

## JUNO BEACH MESS BY-LAWS

### REFERENCES

1. A. QR&O 27.01
- B. DAOD 5045-0, Canadian Forces Personnel Support Programs
- C. PSP Policy Manual Part 9 Messes

### INTRODUCTION

2. By-laws are a set of rules that amplify the Constitution. They are of a continuing nature and are applicable to all members.
3. The Constitution, By-laws and associated functions of the Canadian Forces Base Borden Juno Beach Mess can be found in the following documents:
  - a. The Tri-Mess Constitution, which contains the fundamental principles by which the Mess is formed and governed, hereinafter referred to as the Constitution;
  - b. Annex A – The Juno Beach Mess By-laws, hereinafter referred to as the By-laws;
  - c. Appendix 1 – Duties and Responsibilities of the Mess Committee not described within the constitution;
  - d. Appendix 2 – Membership voting process;
  - e. Appendix 3 – Sports/Games Leagues;
  - f. Appendix 4 – Mess Facilities Request; and
  - g. Appendix 5 – Juno Beach Mess Dress Regulations.

### NAME

4. The CFB Borden Juno Beach Mess, hereinafter referred to as the Mess, consists of Bldg T-147, 201 Falaise Road – Juno Beach Mess.

### MESS EXECUTIVE COMMITTEE

5. The composition of the Mess Committee and the procedure for appointment to the position of PMC and VPMC are outlined at Section 4 of the Constitution. The Mess shall be administered by a Committee appointed by the CO of the Mess, elected by the ordinary members at a General Mess Meeting or from a vote request via e-mail. The President and the Vice President positions are subject to an interview process from the SO and/or the CO of the mess.
6. The Juno Beach Mess Committee shall consist of the following positions:

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- a. President (PMC), appointed by the CO of the mess;
- b. Vice President (VPMC), appointed by the CO of the mess;
- c. Secretary;
- d. Financial advisor;
- e. Entertainment representative;
- f. Sports Representative;
- g. Membership representative;
- h. Housing representative;
- i. Food representative;
- j. Public relations and webmaster; and
- k. Moral and welfare representative.

BY-LAW AMENDMENTS

7. Amendments to the By-laws will be submitted by the PMC to the SO for CO approval.
8. Amendments to the By-Laws cannot be in conflict with existing regulations and orders. None of the rules or provisions contained in these by-laws are deemed contrary to any instructions having priority or precedence over these by-laws.
9. Proposals for the amendment of the by-laws will be considered only when submitted in writing by an ordinary member to the Mess Committee.
10. Proposals for amendment to the Constitution will be considered by the Mess Committee on behalf of the member proposing and will then be discussed at the next General Mess Meeting.
11. Should the Mess Committee deem the proposed amendment acceptable without alteration they will:
  - a. prepare an appropriate notice of the proposed amendment to the by-laws; and
  - b. post this notice at the mess and sent via e-mail to the membership at least 14 days before the date of the General Mess Meeting at which time the motion will be considered.

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12. To become effective, a motion for amendment must be carried by a majority vote of those in attendance and be approved by the CO of the mess. A period of six months shall elapse from implementation until the same subject is again considered for amendment.

AVAILABILITY OF THE CONSTITUTION AND BY-LAWS

13. A current copy of the Constitution and the By-Laws will be available at all times for reference and information to the members in the Mess, on the Juno Beach Mess Web site and on the G: drive.

COMMITTEE MEMBER'S DUTIES AND RESPONSIBILITIES

14. Duties and responsibilities of most Committee Members are outlined at Section five of the constitution. The duties and responsibilities for positions not described within the Constitution can be found at Appendix 1 of these By-laws.

MESS MEMBERSHIP AND DUES

15. Criteria for and regulations concerning Mess membership are outlined at Ref C and within the constitution.

16. Mess dues will be paid monthly at a charge of \$ 23.00 for ordinary members. Mess dues for associate members will be paid annually, NLT 31 Jan of each year, at a charge of \$ 240.00 incl. applicable taxes. Class A Reservists posted to CFB Borden will pay 50 % of the ordinary dues.

