or special occasions as considered

appropriate by the PMC;

- f. bar prices and operating hours shall be posted at the bars;
- g. bar stewards shall refuse service to any person for any reason that the province of Manitoba Liquor Control Act would give them that right as a bartender. In all cases the bar manager shall be informed the next working day;
- h. the Mess Manager, personnel conducting stock checks and bar staff are the only personnel authorized entry behind the bar;
- i. any discrepancies disclosed by stocktaking are to be brought to the attention of the PMC;
- j. federal, Provincial and Municipal laws shall be observed; and
- k. the sale of intoxicants shall be restricted during federal and provincial elections in the same manner as civilian outlets.

214. **MESS ENTERTAINMENT**

Members may be charged admission to functions held in the mess. The admission charged shall be used to offset the cost of entertainment provided. The executive shall determine admission charges.

215. **BANKING**

Control and disbursement of mess funds shall be carried out in accordance with non-public funds regulations, QR&Os and CFAOs. The NPFAS or his delegate may act in an advisory finance capacity to the mess.

216. **MEETINGS**

Meetings shall be held as per Article 111 of the mess constitution.

217. **FUNCTIONS** (Renamed)

The rules for "PROPOSAL BOOK" are to be deleted (refer to Article 220, Para 3).

Functions that may be held in the Junior Rank's Mess are defined as:

- a. Regular Business Hours - any time when the Mess is open for regular business.
- b. Social Functions - TGIFs, Surf & Turf, Wine and Cheese Parties, Bingos, etc.
- c. Special Functions - Mixed Dining-In's, Mess Dinners, etc.

218. **NOTICES**

1. A notice board shall be maintained in a prominent place in the Mess. Copies of the latest minutes of the mess committee, entertainment committee, General Mess or Extraordinary General Mess Meetings. An agenda for General Mess Meetings and financial statements shall be posted on this board. The Mess Manager may post any other notices deemed necessary to keep the members informed. The posting of notices of a private nature on this board will require the permission of the PMC, VPMC, or Mess Secretary.

2. Notification of a General Mess Meeting will be at the discretion of the PMC but shall be published in 17 Wing Winnipeg Routine Orders.

3. The Mess Manager shall maintain notice boards adjacent to the main entrance of the mess showing the names of officers of the mess committee, including ex-officio members.

219. DISCIPLINE

1. The responsibility for proper decorum in the Mess shall rest with every member. All members shall be familiar with the Constitution and By-Laws. In cases of misconduct, the following shall apply:

- a. The PMC shall be specifically responsible to the Wing Commander for reporting any action that is contrary to mess rules or good conduct.
- b. The PMC may impose restricted privileges on any member for misconduct or infraction of any mess order or instruction, but in each instance, he shall submit a report to the Wing Commander.
- c. When the PMC is not in attendance, the senior member present (in the following order: Executive Committee; then Ordinary, by rank, followed by seniority) shall have a particular responsibility for the close observation of order and discipline within the Mess. Infractions shall be reported, immediately, in writing to the PMC.

2. Cancellation of membership:

- a. Ordinary Memberships cannot be cancelled.
- b.
- b. The Executive Mess Committee or higher authority may cancel Associate and Honorary Memberships at any time, when evidence of misconduct or abuse of mess privileges is sufficient.

3. Gambling, including bookmaking or acting as an agent is strictly prohibited.

4. Personal property brought into the mess by any member or guest is the sole responsibility of the member or guest. The mess shall not be responsible for personal property checked with a mess-sanctioned coat checking service.

5. No pets shall be allowed in the mess.

6. Newspapers, periodicals, etc., obtained for the mess shall not be defaced or removed from the mess.

7. Mess property shall not be taken from the mess without the written permission of the inventory holder or his alternate, subject to final approval of the PMC.

8. No games are to be started in the mess one-half hour before bar closing. All games shall be restricted to the games room area, unless they are an organized function, authorized by the Executive Committee.

