



## FORWARD

The Constitution and By-Laws of the Warrant Officers' and Sergeants' Mess, 8 Wing/CFB Trenton, is published under the Authority of the Wing Commander, 8 Wing/CFB Trenton, Astra, Ontario.

This published Constitution dated and approved at the General Mess Meeting (16 Mar 2023) revokes and supersedes all other Constitutions for the Warrant Officers' and Sergeants' Mess, 8 Wing/CFB Trenton.

## **Index**

### Part I – The Constitution

<u>ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE</u>
101	Name	4
102	Authority for Establishment and Operation	4
103	Purpose of Operation	4
104	Membership	4
105	Mess Executive Committee	5
106	Meetings	5
107	Amendments	5

### Part II – The By-Laws

201	Purpose	6
202	Mess Executive Committee	6
203	Mess Committee	7
204	Sub-Committees	10
205	Employees	11
206	Wages	11
207	Membership	11
208	Mess Subscriptions	16
209	Mess Dues	16
210	Trading Activities	18
211	Mess Entertainment	18
212	Meetings	19
213	Notices	21
214	Discipline	21
215	Dress	22

216	Suggestions of Proposals	22
217	Guests	22
218	Expenditures	23
219	Gifts	24
220	Mess Dinner Procedure and Custom	25
221	Mess Property	25
222	Personal Property	25

## **Annex A**

### Mess Executive Committee Responsibilities

President of the Mess Committee	26
Vice-President of the Mess Committee	26
Entertainment Chairperson	26
Assistant Entertainment Chairperson	27
Entertainment Unit Representative	27
Mess Executive Secretary	30
Housing Member	30
Advertising Member	30
Mess Manager	31
Bartenders	33
Treasurer	33
Associate Member Representative	34
Sports Chairperson	35
Assistant Sports Chairperson	35
Personnel – General	35
Employee Categories	36
Mess Employees	36
Terms of Reference – Mess Employees	37

## **Part 1 – The Constitution**

### **101 – Name**

The 8 Wing Warrant Officers' and Sergeants' Mess, hereinafter referred to as "The Mess", consists of the following facilities;

- A: The Albatross Lounge
- B: Fireside Lounge & Patio
- C: The Games Room

### **102 – Authority for Establishment and Operation**

The mess established under authority of QR&O 27.01 shall operate in accordance with regulations and orders governing the operation of the Messes in the Canadian Armed Forces (CAF) and the instructions contained in this constitution. The by-laws will amplify it.

### **103 – Purpose of Operation**

The Mess shall operate for the purpose of enhancing esprit de corps and comradeship, providing goods, services, and amenities to the Mess members. The mess shall receive and account for all allowances and donations, which apply, to it.

### **104 – Membership**

1. Membership of the Mess shall consist of:

- A: Ordinary
- B: Associate
- C: Honorary
- D: Honorary Life Member

2. The conditions and terms of membership for each class of membership shall be as set out in QR&O 27.01 and the By-Laws.

### **105 – Mess Executive Committee**

1. The Mess shall be administered by a Mess Committee; hereinafter referred to as the "Committee". The Committee is to be elected by and from the Ordinary Membership at a General Mess Meeting or appointed by the Wing Commander as set out in the By-Laws.
2. The PMC may appoint an acting mess committee position until the time that a GMM is held.
3. The composition and duties of the Committee and its members shall be as set out in the By-Laws.

### **106 – Meetings**

1. Mess Committee Meetings should be held at least monthly at the call of the PMC.
2. General Mess Meetings shall be held at least semi-annually.
3. Extraordinary General Mess Meetings may be called at any time by;
  - A: The Wing Commander
  - B: The PMC
  - C: PMC on receipt of an application signed by at least 25 percent of the Ordinary members available. The application must state clearly the reason for requesting the Extraordinary General Mess Meeting.

### **107 – Amendments**

1. Proposals to amend the Mess Constitution shall be made in writing directly to the PMC. The Executive Committee shall consider proposals. Only valid proposals shall be considered at a General Mess Meeting.
2. Agenda, financial report and any proposals presented at the General Mess Meeting shall be provided to the membership at least seven days prior to the meeting being held.
3. If a proposal is considered invalid, the Executive Committee shall advise the originator in writing of the reason for considering the proposal invalid.