17. The breakdown of the mess dues are as follows:

- a. dues - \$ 18.35;
- b. gift fund - \$ 2.00; and
- c. HST - \$ 2.65.

OFFICIAL MESS GUESTS

18. An official mess guest is a person or persons, who the Mess as an entity, has a social or public obligation to entertain, and for whom the Mess is financially responsible. Members will act as good hosts to official mess guests and ensure their needs are met.

MEMBERS' GUESTS

19. Members shall be permitted guests as follows:

- a. each ordinary member is permitted to bring a maximum of three guests;
- b. each associate member and honorary member are permitted to bring one guest;

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- c. spousal card carrying persons are permitted one guest;
  - d. a member wishing to bring additional guests must obtain prior approval of the PMC. If the PMC or V/PMC wishes to bring additional guests, they must obtain approval from the SO;
  - e. the Mess Committee has the authority to restrict the number of guests allowed for specific Mess functions. Limitations are to be announced at least seven days prior to the function;
  - f. members of other CFB Borden Messes are not permitted in the Juno Beach Mess without prior approval of the CO, with the following exception: Service spouses who are members of another CFB Borden Mess are permitted to attend special mixed events/functions provided that the spouse is attired in appropriate civilian attire, that the spouse is in good standing order with their respective mess, and has the approval of the PMC; and
  - g. alcoholic beverages will not be sold to, provided for, or consumed by individuals under the age of 19.
20. Guests' expenses shall be borne by the members concerned.
21. The host members must attend members' guest(s) at all times while in the Mess. Host members are responsible to the PMC for the behavior, dress and deportment of guests while in the Mess.
22. All non-members must be signed into the Mess. It is the sponsor's responsibility to have the guest(s) sign the Guest Book upon entering the Mess.
23. Guests are permitted in the Mess on TGIT, except for members of other CFB Borden messes, and are required to pay a \$ 5.00 fee.

BAR SERVICES

24. Bartenders are only permitted to sell bar merchandise at the authorized times. Mess members will not obtain or attempt to obtain bar merchandise except at these authorized times.
25. Alcoholic beverages will only be purchased from the bar and consumed in the Mess.
26. No alcoholic beverages shall be served, exchanged or given away to any individual who is not a member of the Mess, except guests, and then only for their actual consumption in the Mess.
27. The possession, purchase, serving or consumption of alcoholic beverages by for or to any person including military members under 19 years of age is strictly prohibited.

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28. Mess staff can demand proof of age of any person. The only acceptable proof of age is: Military ID Card, Canadian Passport, Canadian citizenship, photo driver's license, photo health card and BYID issued by the LCBO.

29. The area behind the bar shall be out of bounds to all personnel except the Mess Manager and Mess Employees.

30. A last call will be given 15 minutes prior to the bar closing. Customers may be served one single drink per person. The Mess is to be vacated 30 minutes after bar closing.

#### HOURS OF OPERATION

31. The hours of operation are to be determined by the Mess Committee and approved by the CO in accordance with the Ontario Liquor Law and the Base Standing Orders. The hours of operation will be clearly posted in the each facility.

#### MESS EXPENDITURES

32. The Mess Committee or Mess Manager as appropriate shall authorize all recurring Mess expenditures for the normal operation of the Mess.

33. The CO may direct a proportion of the net profit of the bar operation of the Mess to be transferred to the Base Fund. Mess funds or other assets may only be expended for the operation, social activities, development and improvement of the Mess.

34. Expenditures of non-public funds for capital or Entertainment/Sports or nonrecurring purposes up to \$5,000 may be authorized by the Mess Committee "in principle" only and are subject to the approval of Executive Mess Committee Minutes and CER action.

35. Any approved expenditures involving construction or alteration on works and buildings and DND property shall not be implemented before approval for carrying out the work has been obtained in accordance with CE regulations.

36. Salaries and remunerations for services paid to persons employed by the Mess shall be as prescribed by PSP regulations.