9. Any breakages or loss of property observed by any member will be reported to a member of the executive committee.

10. Mess property, damaged accidentally, may cause the individual at fault to reimburse the mess at the depreciated value, but a member who loses or damages Mess property through wilful or negligent action, shall be liable to make restitution of reimbursement to the mess at current replacement value.

11. Weapons shall not be carried in the mess, i.e. Belt knives, unless on official duty.

12. Liquor shall not be provided to any member or guest, who (in the opinion of the PMC, VPMC, Supervising Officer, Bartender, or Custodian) is in an intoxicated condition.

13. Members will refrain from using improper and indecent language while in the mess.

14. Except for Executive Committee members and supervisors of the Mess Staff, Mess members shall not censure or give orders to any member of the Mess Staff in respect of the duties of the Mess Staff. However, this shall not preclude Ordinary Members from observing upon a member of the Mess Staff for breaches of discipline or dereliction of duty; which shall be reported to the PMC or Mess Manager.

220. **COMPLAINTS/SUGGESTIONS**

1. Any mess member who wishes to lay a complaint must submit the complaint in writing to the PMC. The PMC or VPMC must investigate the complaint and reply in writing to the member making the complaint as soon as possible, but no later than 30 days after the receipt of the complaint.

2. Any mess member who wishes to make a suggestion may submit it in writing to the PMC who will review the suggestion or have it reviewed by a committee appointed by the PMC and reply in writing to the member making the suggestion as soon as possible.

3. A suggestion book shall also be available in the Mess, for members to make an identifiable and constructive suggestion; regarding the management or administration of the Mess. The PMC (or an acting delegate, when away) shall:

- a. Review this book: periodically; and when preparing the agenda for general meetings.
- b. Assign the appropriate Executive Mess Committee Member to consider or investigate the respective entries.
- c. Ensure that all replies:
 - i) Correspond to the original entry; and
 - ii) Contain the name and position of the respective Executive Committee Member replying; or
 - iii) When an item is raised at a subsequent meeting, include the meeting's date and a brief explanation of the result.

4. Suggestions regarding the Mess Staff, or of a confidential nature, should be made in writing to the PMC and Mess Manager.

221. **EXPENDITURES**

1. Mess funds may be expended on the following authority:

2. Non-recurring expenditures up to \$ 1500.00 may be authorized by the PMC without approval of the Mess Membership or Committee,

3. The Mess Committee, for approval by the Wing Administration Officer, may authorize

expenditures of \$1500.00 to \$5,000.00.

4. All expenditures in excess of \$5,000.00 must be recommended by a General Mess Meeting for approval by the Wing Commander,
5. No Member, unless he is specifically authorized to do so, may spend Mess Funds.
6. Expenditures for scheduled entertainment will be with the approval of the entertainment chairman subject to the limitations set by the executive committee.
7. A petty cash fund not to exceed an amount set by the mess committee, and approved by the Wing Commander, may be maintained by the Mess Manager, to pay minor day-to-day expenses of the mess approved by the PMC and,
8. Petty cash expenditures up to \$200.00 by the PMC.

222. **QUORUM**

A General Mess Meeting shall not be valid unless a quorum is present. A quorum shall consist of 25% of the available ordinary membership unless the Wing Commander's delegate (the supervising officer) authorizes it.

223. **DRESS**

1. While in the Mess, personnel shall maintain a standard of dress that reflects credit on the Mess and the individual.
2. Unless otherwise specified, RELAXED Dress is considered Normal Attire, inside the Junior Ranks' Mess Facilities.
3. Service Dress shall be in accordance with A-DH-265-000/AG-001 Canadian Forces Dress Instructions and 17 Wing Standing Order WSO 17-1. Uniform of the Day may be worn at any time, unless stipulated by the PMC.
4. Headdress and outer wear (including, but not limited to: any type of hat, other than a recognized religious garment; rubber boots; and overshoes) shall not be worn inside the Junior Ranks' Mess Facilities.
5. The dress for a mess function shall be stipulated by the PMC (or their delegate); and it shall be published in the advertisement for that function.
6. The following are the dress codes accepted in the Junior Ranks' Mess:

MALE

FEMALE

FORMAL

No 2 or 2B
Tuxedo

No 2 or 2B
Evening Gown

SEMI-FORMAL

(The PMC or the member's delegate may authorize the removal of jackets)

No 3
Business Suit

No 3
Cocktail Dress

Sport Jacket/Tie

Pant suit/blouse

CASUAL

Dress slacks/shirt with tie or sweater
Slacks/sport shirt with collar
Dress or Casual shoes

Skirt/slacks with Sundress
(or equivalent)
Dress or Casual shoes

RELAXED

(Applicable to both male and female)

Jeans, dress/casual shorts, T-shirts, running/gym shoes, and sandals. T-shirts must have no offensive language or images. All clothing must be clean and in good repair.

224. **DEPARTING MEMBERS - GIFTS**

1. Retiring Mess Members shall be entitled to a retirement gift. The cost of the gift shall be IAW Annual Standing Authorities. Members must have served at least 10 years full time consecutive service in Regular or Reserve Force and be a member at 17 Wing Junior Ranks' Mess for at least one year.
2. Tokens of sympathy shall be offered with respect to deceased mess members or their immediate family in the form of a floral tribute, or (if it is the wishes of the immediate family member) in a cash donation in the name of the deceased to a benevolent or charitable organization of their choice. For this purpose, immediate family is defined as: mother or father, spouse, son or daughter. The cost to the mess shall be IAW Annual Standing Authorities.
3. Mess members who pay full mess dues will be entitled to a posting plaque after one year. The cost of the plaque shall be IAW Annual Standing Authorities.
4. Gifts may be provided to guest speakers and VIPs who are invited to the mess for formal functions. The cost of this gift shall be IAW Annual Standing Authorities.
5. When a Mess Member clears out of the mess due to posting or retirement, the member is entitled to receive their choice of a crested beer mug, wine glass, or whisky tumbler.
6. When a CAF member becomes a member of the 17 Wing JRM – either by posting or promotion – the JRM coin shall be given to the member upon clearing into the JRM.

Note:

The Executive Committee shall review these amounts every three years. Gifts and tokens shall be charged against the gift fund.

225. **GUESTS**

1. Members' personal guests shall be considered privileged visitors and, as such, should be encouraged to actively participate in, and support, mess social activities. All members shall treat attending guests with respect and dignity; and ensure that the Mess atmosphere is a welcoming one.
2. The classification of guests includes the following:
 - a. Personal Guest - a visitor to the Junior Rank's Mess, who is invited by a member of Junior Rank's Mess. All personal guests shall be accompanied by and are the responsibility of the Member.

