

CFB WINNIPEG  
Amalgamated Mess  
“HANGAR 17”  
CONSTITUTION AND BY-LAWS



Issued under the authority of the CFB Winnipeg Base Commander  
Effective: 01 Apr 24

## **FORWARD**

### **ENDORSEMENT BY THE WING COMMANDER**

The Mess is an institution on any base that is the home of all living-in members, and it is also a social club for all members of the Canadian Armed Forces. It is my intent to ensure that the Mess Executive Committee meets their mandate as outlined in this document so that all members can have an enjoyable experience that fills them with the desire to return time and again.

The Hangar 17 Constitution and Bylaws are designed to enunciate the authorized principles and regulations used to form and govern the Mess to ensure it is run efficiently and effectively for the benefit of all members.

Any concerns should be directed to the President of the Mess Committee.

A.T. Spott  
Colonel  
17 Wing Commander

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## CONSTITUTION

### References

- A. DAOD 5045-0 – Canadian Forces Personnel Support Programs (Issued 2014-01-14)
- B. Personnel Support Programs - Policy Manual – Part 9
- C. A-PS-110-001/AG-002 – Volume 1- Public Support For Morale And Welfare Programs And Non Public Property (23 Mar 2007)
- D. A-FN-105-001/AG-001 – Non-Public Funds Accounting Policies and Procedures Manual
- E. CFAO 19-8 – Canvassing - Defence Establishments
- F. CFAO 19-1 – Gambling, Sweepstakes, Raffles and Slot Machines
- G. QR&O 19.04 – Intoxicants
- H. CDS Delegation of Authorities for Financial Administration of Non-Public Property (NPP)
- I. NPP Fundraising Policy

### STATEMENT OF PRINCIPLE

1. This order describes the working arrangements of the amalgamated 17 Wing All Ranks Mess which serves all CAF members of 17 Wing / CFB Winnipeg. Nothing in this Constitution and its By-Laws is intended to over-ride, misconstrue, or circumvent direction from higher authority. In those instances where confusion or doubt might arise, interpretation will be determined in accordance with promulgated orders and the direction of the Wing Commander (WComd) upon submission from the Mess Committee.

### NAME

2. The name of the Mess is “Hangar 17”, hereinafter referred to as “Hangar 17”.

### AUTHORITY FOR ESTABLISHMENT AND OPERATION

- 3. Hangar 17 is established under the authority of Reference A and B.
- 4. Hangar 17 shall be operated in accordance with regulations and orders governing Messes in the Canadian Forces, and the instructions contained in this Constitution. The Hangar 17 By-Laws are intended to amplify the Constitution.
- 5. A copy of the Hangar Constitution and By-laws will be posted in a prominent location and available on-line for all members.

### PURPOSE OF OPERATION

6. Hangar 17 shall be operated for the purpose of providing goods, services and amenities to the members. Hangar 17 shall receive and account for all revenues and expenses that apply to the Hangar.

## MEMBERSHIP

7. The membership of 17 Hangar shall consist of Ordinary Members, Associate Members and Honorary Members as defined in Reference B and as further amplified in the By-Laws.

## HANGAR 17 MEMBERSHIP COMMITTEE

8. Hangar 17 shall be administered by an Executive Committee (Executive) appointed by the WComd or elected by and from the Ordinary Member at a general mess meeting hereafter known as the Executive committee.

### Hangar 17 Committee Members

9. The Committee shall consist of the following members:

a. Executive – Appointed by the WComd:

- (1) President of the Committee (PMC),
- (2) Vice-President of the Committee (VPMC), and
- (3) Deputy Vice-President of the Committee (DVPMC).

b. The General Committee – Elected at a General Membership Meeting (GMM):

- (1) Entertainment Chair,
  - (a) Ent 2IC, and
  - (b) Ent 3IC.
- (2) Secretary Chair,
  - (a) Web Master/Social Media Rep.
- (3) Financial Chair,
- (4) Housing and Bar Chair,
  - (a) Living In Rep.
- (5) Sports Chair,
  - (a) Sports 2IC, and
  - (b) Sports 3IC,
- (6) Esports Chair

- c. Sub-Committee:
  - (1) Associate Rep,
  - (2) Spousal Rep, and
  - (3) Committee Chairs can create sub-committee members as required.
  
- d. Ex-Officio Members:
  - (1) WComd,
  - (2) WCWO,
  - (3) Mess Manager,
  - (4) NPP Accounts Manager,
  - (5) Assistant Manager, and
  - (6) Deputy Manager PSP.

#### Executive Role and Succession

10. The Executive shall consist of one (1) member of each of the Jr NCM, Sr NCM and Officer ranks. Once approved by the WComd, a new member of the Executive shall start their tenure in the DVPMC role, before progressing to the VPMC and PMC roles, after a term of six (6) months in each position. This will ensure representation for all three rank groups on the Executive Committee.

#### Hangar 17 Committee Duties and Responsibilities

11. The duties and responsibilities of the Committee Members are listed in Annex A.

12. It is the responsibility of each new elected or appointed Committee member and all Hangar 17 Members to familiarize themselves with the Constitution and By-Laws of the hangar 17.