37. A farewell luncheon for the outgoing PMC and his/her mess executive is authorized to be held twice yearly when appreciation is expressed to the outgoing members with special mementos. The style and type of memento will be decided by the PMC. Value is not to exceed \$500.00.

#### GIFT FUND

38. Ordinary members departing the Mess on posting or promotion who have contributed to the Mess for a minimum of two years shall be presented with a gift not to exceed \$50.00.

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39. Members who have contributed under 2 years will receive a coin and have the option of purchasing items reserved for those contributing to 2 years or more.
40. Ordinary members departing from the Mess on retirement of 20 years of service shall be presented with a memento not to exceed \$100.00.
41. Ordinary members being released under CRB (Medical) who have served more than 10 years and have contributed to the Mess for a minimum of two years are entitled to a retirement gift not to exceed \$150.00.
42. The Mess Committee, on behalf of Mess members, may forward a congratulatory gift in the case of the birth/adoption of dependent child/children within the first six months of birth or adoption to each contributing member. The cost of such tokens is not to exceed \$100.00. Proof of the birth or adoption will be required.

BAR CHITS

43. All members of the Mess are authorized to open a bar chit (tab) under their name if they are in good standing with the Mess. Members shall either pay or sign for their chit prior to departing the Mess each day. If signing for their chit, the amount will be deducted from their monthly pay.
44. PMC bar chits are authorized for official purposes on a monthly basis as follows:
  - a. PMC - \$100.00;
  - b. VPMC - \$100.00; and
  - c. Entertainment Representative - \$100.00.
45. PMC bar chits are authorized to be used by the assigned committee member only and shall not be used for personal gain.
46. Appropriate uses of the PMC bar chits are but not limited to welcoming newly promoted members into the mess, as a token of appreciation to volunteers of mess events and to cover hospitalities of an official mess guest. At the discretion of the PMC and VPMC, other uses may be approved.
47. PMC bar chits will be entered as "PMC tab" by the bar staff and signed by appropriate committee members at the end of the event. It will be monitored by the mess manager to ensure above approved monthly amounts are not exceeded.
48. Staff using the PMC bar chits, will not bypass the wait-line to order their drinks out of curtesy to the membership.

HOSPITAL AMENITIES AND TOKENS OF SYMPATHY

49. Hospital amenities may be authorized upon application of any member to the Executive Committee. These benefits apply only in the case of a member who has a hospital stay of 48 hours or more. Members are entitled to hospital amenities not to exceed \$50.00 with receipts.
50. Parking fees may be covered (with receipts) up to an amount not exceeding \$ 75.00 incl. taxes.
51. The Mess Committee, on behalf of Mess members, may forward a token of sympathy in the case of the death of a member, a member's spouse or dependent child within six months of death. The cost of such tokens shall not exceed \$100.00 and shall be paid from Mess funds. In the event of the death of a service member's immediate family member, the cost of such tokens shall not exceed \$100.00 and shall be paid from Mess funds.

ENTERTAINMENT

52. Mess entertainment shall be organised by the committee or officially requested by an ordinary member using the Facility Request Form. Mess Entertainment shall comprise of the following categories:
- a. official functions, i.e. Remembrance Day, At Home, etc;
  - b. special functions, i.e. Valentine's Day, TGIT, MCpl's/MS' Night, etc;
  - c. closed functions, i.e. Retirement, Depart with dignity promotion, course party, etc.;  
and
  - d. general functions, i.e. all other functions not included in the above.
53. Sports/Games Leagues processes are outlined within Appendix 3.

ENTERTAINMENT EXPENDITURES

54. Expenditures for authorized entertainment shall be approved by the Mess Committee, who will decide whether:
- a. the cost should be borne by the Mess;
  - b. the cost should be subsidized by the Mess; or
  - c. the cost should be borne by the participating members.
55. In arriving at this decision, the Mess Committee will consider the type of function being held, eg, official, special, closed or general.