- b. Mess Guest - a visitor to the Junior Rank's Mess, who has been officially invited by the Mess (through the Wing Commander or the PMC) and is distinct from a Member's personal guest. Such designated members may be Ordinary Members retiring to Annuity on the occasion of their farewell mess dinner or party. The expenses incurred by such guests may be borne by the Mess, in accordance with Article 206. It is the duty of all Members to ensure that these guests are suitably attended.
3. Guest Limitations:
- a. Each Ordinary and Associate Member is permitted to bring a maximum of five personal guests;
 - b. Each Honorary Member is permitted to bring a maximum of three personal guests.
 - c. Any member wishing to bring additional guests (other than immediate family/dependants) must obtain written approval, from the PMC; at least forty-eight (48) hours prior to the requested date.
4. Only the Wing Commander can authorize the entertainment of civilian professional/business employee groups.
5. For functions, Junior Ranks' Members may invite personal guests, as follows:
- a. Regular Business Hours and Social Functions - Personal guests may normally be invited and entertained.
 - b. Special Functions - Personal guests shall not be allowed in any area of the Mess; without prior written permission from the PMC.
- NOTE:** Members who invite guests to a Mess Function should assume the whole cost of their entertainment, if applicable, and shall be responsible for their conduct. The host Member shall also ensure that their guests vacate the mess when they do.
6. Personal guests under the age of 18 years may be admitted to the Mess, with the approval of the PMC. It shall be the responsibility of the adults concerned to ensure that:
- a. The guest's conduct and dress is appropriate, while in the Mess.
 - b. Minors are not served alcoholic beverages (except as permitted under the liquor laws for the Province of Manitoba).
7. Members entertaining personal guests should request that the Guest Book be signed, upon entering the Mess. Personal guests should normally be introduced to the PMC; and to the WCWO, at official and mess functions.
8. Personal Guests of Higher Rank (Officers: OCdt and above; Senior NCOs: Sgt to CWO; and persons who are a member of another mess) - Members are welcome to invite a personal guest of higher rank. As with any other personal guest, they shall be considered privileged visitors in the mess. The following circumstances shall be applied:
- a. Regular Business Hours and Social Functions - Junior Ranks' Mess Members shall obtain written permission, from the PMC; to invite a personal guest of higher rank, on an on-

going basis. If granted, the approval shall remain in effect while the member remains in good standing. This blanket permission may be revoked by the PMC at any time. If permission to attend functions is revoked, notification shall be given in writing; to the member, from the PMC, by either email or letter. The personal guest of higher rank shall wear appropriate civilian attire, for the respective function.

- b. Special Functions - Junior Ranks' Mess Members shall obtain written permission, from the PMC, to invite a personal guest of higher rank; each time that such an event is planned. Permission expires immediately at the close of the function. Dress shall be determined, each time, by the PMC; in consultation with the WCWO.
- c. Impromptu or Non-Regular Visits - In the case, where a Junior Ranks' Mess Member wishes to invite a personal guest of a higher rank for a short-noticed visit (post-work beer call; visiting friend; etc), verbal permission must be given by the senior member present (in the following order: Executive Committee; then Ordinary, by rank, followed by seniority).

9. Guest Restrictions:

- a. The Executive Committee has the authority to restrict the number of guests allowed to any function. Limitations are to be announced at least seven (7) days prior to the function.
- b. No personal guests shall be permitted during a mess meeting or similar official function.
- c. All guests (apart from a: spouse; significant-other or equivalent; and dependants) shall be signed in the guest book;
- d. When the host member leaves the Mess premises, their guests must also leave. Guests shall not be left unaccompanied.
- e. The host member shall be responsible for the behaviour and acceptability of their guests.
- f. It is the responsibility of the member to insure that their guests conform to the required dress.

226. BAR OPERATIONS

- 1. All members shall observe provision 19.04 of the QR&Os.
- 2. Provincial laws regarding taxes on retail bar sales shall be complied with through directions issued through the NPF Accounting Supervisor.
- 3. Special bars may be authorized from non-public resources by the PMC during special events.
- 4. The serving and consumption of intoxicants shall be subject to the following restrictions:
 - a. all federal, provincial, and municipal laws shall be observed,
 - b. intoxicants shall not be sold unopened or by the case,
 - c. civilian guests who are under the age of 18 shall not buy or consume intoxicants,

- d. only intoxicants sold at the bar shall be consumed in the Mess; and
 - e. mess members and guests shall not treat mess staff or employees to intoxicants when staff are on duty.
5. The Mess Committee shall set the hours operation for the bar. These timings shall be permanently displayed on the mess notice board and at the bar.
- NOTE:** In the evening, the mess shall normally be cleared one hour after the bar closes or 2300 hours whichever is the later.
6. The hours for bar operation may be extended:
- a. under the authority of the WComd HPMC, PMC or VPMC; and
 - b. in exceptional circumstances, by an ordinary member when, in his judgment, the situation warrants it.
7. When the hours for bar operation are extended, it shall be the responsibility of the authorizing member to close the bar and arrange for the remuneration of the bar stewards. When extended under Article 243.6.b., the authorizing member will be held personally liable for these costs, if in the opinion of the PMC the extension was not warranted.
8. A current price-list of all commodities sold at the bar shall be permanently posted at the bar. The Mess Committee shall review this list periodically.