13. The tenure of office for Committee members is normally 12 months.

14. The 2IC and 3ICs of a Chair position should be one (1) member from each of the Jr NCM, Sr NCM and Officer ranks. If this cannot be achieved, a position may be filled with multiple from one of the rank groups.

15. If a Committee vote is required for a topic or expenditures, each member of the Executive and the General Committee Chairs are eligible for one (1) vote each. If a Chair has reporting Committee members, they shall consult as to how to vote with the majority deciding. In the event of no majority, the Chair will abstain from the

vote. All votes shall be submitted within the identified timeline. Late votes shall not be counted. The vote count shall consist of all submitted votes.

### Sub-Committees

16. Sub-committees may be appointed by the Executive for specific purposes or events. If practicable, each sub-committee should be chaired by a member of the General Committee.

### Meetings

17. Hangar 17 is required to hold meetings at regular intervals. These meetings consist of, but are not limited to:

- a. General Membership Meeting, held semi-annually;
- b. Extraordinary General Membership Meeting, held as required;
- c. General Committee Meeting, held bi-monthly;
- d. Extraordinary General Committee Meeting, held as required; and
- e. Executive Meeting – held monthly if required.

### Advisory Office

18. Ex-Officio Members are responsible for providing guidance and expertise to the Committee from their areas of responsibility. The Committee may also call on Subject Matter Experts from external agencies as required.

### AMENDMENT OF CONSTITUTION AND BY-LAWS

19. The Executive, with WComd approval, may temporarily amend the Constitution and By-Laws. Any temporary amendment shall be posted on the Hangar 17 notice board, disseminated electronically, and shall remain in force until the next General Membership Meeting, at which time it shall be presented as a motion to amend the Constitution or By-Laws.

20. Permanent changes to the By-laws can only be approved by WComd or delegate, changes to the Constitution can only be approved by the WComd. These changes must have been accepted by the General Membership vote prior to submission.

21. All proposals to amend the Constitution and By-Laws shall be submitted, in writing, to the Executive a minimum of fourteen (14) working days prior to a General Membership Meeting. If, in the opinion of the Executive, the proposal requires immediate attention, an Extraordinary General Membership meeting may be called.



## BY-LAWS

### PURPOSE OF BY-LAWS

22. These By-Laws are authorized by this Mess Constitution and serve to amplify the regulations established by the Mess Constitution.

### MEMBERSHIP, GUESTS, AND DISCIPLINE

#### Ordinary Members

23. All Regular and Primary Reserve Force personnel serving at CFB Winnipeg, and not members of another local mess, are Ordinary Members of Hangar 17.

24. Members of the Armed Forces of other countries, who are on exchange with or on loan to the Canadian Forces and who are employed at CFB Winnipeg, and not members of another local mess, are Ordinary Members of the Mess.

25. Members of the Cadet Organizations Administration and Training Service of directly sponsored Cadet units who share the same facilities, upon application and payment of mess dues are Ordinary Members.

26. All Regular and Primary Reserve Force personnel on temporary duty or attached posting to CFB Winnipeg for more than 14 days shall clear into the Mess Office and pay mess dues to Hangar 17 for the duration of their stay. Mess dues paid at the parent unit shall cease or can be reimbursed by presenting a receipt from Hangar 17 acknowledging the dates for which they paid dues elsewhere. These personnel shall be considered Ordinary Members of Hangar 17.

#### Associate Members

27. Personnel meeting the provisions listed hereunder and with the approval of the WComd may hold 17 Hangar Associate Membership status. Precedence for Associate Membership should be given to categories in the following order:

- a. Retired. Requires Executive recommendation to the WComd. Comprised former Canadian Armed Forces Personnel who:
  - (1) were honorably released from the Regular Force; or
  - (2) were honorably released from the Primary Reserve Force.
- b. Working. Requires Executive recommendation to the WComd. Comprised of those who are:
  - (1) DND Civilian employees;
  - (2) other civilians similarly employed at or in support of CFB Winnipeg (i.e. CFMWS, Commissionaires, etc.)

- (3) members of the Supplementary Reserve, Cadet Instructors Cadre or Canadian Rangers;
  - (4) members of the Regular Armed Forces of other countries serving in the vicinity of CFB Winnipeg; and
  - (5) members of the RCMP.
- c. Social. Membership may be granted for a term not exceeding one year (without prejudice to renewal thereof for further one-year terms), based upon the recommendation of the General Committee, the majority vote of those present at a General Membership Meeting, and the approval of the WComd. Comprised of individuals, other than those mentioned in subparagraphs a. and b., who are civilians of the local area who are accepted by Ordinary Membership vote.

28. Associate Members shall pay mess dues and be accorded the privileges of Hangar 17 but may not serve on the General Committee. An Associate Member may assist the General Committee, but by doing so has no authority.