### CONDUCT OF MESS MEETINGS

56. Mess Meetings will be conducted in accordance with the procedures outlined at Ref C and the Tri-Mess Constitution.

### MESS PROPERTY

57. Mess property includes all public and non-public fixtures, equipment and furniture located in the Juno Beach Mess.

58. The cost of replacement or repair of Mess property shall be charged as follows:

a. any member who willfully or negligently causes, permits or contributes to damage to, or the loss, deficiency, theft, destruction or improper expenditure of any Mess property, is liable to reimburse the Mess for the loss incurred;

b. if the loss or damage is caused accidentally by a member, guest or member of the Mess staff the full cost may be borne by the Mess; and

c. in conjunction with the Mess Manager, the PMC will take immediate steps to assess the damage and obtain reimbursement.

59. No furniture, equipment or other property of the Mess is to be removed from the buildings or moved from one room to another without prior permission of the Housing Representative or PSP Mess Manager.

60. Disposal of Mess property shall be in accordance with PSP directives, QR&Os and CFAOs. Proceeds realized from such disposals shall be added to the general account.

### PERSONAL PROPERTY

61. Personal property brought into the Mess including band or DJ equipment shall not be the responsibility of the Mess. Personal property shall not be stored in the Mess except with the express permission of the PMC.

### USE OF THE MESS

62. Except as directed by the CO, Mess facilities may only be used by members of the Mess and their guests.

63. Mess facilities may be requested by non-members as long as their sponsor is an ordinary member of the Mess. Procedures for such requests are outlined within Appendix 4.

### DRESS

64. Dress regulations for the Mess are outlined within Appendix 5.



### DISCIPLINE

65. The PMC is responsible to the CO, through the SO for maintenance of discipline.
66. Every member of the Mess will be personally responsible for his/her own behavior and observance of Mess regulations and By-laws. Members are also responsible for the behaviour of their guest(s).
67. Every member of the Mess is responsible to correct any member or guest, regardless of rank, that is behaving in an inappropriate manner or that is not observing Mess regulations and By-laws.
68. The Supervising Officer will advise the PMC who may impose restricted privileges on any member for misconduct or infraction of Mess By-laws. In each instance, a report shall be made to the member's CO thru the BCWO/BCPO1 for approval.
69. Any member who is suspended and wishes to appeal the suspension may do so thru the Executive Committee. If the Executive Committee issues the suspension then the member may appeal thru the CO.
70. Any member of the committee on duty at the mess will be limited to a consumption of 2 drinks maximum or no more than the legal blood alcohol level, whichever is less.

### PETS

71. Animals shall not be brought into the Mess building or the patio area. Service animals will be permitted in the Mess with prior approval from the PMC.

### NOTICE BOARD

72. Notices shall be posted on the Mess notice boards only. No notice shall be posted without the permission of the PMC or Mess Secretary. Pictures of Her Majesty, Comd CFSTG, BCWO and Mess Committee members shall be posted in the Mess.
73. Approved and signed copies of meeting minutes (General and Executive) shall be posted on the notice board.

### SUGGESTIONS AND COMPLAINTS

74. Any suggestion or complaint regarding the management of the Mess shall be made in writing in a suggestion book kept at the end of the bar or by e-mail to the morale and welfare representative. Any suggestion or complaint regarding the Mess staff shall be made to the Mess Manager. Complaints of a confidential nature may be made personally to the SO.

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75. No Mess member, except the Mess Manager shall censure or give orders to any member of the Mess Staff.

**DUTIES AND RESPONSIBILITIES OF  
MESS COMMITTEE MEMBERS NOT  
COVERED WITHIN THE CONSTITUTION**

1. As the duties and responsibilities of certain positions of the Executive Committee are not covered within the constitution, this document will detail those positions.