227. **FEES**

The Entertainment Committee will charge a two-tier fee system for all functions held in the mess. The first tier will consist of the fees charged to regular, honorary and associate members and the second tier will consist of an increased amount to be charged to guests. Guest Fees do not include spouses/partners of regular, honorary and associate members who will be charged the same fees as members. The fees charged per event will be decided by the Entertainment Committee based on the costs incurred in running the event.

228.

PRIVATE USE OF MESS FACILITIES

- 1. It shall be the general policy of the Mess to permit private use of the mess facilities by members for closed or private functions. However, to achieve this and to ensure that every effort is made to accommodate the possible requests of all members, it is very important to control both the facilities and resources of the Mess. This shall be accomplished by adhering to the rules outlined below.
- 2. Costs involved in running closed functions shall be recovered from the member(s) organizing such functions. These costs shall be formally itemized and signed by the hiring member and the PMC/Mess Manager.
- 3. Mess facilities and resources may be reserved by applying to the PMC through the Mess Manager. This should be done at least 14 working days prior to the proposed date of the function.
- 4. Private functions shall not take over the entire Mess at any one time, but should ordinarily be

contained in one or two areas.

5. Once the Mess is committed to provide certain facilities or resources, that commitment shall normally be honoured unless suitable alternative arrangements can be agreed to and arranged by the Mess.

229. **NOTICES**

Announcements pertaining to mess activities shall normally be made known to members through the monthly entertainment calendar and the mess notice board. Any member wishing to make use of these facilities may apply to do so through the Mess Manager.

230. **VISITING BY OTHER RANKS**

Officers and Junior Non-Commissioned Members, except in the course of duty, shall not enter the Jr Ranks' Mess or attend social functions; without proper invitation issued or approved by the PMC. All Ranks functions must be approved, in advance, by the Wing Commander.

231. **SUGGESTIONS AND COMPLAINTS**

To be deleted (refer to Article 219, Para 14; and Article 220, Para's 3 & 4).

232. **MESS PROPERTY**

1. Articles of mess furniture and other property or equipment, shall not be removed from the Mess, or moved from one area of the Mess to another, without prior permission of the PMC or the Mess Manager.
2. Magazines and newspapers shall not be removed from the Mess.
3. Items of donation, such as paintings, silverware and furniture that were presented to the Mess by a person or a group shall be listed separately in the non-public inventories. These items shall not be disposed of without the approval of the donor, or the written authority of the Wing Commander.
4. Non-public furniture and equipment which becomes obsolete, worn out or surplus shall be disposed of in the manner considered most beneficial to the Mess by the Mess Committee and in accordance with current orders and regulations.
5. The Mess Committee shall inform mess members of items disposed of or transferred.

233. **PETS**

Pets are not permitted in the Mess.

234. **AGENDAS**

1. A proposal book shall be available in the Mess for ordinary members to record suggested agenda items and to propose motions. Motions shall be duly recorded and seconded in the proposal book by the members concerned, at least five working days prior to the meetings. Proposals may also be made to a member of the Mess Committee in writing or by e-mail. All proposals, whether raised by members or by the Mess Committee, shall normally be included in the agendas.
2. PMC approved agendas for Mess Committee meetings should be distributed to all committee

members at least three working days in advance.

3. PMC approved agendas for General and Extraordinary General Mess Meetings should be posted on the mess notice board and distributed to all units at least three working days in advance.

235. **MODIFICATION OF BY-LAWS**

To be deleted (refer to Article 113).