4. Amendment entries shall refer to the minutes and item of the meeting at which the amendment is authorized.

## **Part 11 – The By-Laws**

### **201 – Purpose**

1. To provide detailed rules for the efficient operation of the Mess
2. Amendment of the By-Laws shall be carried out in the same manner as amendments to the Constitution. Ref: Article 108 of the constitution

### **202 – Mess Executive Committee**

1. The Mess Committee shall consist of:

A: President

B: Vice President

C: Secretary

D: Chairpersons of Entertainment

E: Housing Member

F: Advertising Rep

G: Chairpersons on Sports

2. In accordance with A-AD-262-000/AG-000 (Canadian Forces Mess Administration), the following shall serve as ex-officio members of the Mess Executive Committee:

A: the Non-Public Funds Accounting Manager or delegated representative (NPFA Rep);

B: The Mess Manager

C: The Honorary PMC

D: The Nominating Member

E: The Associate Members' Representative

3. The Mess Executive Committee shall be responsible for the efficient operation of the Mess in accordance with the Constitution, these By-Laws and all other current regulations.
4. The Mess Executive Committee will meet at the call of the PMC to:
  - A: Approve operating Mess budget and expenditures which fall within the Committee's authority
  - B: Approve, subject to audit, financial statements
  - C: Consider the agenda items of General and Extraordinary Mess Meetings
  - D: Conduct the annual review of existing Associate and Honorary Memberships
  - E: Consider and recommend or reject all applications for Associate or Honorary Membership
  - F: Review, consider and recommend or reject all nominations and volunteers for duties on the Mess Committee
  - G: Consider and recommend or reject all proposed amendments to the Constitution and By Laws of the mess in accordance with Article 108
  - C: Consider any other matters concerning the operation of the Mess

### **203 – Mess Committee**

1. Wing Chief Warrant Officer. The Wing Chief Warrant Officer (WCWO) will assume the duties of Honorary PMC of the Mess. The H/PMC shall act in an advisory capacity to the Mess Committee and keep the Wing Commander informed on affairs of the Mess.
2. President of the Mess Committee (PMC)
  - A: The Wing Commander shall appoint the PMC
  - B: The office of the PMC should normally be filled by advancement of the Vice PMC (V/PMC)
  - C: The term of office should normally be 1 year followed by a six month period as the "Nominating Member"
  - D: The duties and responsibilities of the PMC are detailed in the Terms of Reference Annex A to these By-Laws

3. Vice President of the Mess Committee (V/PMC)

A: The V/PMC shall be appointed by the Wing Commander.

B: The term of office should normally be 12 months, followed by advancement to the office of PMC.

C: The duties and responsibilities of the Assistant Chairperson of the Entertainment Committee are detailed in the Terms of Reference of these By-Laws.

4. The remainder of the Mess Committee positions shall be filled in the following manner;

A: Volunteer or selected by Unit SWO's

B: brought forward at Mess Executive Meeting to consider, recommend or reject

C: approved at a General Mess Meeting.

5. Mess Committee Secretary

A: The Mess Committee Secretary shall be selected as per Article 203, Para 4

B: The term of office should normally be 12 months

C: The duties and responsibilities of the Mess Committee Secretary are detailed in the Terms of Reference of these By-Laws

D: The term of office can be extended with PMC approval

6. Chairperson of Entertainment

A: The term of office should normally be 12 months with extension approval provided by the PMC

B: The duties and responsibilities of the Chairperson of Entertainment are detailed in the Terms of Reference of these By-Laws.

7. Assistant Chairperson of Sports

A: The Assistant Chairperson of the Entertainment Committee shall be selected in accordance with Article 203, Para 4.

B: The duties and responsibilities of the Assistant Chairperson of the Entertainment Committee are detailed in the Terms of Reference of these By-Laws.



8. Housing Member

A: The Housing Member shall be selected in accordance with Article 203, para 4

B: The duties and responsibilities of the Housing Member are detailed in the Terms of Reference to these By-laws

9. Treasurer

A: The Treasurer shall be filled in accordance with Article 203, Para 4

B: The duties and responsibilities of the Treasurer are detailed in the Terms of Reference to these By-Laws

10. Advertising Rep

A: The Advertising Rep shall be selected in accordance with Article 203, Para 4

B: The duties and responsibilities of the Advertising Rep are detailed in the Terms of Reference to these By-Laws

11. Chairperson of Sports

A: The Sports Chairperson shall be selected in accordance with Article 203, Para 4

B: The duties and responsibilities of the Sports Chairperson are detailed in the Terms of Reference to these By-Laws

12. Associate Member Representative

A: The Associate Members' Representative shall be selected in accordance with Article 203, Para 4