29. The following procedures will be adhered to in all cases of nominations for Associate Membership:

- a. an Ordinary Member of the Mess sponsors (nominates) the prospective Associate Member;
- b. the Executive and General Committee screen the nomination and review the individual's suitability at the next Committee Meeting;
- c. upon WComd approval of the applicable General Committee minutes successfully screened nominations shall be granted full Associate membership for retired and working nominations. Social nominations shall be granted probational Associate membership,
- d. probational social nominations shall pay Mess dues prorated for the remainder of the fiscal year and be granted rights and privileges pending the next General Membership Meeting,
- e. probational social nominations shall be posted in 17 Hangar no less than 14 calendar days prior to a General Membership Meeting. The nomination will be tabled at the General Membership Meeting for an approval vote, and
- f. unsuccessful probationary nominations will be refunded unused Mess dues and membership privileges revoked.

30. Associate Membership is subject to suspension or cancellation for cause or at the discretion of the WComd. A person who meets Associate Member eligibility

but who fails to join Hangar 17 and is not an Honorary Member, shall not be permitted to use the facilities of the Mess, except as the guest of an Ordinary or Associate Member.

31. The total number of Associate Memberships will be limited to 50% of the Ordinary Membership.

32. Associate Membership status and dues will be reviewed annually by the Executive.

### Honorary Members

33. A member of the Canadian Armed Forces (Regular or Primary Reserve) shall be treated as an Honorary Member of Hangar 17, unless they are an Ordinary Member.

34. Any distinguished person may be invited to become an Honorary Member of Hangar 17 for a term not to exceed one year, without prejudice to renewal of the membership for a further one-year term. Membership is granted based upon recommendation of the General Committee, majority vote of those present at a General Membership Meeting, and subsequent approval of the WComd.

35. An Honorary Member is accorded the privileges of Hangar 17 but shall not pay Mess dues nor serve the Hangar 17 organization in any capacity. They may be assessed a proportional share of the expenses associated with any Hangar 17 function or entertainment which they attend. Except as provided in Reference E, they may not enter DND property, buildings, Hangar 17, or other Messes for the purpose of soliciting or transacting business. The WComd has power of authority to cancel Honorary memberships.

36. Honorary memberships are intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of 17 Hangar. If an Honorary Member, including an Ordinary Member of another Mess, wishes to use the facilities of the Mess on a frequent basis, they should apply for Associate Membership.

### Guest(s) of the Mess

37. The PMC or the Mess Manager normally designates an official guest(s) of Hangar 17 prior to a visit so that all members may be aware of their presence.

38. Official guests of Hangar 17 may be entertained at Hangar 17 expense, subject to the approval of the General Committee or by General Membership vote.

39. Family of Ordinary and Associate Members are guests of Hangar 17 and do not require signing in.

40. Individual Hangar Members in good standing may host personal guests in Hangar 17. Members are permitted to invite guests to Hangar 17 so long as it does not impede on other member(s)' activities.

41. The host is responsible for the actions of their guests. When the host departs Hangar 17, their guests must also depart.

### Conduct & Discipline

42. Members of Hangar 17 will share the same privileges within the shared facilities. The adherence to military norms and customs is still applicable at the mess. Professional standards shall be maintained.

43. Any inappropriate interactions within Hangar 17 shall be reported to the PMC. The PMC may impose restricted privileges on any member reported for misconduct or for an infraction of any order or instruction. In each instance a report shall be made to the W CWO via the Mess Manager.

44. Dress and deportment of guests are the inviting members' responsibility.

45. The following restrictions apply:

- a. the working areas of the bars are out of bounds to all personnel except staff, or committee member with the approval from the Mess Manager; and
- b. gambling and/or games of chance shall be conducted IAW Reference F.

46. Notices are not to be posted in Hangar 17 without the permission of the General Committee, Mess Manager or Administration Assistant.

47. No article of furniture, equipment, glassware etc. is to be removed from Hangar 17 without permission from the Mess Manager.

48. Damage to any Hangar 17 infrastructure or property is to be reported immediately to the Mess Manager. Articles accidentally broken or damaged may be charged at their replacement value. Units or individuals will be liable for misbehaviour resulting in damage. Any cases of intentional breakage will be considered as a serious breach of etiquette and will be treated accordingly.

49. Smoking tobacco and use of e-cigarettes is permitted only in the designated smoking area(s). Cannabis can only be consumed in the designated cannabis smoking area(s).

### Provision for Appeal

50. A Hangar 17 member, who is of the belief that they or their guest(s) have been improperly dealt with in the enforcement of these By-Laws, has the right to submit their complaint, in writing, to the Executive for consideration.

### Suggestions and Complaints

51. Suggestions and complaints can be forwarded to the General Committee and the staff. If the suggestion or complaint is of a serious or sensitive nature, it can be made directly to the PMC or Mess Manager.

### Dress

52. While in Hangar 17, members shall maintain a standard of dress which reflects credit upon the organization and the individual. CAF personnel in uniform shall conform to CF Dress Regulations.

- a. outer wear, including rubber boots and overshoes, shall be removed;
- b. headdress, excluding by religious or cultural requirement, shall be removed inside Hangar 17; and
- c. full dress codes are listed in Annex B.

## MEETINGS

### General Membership Meetings

53. General Membership Meetings will be held semi-annually. Notification will be made via email at least two (2) weeks in advance when possible.

54. Proposals for agenda items shall be made to the Executive at least seven (7) working days prior to the meeting.

### Conduct of General Membership Meetings

55. General Membership Meetings are a parade, the primary means by which members may acquaint themselves with Hangar 17 business and make their wishes known. GMMs will be run using parliamentary procedure, briefly described in Annex D.