2. The positions concerned and their respective duties and responsibilities are as follows:

a. Food services representative - Responsible to the PMC/VPMC and shall:

- (1) liaise with the Entertainment Committee and/or Sub Committee to coordinate Mess activities within the authorized budget;
- (2) coordinate with the Mess Manager and/or Entertainment Committee for the completion of menus and ordering of food for all Mess functions (less private functions);
- (3) provide input on the annual entertainment budget for food service requirements;
- (4) provide direction, advice and or assistance to the entertainment committee or sub- committee when requested;
- (5) provide direction, advice and/or assistance, in regards to food service, to the entertainment committee or sub- committee when requested;
- (6) be qualified in “food safety code of practice”;
- (7) carbon copy (Cc) the PMC/VPMC and the Mess manager on all non-disciplinary and non-personal mess business correspondence; and
- (8) perform such other duties as assigned by the PMC.

b. Sports representative - Responsible to the PMC/VPMC and shall:

- (1) plan and organize games and sports within the Mess at least two months in advance;
- (2) provide a written recap and after action report outlining actual results with the plan;
- (3) represent the Mess at all Base sports meetings;
- (4) advise the PMC/VPMC of requirements for sports equipment;

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- (5) advise the Mess Manager on all matters regarding the purchase and maintenance of games equipment within the Mess;
- (7) ensure that trophies in the Mess are competed for annually;
- (8) ensure the sports budget for the following year is submitted to the Mess manager NLT 15 Jan of each year;
- (9) be responsible for the maintenance of trophies;
- (10) carbon copy (Cc) the PMC/VPMC and the Mess manager on all non-disciplinary and non-personal mess business correspondence; and
- (11) perform such other duties as assigned by the PMC/VPMC.

c. Membership representative - Responsible to the PMC/VPMC and shall:

- (1) investigate all applications for membership in accordance with Section two of the Constitution;
- (2) review annually, in Sep/Oct, all honorary and associate memberships and make recommendations for extension;
- (3) ensure the Secretary and Mess manager have a correct roll of membership;
- (4) carbon copy (Cc) the PMC/VPMC and the Mess manager on all non-disciplinary and non-personal mess business correspondence; and
- (5) perform such other duties as assigned by the PMC/VPMC.

d. Housing representative - Responsible to the PMC/VPMC and shall:

- (1) produce and maintain a Mess development plan covering the utilization of all facilities;
- (2) recommend appropriate decorating and furnishing projects to carry out the Mess development plan;
- (3) inspect Mess furniture and equipment to ensure it is serviceable and direct the appropriate remedial action through the Mess Manager;
- (4) carbon copy (Cc) the PMC/VPMC and the Mess manager on all non-disciplinary and non-personal mess business correspondence; and

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To Annex A  
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(5) perform such other duties as assigned by the PMC/VPMC.

e. Public relations/Webmaster representative - Responsible to the PMC/VPMC and shall:

(1) keep the Mess members informed of future Mess activities including social, entertainment, sports or general interest through advertising NLT two weeks prior to the event taking place. All ads shall be sent for translation before publishing;

(2) provide advertising copy for the Base newspaper covering Mess activities of general interest to the community;

(3) cooperate with the Mess manager for the provision of public printing services, posters, signs, etc.;

(4) ensure the webpage is updated when required;

(5) carbon copy (Cc) the PMC/VPMC and the Mess manager on all non-disciplinary and non-personal mess business correspondence; and

(6) perform such other duties as assigned by the PMC/VPMC.

f. Morale and welfare representative - Responsible to the PMC/VPMC and shall:

(1) request verbal feedback from membership during events such as TGIT on the food quality, staff service, etc.;

(2) review the suggestion and complaints book and report findings to the PMC/VPMC;

(3) be responsible for administration of hospital amenities IAW Para 42-44 of the By-laws;

(4) carbon copy (Cc) the PMC/VPMC and the Mess manager on all non-disciplinary and non-personal mess business correspondence; and

(5) perform such other duties as assigned by the PMC/VPMC.