B: The duties and responsibilities of the Associate Members' Representative are detailed in the Terms of Reference to these By-Laws

### 13. Mess Manager

A: The duties and responsibilities of the Mess Manager are detailed in the Terms of Reference as well as the PSP Policy Chapter 9 – Messes

### **204 - Sub Committee**

1. The following Sub-Committees will be standing Sub-Committees and shall assist the Mess Committee in the administration of the Mess;

A: Entertainment Committee (unit reps)

B: Sports Committee

2. Special Sub-Committees

A: The PMC may appoint Special Sub-Committees to assist and advise the PMC or the Mess Committee on matters outside the normal duties and responsibilities of other Sub-Committees

B: The term of office of a Special Sub-Committee will expire with the appointing PMC's term without prejudice to re-appointment by the succeeding PMC

3. Entertainment Committee

A: The entertainment Committee shall consist of at least eight elected members, including a Chairperson and an Assistant Chairperson. Vacancies shall be filled in accordance with Article 203, Para 4

B: The duties of the Chairperson and Assistant Chairperson are detailed in the terms of Reference of these By-Laws. The duties of members of the Committee shall be as detailed by the Chairperson or Assistant Chairperson.

4. Sports Committee

A: The Sports Committee shall consist of two members

B: The duties of the Sports Committee shall be as detailed by the Sports Member

## **205- Employees**

1. The following should be considered employees of the Mess:
  - A: The Mess Manager
  - B: The Assistant Mess Manager
  - C: The Bartenders
  - D: Such temporary Bartenders or other help hired by the Mess Manager
2. The duty analysis of the employees are defined in PSP Policy Chapter 9- Messes
3. The duties of other employees shall be detailed by the Mess Manager

## **206 - Wages**

1. The wages of Mess Employees both permanent and temporary shall be detailed by the NPF Wage Control Board as directed by the Wing Commander

## **207 – Membership**

### Ordinary Members:

1. Ordinary members of the Mess shall be comprised of CWO's, MWO's, WO's and Sgts who are either:
  - A: Reg Force or PRes
  - B: Based in Trenton area (IAW Base/NDHQ Policy – Mess Membership) or are on temporary duties, or attending a course of instruction in excess of 14 days at a unit served by the mess
  - C: Members of the Armed Forces of other countries who are in exchange with, or on loan to, the CAF and who are employed at 8 Wing/CFB Trenton
  - D: Ordinary Membership shall continue during all periods of temporary absence such

as leave, temporary duty up to 14 days, and hospitalization

E: Ordinary Members honorably released to annuity may retain Ordinary Membership up to the effective date of release on payment of the current Mess Subscriptions and assessments in advance

2. Mess privileges for Ordinary Members shall consist of

A: Attending and voting on all motions put to a General or Extraordinary Mess Meeting

B: Introducing any proposals, administration changes or any business pertaining to the operation of the mess;

C: Being a member of Mess Committee

D: Making purchase from the bar facilities

E: Utilizing the facilities of the Mess designated for social and sports functions

F: With the permission of the PMC, may be permitted to utilize a portion of the Mess to hold private functions

G: Attending all sports and general functions held in the Mess that are not restricted to particular groups, or that require prior reservations

H: May sponsor applicants for Associate or Honorary memberships

3. The PMC may restrict or remove Mess privileges of Ordinary Members for reason of misconduct or contravention of the Constitution or By-Laws. The restriction may be for any period of time deemed appropriate and may be either

A: Removal of the privileges of purchasing/consuming alcoholic beverages in the Mess

B: Removal of all Mess privileges and attendance at Mess Meetings

4. Procedures for implementing removal or restriction of privileges shall include notification to the member by memorandum with information copies to:

A: Wing Commander and/or Branch Head, and/or Unit CO

B: WCWO

Associate Members:

1. Associate Members of the Mess may be comprised of the following persons, subject to the approval of the Wing Commander
2. Retired: This category is comprised of personnel who are:
  - A: Warrant Officers and Sergeants honourably released from the Regular Force and are entitled to an immediate or deferred service annuity
  - B: Warrant Officers and Sergeants honourably released from the Primary Reserve and have accumulated 12 years of service
3. Working: This category is comprised of personnel who are:
  - A: DND civilian employees who are employed at the unit or other element for which the Mess is established
  - B: teachers, supervisors, inspectors and administrators employed in schools sponsored by DND
  - C: Other civilians similarly employed at or in connection with the unit or other element served by the Mess
4. Social: This category is comprised of personnel who are:
  - A: Personnel other than those mentioned in the two previous categories who may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for further one year terms)
5. The quota of Associate Members Social shall not exceed two (2%) percent of the Ordinary Membership as of 1 March each year.
6. Applications for Associate Membership shall be processed through the Executive Committee
7. Temporary membership may be granted until the next general mess meeting upon approval of the CO.
8. Associate Membership may be suspended or cancelled by the PMC at any time for failure to pay Mess subscriptions, for evidence of misconduct or for abuse of Mess privileges. The