### Motions

56. A motion is a proposal that Hangar 17 may take for vote or action. Any Ordinary Member, except the Executive may make a motion.

### Voting

57. In certain circumstances, the Executive may deem a vote by electronic means is more suitable than calling an Extraordinary General Membership Meeting. Electronic votes do not require a motion.

58. Electronic voting is acceptable to ensure the maximum membership opportunity and availability to vote. Electronic voting may be accomplished by means of email voting buttons, or by an online survey mechanism with clearly defined questions and options. Electronic voting shall specifically state the applicability period of the vote.

59. All motions are decided by majority vote of Hangar 17 Ordinary Members present at or having responded to an electronic vote within the defined timeframe. Abstaining votes do not count for or against the majority. A tied vote defeats the motion.

60. Voting at a General Membership Meeting is conducted in one of the following methods:

- a. By Voice. The chairperson asks those in favor to say "Aye" and those opposed to say "Nay" (For majority votes only.) A member may move for an exact count;
- b. By show of hands. Members raise their hands as sight verification or alternative to a voice vote. It does not require a count, though a member may move for an exact count; or
- c. By ballot. Members write their vote on a slip of paper. This may be done when secrecy is desired.

61. Members cannot be compelled to vote on a motion. Members are however encouraged to do so.

62. The PMC may vote on all motions. They however normally refrain from doing so. In the event of a tie, they do not have the tie-breaking vote.

### Nominations

63. Nominations for General Committee positions may be made from the floor at a General Membership Meeting, or in advance.

64. Nominees shall be given the option of accepting or declining the nomination before a vote is called.

65. If accepted, a nomination requires a second.

66. Before closing nominations, the PMC shall inquire if there are further nominations. If there is no response, they shall declare that nominations cease.

67. Nominees will then be asked to leave the room during the subsequent vote. If there is only one seconded nominee a vote is not required.

Adjournment

68. The closing of the meeting shall be by resolution invited only by the PMC. A motion to adjourn, and a second is required. The PMC may adjourn the meeting for a specific period or may close the meeting at any time under special circumstances.

Attendance

69. A GMM is considered a parade and all Ordinary Members are to attend unless operational restrictions or leave prevent attendance. Otherwise, authority to excuse attendance remains with the WComd or PMC.

Recommending, Approval and Distribution of Membership Meeting Minutes

70. The Secretary shall prepare the minutes of all General Membership Meetings within seven (7) working days after the meeting. The minutes will be approved by:

- a. PMC; and
- b. WComd.

71. General Membership Meeting minutes will be distributed to all members, primarily via email. Those responsible for action items will be contacted separately to the primary distribution of minutes to ensure they are aware of their responsibilities.

Quorum

72. A General Membership Meeting or an Extraordinary General Membership Meeting shall not be considered valid or competent to transact any business unless a quorum is present.

- a. a quorum shall consist of 200 of Ordinary Members in attendance; or
- b. the 17 WComd, or their designated representative may declare a quorum where less than 200 Ordinary Members are present.

FINANCIAL

Mess Subscriptions

73. Hangar 17 will assess dues corresponding to a membership fee on each Ordinary Member and Associate Member. The normal method of payment for Ordinary Members is via pay allotment. The revenue from this subscription will be used to fund the general operating expenses of hangar 17.

74. Current membership fees / mess dues are:

Membership Type	Amount	Frequency	Dues Split
Ordinary:		Monthly	Entertainment – 45%

Avr/Pte/S3 – MCpl/MS	\$12		General – 46%
OCdt / NCdt	\$12		Gift – 4%
Sgt/PO2 – CWO/CPO1	\$20		GST – 5%
Officers	\$24		
Associate	\$240	Annually	General – 48%
			Entertainment – 47%
			GST – 5%
Honorary	N/A	N/A	

75. Releasing members have an opportunity to become an Associate member at the fee associated with their rank upon release. All other Associate members will be assessed the listed fee.

76. Associate members shall pay Mess dues once annually, in advance either by cash or post-dated cheque a minimum of 30 days prior to their current membership expiration, else their membership will be cancelled.

77. An Associate or Honorary member may elect to cease membership by writing to the Executive.

#### Mess Dues Accounting

78. Each member may request an itemized monthly statement, denoting the charges incurred by the member during the previous month.

#### Expenditure of Mess Funds

79. The following financial authorities (expenditures) shall be reviewed annually, and any changes submitted for approval to the WComd:

- a. Executive Committee bar cards used only to host non-entity guests for special functions/activities when appropriate by the PMC;
- b. Executive spending authority; and
- c. General Committee spending authority; and monthly Ordinary and Associate member dues.

80. Spending authorities and bar cards shall be reviewed at the first General Membership Meeting annually with the financial dollar limit of each being included in the minutes.



81. A proposed balanced budget will be submitted annually. This budget shall be approved at the first General Membership Meeting annually and be reviewed at each subsequent General Committee meeting.

82. Any suggested amendments or changes to any Hangar 17 expenditure shall be submitted to the Executive. These suggestions will be considered by the Executive and if warranted, brought before a General Membership Meeting in the form of a motion.