MEMBERSHIP VOTING PROCESS

1. As there are certain decisions that are beyond the capabilities of the committee to make, a majority vote from the membership is required. These decisions can vary from appointment to a vacant executive committee position to a feedback request on future events or even food to be served at TGIT.
2. Members should take these votes seriously as they often have a direct impact on the services provided. It is also imperative that members vote in a timely fashion in order to expedite the execution of the decision.
3. Normally these decisions would be made during a General Mess meeting however, as these meetings are held by-annually and some decisions require membership approval between meetings, a vote request will be sent via e-mail.
4. In instances where the total votes received does not meet the required membership majority, the executive committee reserves the right to make the decision, at the provided deadline within the e-mail, utilizing the votes received as long as the total number of votes is at least 25% of the membership. If the total votes does not meet this 25%, the membership will be reminded to vote via e-mail.

SPORTS/GAMES LEAGUES

1. Sports and games leagues are an excellent way for members to enjoy the Mess facilities. These can include darts, cards, pool, painting, etc.
2. These leagues will be lead and organized by an OPI who will be responsible for all aspects of running said league. As some of these leagues can be affected by laws and regulations, it is imperative that the OPI is aware and adheres to them. Examples are but not limited to gambling and NPF accounting of funds.
3. Before a league is approved by the executive committee, a league proposal shall be submitted in writing through the sports representative.
4. The league proposal will include the following:
  - a. a description of the league to include its name, OPI and committee members (if applicable), intent, schedule and membership requirements;
  - b. an explanation of the format of matches or games to be played, including minimum participation required, team composition, and scoring;
  - c. financial and accounting plan including membership dues, method of payments, prizes, tracking methods and yearly budget to include contributions requested from the mess; and
  - d. a code of conduct.
5. All leagues shall serve in the interest of the Juno Beach Mess and its members.
6. OPIs are to ensure their league, events, initiatives and activities adhere to the CAF Code of conduct, PSP Policy Manual and Juno Beach Mess constitution.
7. The executive committee reserves the right to revoke approval should there be any violations of the rules or regulations mentioned herein.

### MESS FACILITIES REQUEST

1. A facilities request form must be filled out and turned into the mess NLT two weeks prior to the date requested. It can found below and is also available at the Mess office.
2. The applicant will be considered the OPI for the function and the point of contact leading up to the event as well as the duration of.
3. Should the applicant not be a member of the Mess, the applicant will require a sponsor. This sponsor must be an Ordinary member in good standing with the Mess. They must be present for the entirety of the event. They take on the responsibility of ensuring the rules of the mess are followed, and if any issues are to arise, they are the point of contact for the Mess staff. If there are any applicable charges for the mess (wages, rental fee, etc) the invoice will be prepared in the sponsor's name.
4. Approvals can take up to five business days. Once approved, the Mess will confirm the booking with both the applicant and the sponsor.
5. If any outside service providers are being brought in for the event, they must provide proof of insurance as well as complete a Contract for Service. The applicant must forward the contact information to the mess so that they may start the contracting process. There will be a 10% admin fee added to the final invoice for these services.
6. There will be no outside beverages brought into the Mess for these events. Whether it be for consumption or prizes.
7. Mess facilities requests will not be approved on days when there are official mess functions being held.



Facility Request 2019  
version.pdf



JUNO BEACH MESS DRESS REGULATIONS

1. The following regulations apply to all members and guests of the Mess.
2. Special themed events may be granted permission to relax these regulations, within reason, to enable success of such events. A written request, via e-mail, must be submitted to the PMC for approval during the planning phase of such events.
3. Various orders of dress may be ordered for specific events such as the Officer's at Home. The different orders of dress can be found at Chapter 5 of the CF Dress Instructions.
4. Mixing of Civilian and CAF military clothing is unacceptable at any time in the Mess.
5. Clothing must be clean and in good repair. No vulgarities or racial references will be tolerated. No exposed undergarments will be allowed. Appropriate footwear must be worn at all times.
6. Outer or protective clothing including headdress shall be removed upon entry to the messes and jackets must be placed in the coatroom.
7. It is the responsibility of every Mess Member to ensure that these Dress Regulations and instructions are adhered to. Any dispute of dress regulations will be referred to the PMC, VPMC or Mess Manager.
8. The below attachment shall be the dress instructions to visit the Mess in civilian attire.



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