Wing Commander shall be notified through the PSP Manager. Cancellation of an Associate Membership shall be announced at a General Mess Meeting

9. Associate membership provides the following Mess privileges

A: May assist the Mess Committee

B: Make purchases from the bar facilities

C: Utilize the facilities of the Mess designated for social or sports functions

D: Attend all sports and general functions in the Mess that are not restricted to particular groups

E: With the permission of the PMC, may utilize a portion of the Mess for private functions.

Application for Associate Membership:

1. Persons eligible for Associate Membership (Retired) shall make an application to the PMC for approval
2. Persons eligible for a Social Associate Membership shall be sponsored by at least two Ordinary members of the Mess. The application is made to the PMC. Upon recommendation of the Mess Executive Committee, the application is to be posted in the Mess for a period of 30 days. The PMC will then present the application at the next General Mess Meeting. One of the sponsors must be present at this meeting to support the application
3. Any member wishing to register an objection to the sponsored applicant will do so in writing, outlining the grounds for his/her objection, and submit it to the PMC
4. If a sponsored application for Associate Membership is rejected, the sponsor shall be notified by the PMC with the reason for rejection
5. The PMC shall notify the Mess Manager of any person(s) accepted for Associate Membership upon the approval of the Minutes of the General Meeting which approved the application(s). The Mess Manager will notify the successful applicant(s) and bill same for

Mess subscription in advance until end March. On receipt of the subscriptions, the Mess Manager will issue the applicant an Associate Membership card

6. Spouses of deceased Associate Mess members may continue membership provide the member has been in good standing order at the time of death

### Honorary Membership

1. The following personnel shall be considered Honorary members of the mess:

A: Personnel qualified as per DAOD 5045-0 who are casual visitors to the Mess

B: Personnel qualified as per DAOD 5045-0 and member of other messes as per paragraph

C: Distinguished persons who accepted an Honorary Membership as per DAOD 5045-0 shall not exceed a quota of one (1%) percent of the Ordinary Membership as of 1 March each year

D: The sponsorship, acceptance, and presentation to the membership for an Honorary membership shall follow the same process as that for an Associate Membership laid down in para 2 of this article. The PMC shall notify a successful applicant in writing upon being notified of the Wing Commander's approval of the Minute of the Committee Meeting that accepted the Honorary Member

E: Honorary Members of the Mess will be accorded the same privileges as Associate Members

F: Honorary Members shall not pay Mess subscriptions, but will normally be assessed proportionate share of expenses associated with any Mess function or entertainment which he or she attends

G: Honorary Lifetime Membership may be cancelled only as laid down in DAOD 5045-0

H: Upon approval of the Wing Commander approving the Minutes of a Committee Meeting, a member retired or retiring may be made an Honorary Lifetime Member of the Mess as per DAOD 5045-0

## **208 – Mess Subscriptions**

1. Each Ordinary Member or Associate Member shall pay into Mess funds in the amount determined by a General Mess Meeting and approved by the Wing Commander in accordance with the following
  - A: A monthly subscription corresponding to a membership fee, towards defraying the general operating expenses of the Mess
  - B: Ordinary members proceeding on temporary or attached duty for an estimated period of more than 14 days shall notify the Mess Manager so action may be taken as per DAOD 5045-0
2. For Associate Members, payment of Mess subscriptions in advance shall constitute a membership fee covering a one year period. Associate Members shall be billed individually by the Mess Manager on or before 15 March
3. Where a paid-up Associate Member wishes voluntarily to terminate his or her association with the Mess, he or she may apply in writing to the PMC for refund of paid-up dues. The PMC may authorize re-imbusement to the extent totalling the sum of monthly assessments for each unexpired month of membership following the month during which the application was made
4. 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 decision to rescind the membership was made

## **209 – Mess Dues**

1. Every CAF member of a mess shall clear into respective messes upon arrival to Trenton
2. Mess dues shall be automatically deducted from a members pay each month
3. Every effort will be made to ensure that mess dues have been started. However, it shall be the CAF member's responsibility to check his/her pay statement to ensure that mess dues have been started