83. General Committee Members spending authorization is listed below. Any changes to authorizations will be voted on at the first General Membership Meeting of each fiscal year.

- a. all expenditures shall be authorized by:
  - (1) the PMC; or
  - (2) in the absence of the PMC the delegated representative.
- b. any approved expenditures involving construction or alteration of the building, or installed equipment shall not be implemented prior to Real Property Operations Detachment Winnipeg (RP Ops) concurrence;
- c. all recurring expenditures must be reviewed and approved annually at a General Membership Meeting. Individual transactions must be authorized by the Executive;
- d. the PMC may approve individual non-recurring expenditures as outlined in Annex E – Table of Financial Authorities.
- e. the approved Budget shall be amended should any significant deviation occur. The General Committee may approve individual non-recurring expenditures as outlined in Annex E – Table of Financial Authorities.

#### Non-Public Funds Capital Expenditure Program

84. The NPF CEP is prepared each year to identify those projects which the Mess proposes to undertake in the future. The program includes a five-year forecast with the immediate forthcoming year being the most important.

85. The NPF Manager is the OPI for the NPF CEP and is available to offer assistance as required. Prior to submission, the NPF CEP is to be put before a General Membership Meeting for approval in principle. Alienation of Non-Public Funds

86. There are a number of items/areas for which Mess funds cannot be expended. The NPF Manager and WComd are available to advise the Mess on those areas where doubt exists. In general, the following principle applies:

87. The monies of any fund, Mess or institute including CANEX shall not be alienated by relieving a member for loss or damage to public or non-public property, for testimonials or gifts, for national appeals for financial assistance, or the provision of anything connected with religious services.

#### Insurance

88. Insurance coverage for Hangar 17 is provided by the CFCF Consolidated Insurance Program at a percentage rate of gross monthly sales in accordance with Reference D.

#### Mess Departure/Retirement Gifts

89. All Ordinary members, after membership of two (2) years, will receive a departure gift as listed in Annex E.

90. All Ordinary members, who have been a member of the Canadian Armed Forces on retirement shall receive a gift as listed in Annex E.

#### Bereavement Gifts

91. After six (6) months membership all ordinary members will be entitled to and bereavement gift upon the death of an immediate next of kin, or other individual deemed applicable by the PMC.

#### Taxi/Ride Share Rides

92. Taxi/Ride Share Rides are available after authorized Hangar 17 functions to ensure members arrive home safely. Taxi receipts are for a maximum of \$40 and can be used for a one-way trip to a member's residence or a round-trip (\$20 each way) from Hangar 17, home, and back. Chits can be obtained prior to the event, or a receipt can be brought to the Mess Office for a reimbursement. Before issuing a taxi chit, bar staff shall ask for ID with a home address as chits are to be used for transporting the member back to their personal residence.

93. Each Ordinary member of Hangar 17 is entitled to utilize one taxi chit per budgeted year at the expense of Hangar 17 under the guidelines of 'Exceptional Circumstances'.

94. The PMC reserves the right to cancel/rescind the use of Taxi Chits due to usage and/or financial sustainability via notification by email to the membership.

#### Prize Draws

95. A member has 14 calendar days to claim a prize from a Hangar 17 event or draw. After 14 days any unclaimed prizes will be forfeit and will be re-drawn at a future event. Members may make arrangements for late pick up in special cases like deployments or temporary duties away from base.

## MESS OPERATIONS

### Hangar 17 Staff

96. The Hangar 17 Staff comprises of, amongst other personnel, the Mess Manager, Assistant Mess Manager, Bar Supervisor, Mess Administrative Assistants, and bartenders.

### Hangar 17 Functions and Activities

97. The Executive Committee is responsible to maintain a calendar of activities, known as the Hangar 17 Entertainment Program, which fulfills the purpose of Hangar 17 while accommodating the interests of the membership. The program should provide a six (6) month forecast of activities to allow members to plan their social calendars. In addition, a monthly entertainment calendar will be provided to the membership via e-mail. Any expenditures related to the execution of the entertainment program will be approved by the Executive, by a General Membership Meeting or, under extraordinary circumstances, the WComd.

98. The PMC may cancel any Hangar 17 function for cause with a minimum of 48 hours notice. In the case of cancellation, maximum notification to all concerned parties shall be made by e-mail and telephone.

99. Generally, functions shall adhere to the following rules:

#### a. Official Functions

- (1) are to be declared as such by the WComd IAW A-PS-110-001/AG-002 – Morale and Welfare Programs in the CF, Chapter 5 paragraph 13,
- (2) may fully or partly subsidize entertainment being provided to members and their invited guests from non-public funds,
- (3) may be restrictive as to invitees,
- (4) will recover outstanding costs from those, including members, attending,
- (5) will include mess dinners, which may be held at the call of the WComd, with announcements arranged through the PMC, and
- (6) examples of Official Functions may include official visiting groups, mess dinners, and graduations.

#### b. Social Functions

- (1) are proposed by the General Committee, passed at a General Membership Meeting, and approved by the WComd,

- (2) may be fully or partly subsidized from Hangar 17 entertainment funds where approved by General Membership vote,
- (3) include functions where personal guests may be invited with authorization of the PMC, with entertainment costs at the expense of the inviting member,
- (4) include functions where all members are invited on a first come, first served basis,
- (5) Will recover outstanding costs from those, including members, attending, and
- (6) examples of Social Functions include dances, mess balls, bingos and TGIF evenings.

c. Closed Private Functions

- (1) Hangar 17 facilities and resources may be reserved by applying to the PMC through the Mess Manager. This should be done at least 20 working days prior to the proposed date of the function,
- (2) personal guests may be invited to private functions although the invitation of members may be restricted,
- (3) all non-member bookings are subject to an administration fee,
- (4) all costs associated with these events shall normally be recovered from the organizers including additional bartender fees,
- (5) once Hangar 17 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 Hangar 17, and
- (6) Examples of closed private events include unit mugging-out parties, wedding or similar receptions, club meetings and visiting groups.

Bar Operation

100. A current price list of all commodities sold by the bar shall be posted for ease of review by customers.

101. All sales from the bar can be paid for via cash, credit or debit.

102. Alcoholic beverages shall not be purchased, handled, received or consumed within Hangar 17 by minors. A person who has not reached the age of 18 years is considered a minor in Manitoba.

103. Alcoholic beverages shall be sold in accordance with the terms and conditions set forth by the Liquor, Gaming and Cannabis Authority of Manitoba.

104. Alcoholic beverages are not to be sold for the consumption outside the confines of Hangar 17. The confines of Hangar 17 include adjacent outdoor areas associated with Hangar 17 (e.g. Patio, BBQ area). No outside alcohol will be brought into Hangar 17 areas.

#### Operating Hours

105. All extensions and changes to the hours of operation must remain in accordance with provincial and municipal laws and in compliance with the issued liquor license. Only the WComd has the authority to extend bar hours.

106. No sales shall be permitted from the bar except during authorized hours.

Annex A  
 Hangar 17 Constitution and By-Laws

HANGAR 17 COMMITTEE RESPONSIBILITIES

Voting Members

1. Executive

Position	Terms of Reference
<p>President of the Membership Committee (PMC)</p> <p>Normally succeeded by the VPMC</p>	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• 17 WComd</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• The issuance of Hangar 17 Constitution and By-Laws;</li> <li>• The general supervision of, and the assignment of duties to, the Executive Committee members;</li> <li>• The overall administration and management of Hangar 17;</li> <li>• The general deportment and dress of members present in Hangar 17;</li> <li>• The periodic review of responsibilities for Executive Committee members;</li> <li>• Update members monthly on upcoming events;</li> <li>• The general accounting and control of merchandise sales and purchases as prescribed in applicable orders and instructions;</li> <li>• The calling of and presiding at Executive Committee and General Membership Meetings, the approval of their agendas, review and staffing of minutes to WComd;</li> <li>• The scrutiny, investigation, and reporting to the WComd of unpaid mess bills;</li> <li>• The briefing of the VPMC in the event of absence;</li> <li>• The preparation and submission of the Hangar 17 annual and semi-annual supplementary budgets; and</li> <li>• Other Hangar 17 duties as assigned by the WComd.</li> </ul>

<p>Vice-President of the Membership Committee (VPMC)</p> <p>Normally succeeded by the DVPMC</p>	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the PMC in the discharge of the latter's duties;</li> <li>• The assumption of the PMC's responsibilities during the latter's absence;</li> <li>• The long-range planning for Hangar 17 (i.e. any planning extending over three months); and</li> <li>• Other duties as assigned by the WComd or the PMC.</li> </ul>
<p>Deputy Vice-President of the Membership Committee (DVPMC)</p>	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the PMC in the discharge of the latter's duties;</li> <li>• The assumption of the PMC's responsibilities during the latter's absence;</li> <li>• The long-range planning for Hangar 17 (i.e. any planning extending over three months); and</li> <li>• Other duties as assigned by the WComd or the PMC.</li> </ul>

2. General Committee

Position	Terms of Reference
<p>Secretary</p>	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Maintaining the currency of the Constitution to reflect any changes from General Membership Meetings (GMMs) and Executive Committee Meetings;</li> </ul>

	<ul style="list-style-type: none"> <li>• Notifying all Committee Members of times, places, and dates of Executive Committee Meetings;</li> <li>• Notifying members of forthcoming GMMs;</li> <li>• Preparing agendas for Executive Committee and General Membership Meetings;</li> <li>• Distributing, via various means, the agendas for General and Extraordinary Membership Meetings at least three (3) working days in advance;</li> <li>• Recording, obtaining approval, reproducing, and distributing all Meeting minutes within ten (10) working days of such meetings;</li> <li>• Preparing and dispatching such correspondence as the PMC directs;</li> <li>• Maintaining records and files of all Hangar 17 correspondence and meeting minutes kept in the Mess Office and/or on an electronic database;</li> <li>• Preparing a review of the Constitution to coincide with the WComd Change of Command;</li> <li>• Briefing a committee member in the event of absence; and</li> <li>• Other duties as assigned by the PMC.</li> </ul>
<p>Entertainment Chair</p> <p>Normally succeeded, if possible, by the Ent 2IC or 3IC</p>	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Developing, in consultation with the PMC and the Mess Manager, a draft six (6) month program of entertainment functions;</li> <li>• Organizing and supervising the Entertainment Committee, including the recruitment of its members;</li> <li>• Developing the annual Entertainment budget, with the assistance of the PMC, Financial Chair and Mess Manager;</li> <li>• Ensuring that the entertainment expenditures are kept within the entertainment budget;</li> </ul>