## **Ordinary Mess Member**



General Mess Dues	\$5.89
Entertainment Fund	\$7.49
Gift Fund	\$1.27
Sports Fund	\$1.27
Tax	\$2.08
Total	\$18.00

**Retired Associate Member**

General Mess Dues	\$3.19
Entertainment Fund	\$1.75
Sports Fund	\$0.37
Tax	\$0.69
Total	\$6.00

**Working and Social Associate Member**

General Mess Dues	\$9.56
Entertainment Fund	\$4.77
Sports Fund	\$1.59
Tax	\$2.08
Total	\$18.00

**210 – Trading Activities**

1. Bar operations shall be carried out in accordance with QR&O 19.04, and the provisions of this article
2. Bar operating hours shall be established by the Mess Executive Committee, and approved by the Wing Commander. The hours shall be posted in the facility as per the AGCO guidelines
3. Bar cards are permitted for use by the PMC, VPMC, Entertainment Chairman (or other mess executive committee positions, as budgeted and approved by the mess membership at a General Mess Meeting) and officially approved by the WComd. Bar card holders must use the bar cards in accordance with the CFMWS Letter 7331-1 19 April, 2022
4. Bar prices and operating hours shall be posted at the bars
5. Bartenders have the right to refuse service to any person for any reason that the Province of Ontario Liquor Control Act would give them that right as a bartender. The PMC shall be informed on the next working day
6. Bar staff are the only personnel authorized entry behind the bar without permission of the Mess Manager
7. All Federal, provincial and municipal laws shall be observed

## **211 – Mess Entertainment**

1. Dances, organized parties and similar functions forming part of normal Mess entertainment, shall be determined by the Entertainment Committee, with the approval of the Mess Executive Committee and the Wing Commander
2. The Wing Commander may prescribe the amount of funds in which the Mess Committee may expend in any one month for the entertainment of individuals at Mess expense. Where the funds are insufficient to cover the cost of a function, an assessment, in the form of an admission charge, shall be levied on those attending to defray the extra cost
3. Mess dinners shall be held at least twice annually, or at the call of the PMC. Retiring members may be honoured at this time. Each retiring member may invite one guest. Retiring members, and their guest at a Mess dinner shall be considered guests of the Mess. Excluding the cost of entertaining guests of the Mess, the costs of a Mess dinner in excess of any funds appropriated shall be borne by the members attending
4. Retiring members may, with the approval of the PMC, be honoured at a luncheon or dining-in night in lieu of a Mess dinner. The Mess shall defray the cost of entertaining the retiring members and one guest per retiring member at the function selected. All other costs for the function selected shall be borne by the members attending

5. A member who invites guests to a Mess function shall assume the whole cost of their entertainment and shall be responsible for their conduct in Mess premises

## **212 – Meetings**

### **1. Mess Executive Meetings**

- A: Mess Executive Committee Meeting shall be held at the call of the PMC in accordance with the Constitution and By-Laws
- B : Minutes of Mess Committee Meetings shall be prepared and actioned in accordance with A-AD-262-000/AG-000
- C: Copies of the Minutes shall be forwarded to the signing officers concerned.
- D: A copy of the Minutes shall be posted on CFMWS.com following approval

### **2. General Mess Meetings**

- A: General Mess Meetings shall be called by the PMC in accordance with Mess Administration Publication A-AD-262-000/AG-000 Annex B, Chapter 3. The following should be covered;
  - B: reports of the PMC, Secretary, Financial representative;
  - C: Proposed Mess activities; and
  - D: Any other business concerning the Mess
  - E: The approved agenda for a General Mess Meeting shall be forwarded to all Executive Committee members and posted on CFMWS.com at least two working days before the time of the Mess Meeting
3. A suggestion/proposal box shall be made available to all Mess members through CFMWS.com; all proposals must be entered at least five working days prior to a General Mess Meeting. Duly recorded proposals shall be considered by the Mess Executive Committee and valid proposals within the scope of that committee shall be actioned, with the proposer being advised of the action taken
  4. A General Mess Meeting shall not be valid unless a quorum is present. A quorum shall consist of 50 Ordinary Members unless the Wing Commander authorizes a lesser number for any particular meeting