	<ul style="list-style-type: none"> <li>• Implementing Official and Social functions and ensuring that an Entertainment Committee member is present to ensure the event is running smoothly;</li> <li>• Providing oversight on all entertainment events to ensure fiscal responsibility and to monitor all event planning;</li> <li>• Preparing the annual Entertainment Calendar;</li> <li>• Briefing the Ent 2IC in the event of an absence; and</li> <li>• Other duties as assigned by the PMC.</li> </ul>
Financial Chair	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing mess annual and semi-annual supplementary budgets;</li> <li>• Forecasting quarterly cash flow;</li> <li>• Providing financial advice on allocation of funds to the Executive Committee;</li> <li>• Rely on the expert advice of the NPPAM for matters pertaining to the rules and regulations of NPF; and</li> <li>• Other duties as assigned by the PMC.</li> </ul>
Housing and Bar Chair	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing mess annual and semi-annual supplementary budgets;</li> <li>• Forecasting quarterly cash flow;</li> <li>• Providing financial advice on allocation of funds to the Executive Committee;</li> <li>• Rely on the expert advice of the NPPAM for matters pertaining to the rules and regulations of NPF; and</li> <li>• Other duties as assigned by the PMC.</li> </ul>
Sports Chair	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul>

	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Recommending and initiating action to ensure suitable and adequate games and facilities are available for members;</li> <li>• Organizing and coordinating suitable and appropriate sports events inside and outside Hangar 17;</li> <li>• Cooperating with the Mess Manager or other applicable positions, to ensure that adequate preparations are made for all sports functions;</li> <li>• Utilizing the promotion/marketing rep to advertise sports functions;</li> <li>• Coordinating with PSP Sports Coordinator to support 17 Wing base teams and sports events;</li> <li>• Ensuring that an adequate supply of game equipment, i.e., darts, billiard cues, etc., is available;</li> <li>• Ensuring that all games and associated equipment are maintained in a satisfactory state of repair;</li> <li>• Assisting the Financial Chair in preparing the annual budget and ensuring that sport expenditures are made in accordance with the budget; and</li> <li>• Other duties as assigned by the PMC.</li> </ul>
E-Sports Chair	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• PMC</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• The communication between the GameForce Team and the events they are hosting;</li> <li>• Managing and maintaining local teams to compete against other messes;</li> <li>• Maintaining the Hangar 17 E-sports equipment;</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining a presence on Discord to communicate with other CAF base reps;</li> <li>• Other duties as assigned by the PMC.</li> </ul>
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Non-Voting Members

Position(s)	Terms of Reference
Webmaster / Social Media Representative	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• Secretary</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the Secretary Chair in their duties;</li> <li>• Coordinating PSP Corporate Services to post Hangar 17 event on the Voxair, Facebook and other social media pages; and</li> <li>• Performing other duties as assigned by the PMC.</li> </ul>
Entertainment 2IC and 3IC	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• Entertainment Chair</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the Entertainment Chair in their duties; and</li> <li>• Performing other duties as assigned by the PMC.</li> </ul>
Living-in Representative	<p>Responsible to:</p> <ul style="list-style-type: none"> <li>• Housing and Bar Chair</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the Housing and Bar Chair in their duties;</li> <li>• Presenting the views and interests of all living-in members to the Executive;</li> <li>• To communicate with the Wing Accommodations to promote mess events to those members living in; and</li> <li>• Performing other duties as assigned by the PMC.</li> </ul>

Sports 2IC and 3IC	<p>Responsible to:</p> <ul style="list-style-type: none"><li>• Sports Chair</li></ul> <p>Responsible for:</p> <ul style="list-style-type: none"><li>• Assisting the Sports Chair in their duties; and</li><li>• Performing other duties as assigned by the PMC.</li></ul>
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Annex B  
Hangar 17 Constitution and By-Laws

DRESS CODE

1. Formal
  - a. No. 2 or 2B;
  - b. tuxedo with black leather shoes; and
  - c. formal evening gown.
  
2. Semi-Formal
  - a. No. 3;
  - b. business suit;
  - c. sport jacket with tie;
  - d. pant suit with blouse;
  - e. afternoon or cocktail dress; and
  - f. dress shoes.
  
3. Business Casual
  - a. collared shirt;
  - b. blouse;
  - c. sweater;
  - d. dress;
  - e. slacks, jeans, or skirt;
  - f. dress or casual shoes;
  - g. jacket optional;
  - h. tie optional;
  - i. no shorts; and
  - j. no running/gym shoes.

4. Relaxed or Casual. May include items from business casual plus:
  - a. shirt, including clean t-shirts;
  - b. non-athletic shorts;
  - c. leggings;
  - d. no exposed midriff; and
  - e. no offensive material.
5. While in Hangar 17, members, guests, and staff shall maintain a standard of dress which reflects credibility on the individual and Hangar 17.
6. No headdress, excluding by religious or cultural requirement, shall be worn in Hangar 17 unless authorized by the PMC.
7. Outerwear should be placed in the coatrooms.

Annex C  
Hangar 17 Constitution and By-Laws

HANGAR 17 INCIDENT REPORT

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**MEMBERS INVOLVED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORTED BY:** \_\_\_\_\_

**WITNESSES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF INCIDENT:**


To be submitted to the PMC and/or Mess Manager.

Annex D  
Hangar 17 Constitution and By-Laws

HANGAR 17 MEETINGS

Order of Business

1. The normal order for Committee, Sub-committee, and membership meetings is:
  - a. Call to order;
  - b. Roll call to determine quorum if necessary;
  - c. Review and approval of the minutes from the last meeting;
  - d. Review and approval of the agenda;
  - e. Review financial statement or report;
  - f. Committee reports;
  - g. Executive reports;
  - h. Old business arising from the minutes;
  - i. New business from the agenda;
  - j. Nomination/election of new committee members;
  - k. Open discussion; and
  - l. Adjournment.

Parliamentary Procedure

2. Basic elements of parliamentary procedure to facilitate the conduct of Hangar 17 meetings include:
  - a. Motion. To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass;
  - b. Postpone Indefinitely. This tactic is used to neutralize a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration;



- c. Amend. This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment;
- d. Commit. This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established;
- e. Question. To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately;
- f. Table. To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed and
- g. Adjourn. A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Annex E  
Hangar 17 Constitution and By-Laws

TABLES OF FINANCIAL AUTHORITIES

Operating and Capital Expenses

<b>Expenditure Amount<sup>(1)</sup></b>	<b>Scope<sup>(2)</sup></b>	<b>Authorized Individual</b>	<b>Notes</b>
Up to 7%	Transfer to Wing Fund	17 WComd	Percentage of gross sales of bar operation
\$50,000 <sup>(3)</sup>	NPF capital, major maintenance or other non-recurring expenditure	17 WComd	Subject to the availability of funds; and on the recommendation of a General Membership Meeting
As stated <sup>(4)</sup>	Special Functions	Ent O	As per note (4)
\$75.00 per month	Expenses incurred in the promotion of Hangar 17 activities	PMC <sup>(5)</sup>	These expenses shall be recorded on the PMC record or other accountable document.
\$5,000.00	All capital and non-recurring expenditures (including unscheduled events)	Hangar 17 Committee <sup>(6)</sup>	For any one item, project or event
\$1000.00	All capital and non-recurring expenditures (including unscheduled events)	PMC	For any one item, project or event
\$2000.00	Change float for bar operations	Mess Manager	Cash float

- (1) These amounts are the maximum amounts that may be spent.
- (2) In accordance with existing instructions, approved expenditures involving construction or alteration of works and buildings belonging to the Mess (Hangar 17) shall not be implemented until approved by the Chief of the Air Force Staff, or higher authority.
- (3) If the Mess (Hangar 17) is not indebted to Canadian Forces Central Fund. If the Mess (Hangar 17) is indebted to Canadian Forces Central Fund, this is limited to \$10,000.
- (4) As per approved 'Special Function Budget – Expenses'.
- (5) Entries on this card may be ordered by the PMC, VPMC, or the 17 WComd. The PMC may authorize the designated host of a guest to make entries on this card if so requested.

- (6) Based on a simple majority of Executive and General Committee. Approval shall be recorded in the Committee meeting minutes.

## Gift Fund

<b>Expenditure Amount<sup>(2)</sup></b>	<b>Scope<sup>(3)</sup></b>	<b>Notes</b>
\$100.00	The purchase of a suitable souvenir for Ordinary Members	Upon retiring from the Regular Force, a member must have completed, or will complete by their last day of service, a continuing engagement, intermediate engagement, or an IPS. Alternatively, a member who has reached compulsory retirement age.
\$100.00	The purchase of a suitable souvenir for Ordinary Members	Upon retiring from the Air Reserve, provided members meet conditions of note (4)
\$50.00	The purchase of a memento for a Member who departs on posting	Individual must have been a member of the Hangar 17 for a period of no less than two years
\$100.00	The purchase of a floral tribute/donation in sympathy for a member's death	Nil
\$250.00	The cost of a suitable memento for a VIP	Nil
\$200.00	The cost of a suitably engraved memento for a change of appointment	Change in appointment of the PMC

- (1) These amounts are the maximum.
- (2) Mess non-public funds shall not be authorized for items such as charitable donations or support of community services or clubs.
- (3) To be eligible for this presentation the Member should meet the following:
  - (a) be retiring or transferring to the Supplementary List;
  - (b) have served a minimum of 20 years of service in the Canadian Armed Forces;
  - (c) have served a minimum of five (5) years with the Air Reserve;
  - (d) have not previously received a p retirement gift from the Regular Force; or
  - (e) in exceptional cases, when not meeting above criteria, be individually judged on merit by the PMC.