5. General Mess Meetings shall be conducted in the manner prescribed in Mess Administration Publication A-AD-262-000/AG-000 Annex B, Chapter 3. All motions or other matters shall be voted upon by the Ordinary Members present and shall be decided by the majority vote as defined in the above publication
6. Minutes of a General Mess Meeting shall be prepared and actioned in accordance with A-AD-262-000/AG-000

Extraordinary Mess Meeting:

1. Extraordinary General Mess Meetings shall be called as necessary as provided in the Constitution.
2. Extraordinary General Mess Meetings shall be called to discuss one subject only.
3. A quorum for an Extraordinary General Mess Meeting shall consist of 50 Ordinary Members unless the Wing Commander authorizes a lesser number for any particular meeting.
4. The Order of Business for an Extraordinary General Mess Meeting shall be:
  - A: Call to order
  - B: Confirmation of a quorum
  - C: Stating of the proposal, discussion, and voting; and
  - D: Adjournment.
5. Minutes of an Extraordinary General Mess Meeting shall be prepared and actioned in accordance with A-AD-262-000/AG-000

**213 – Notices**

1. A CFMWS.com page shall be maintained. Copies of the latest Minutes of the Mess Committee, General Mess, or Extraordinary General Mess Meetings, Agenda for General Mess Meetings and Financial Statements shall be posted
2. Notification of a General Mess Meeting will be at the discretion of the PMC but shall be published in 8 Wing Trenton Routine Orders
3. Notification of Extraordinary Mess Meetings shall be by such means as the PMC deems appropriate
4. Notification of Mess Executive Committee Meetings shall be made by the Mess Secretary on instructions from the PMC
5. Notification of Sub-Committee Meetings shall be made by the Chairperson concerned
6. Monthly scheduled entertainment shall be made available to every Ordinary and Associate Members
7. The Mess Manager shall maintain notice boards adjacent to the main entrance of the Mess showing the names of the Mess Executive Committee, including ex-officio members

## **214 – Discipline**

1. For purposes of discipline and military protocol in the Mess the following shall be the order of seniority
  - A: WCWO:
  - B: PMC/VPMC
  - C: Member of the Executive Mess Committee
2. Any misconduct or infraction of the Mess Constitution and By-Laws shall be reported to the PMC / VPMC for appropriate action the next business day
3. Members shall co-operate with the Bartender(s) when closing the bar and the Mess
4. Bartenders have the right to refuse service to any person for any reason that the Province of Ontario Liquor Control Act would give them that right as a bartender. This refusal will be treated as a breach of mess discipline and dealt with IAW Article 207 para 1 e, f

5. The Bartender on Duty or any other ordinary member will contact the Military Police if the behaviour or actions of any persons attending the mess becomes harassing, dangerous or beyond reasonable expected conduct
6. Service Animals shall be allowed in the Mess as per Wing Standing Order

### **215 – Dress**

1. Dress in the Mess shall be in accordance with Wing Standing Orders

### **216 – Suggestions and Proposals**

1. A CFMWS.com page link shall be provided for members to enter any proposal or suggestion regarding the management of the mess
2. If a suggestion concerns a Mess employee or is of a confidential nature, it shall be given in writing to the PMC
3. Complaints may be in writing directly to the PMC
4. Complaints regarding the service rendered by Mess employees shall be resolved by the Mess Manager. No member, except the Mess Manager, shall censure any Mess employee. Orders to Mess staff will be given by those responsible as per Annexes to these By-Laws
5. All entries in CFMWS.com shall be considered by the Mess Executive Committee at the next Executive Committee Meeting. If they consider it to be of a general nature, it will be discussed at the next General Mess Meeting. Otherwise they will take action

### **217 – Guests**

1. Guests are classified in these By-Laws as: guests of the Mess or guests of a member
2. Guests of a member are persons, including a spouse, calling on a member or attending as guests of a member. Except as the PMC designates, each member is allowed to bring the following number of guests into the Mess:

A: Ordinary Members - three;

B: Associate Members - three; and

C: Honorary Members – one

3. The PMC may restrict the number of guests that members may bring to a function or he may, on the request of a member, allow that member to bring more guests than the quota laid down in Article 218-3
4. Members shall be responsible for the conduct of their guests in the Mess. Members shall not leave the Mess before their guests
5. Members shall register all guests, other than their spouse/escort in the Guest Register in the main vestibule of the Mess

## **218 – Expenditures**

1. Except that the Wing Commander may direct that up to 7 percent of the Gross Bar Sales may 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
2. Expenditures of non-public funds for a capital or non-recurring purpose beyond the authority of the Mess Committee shall be approved in accordance with DAOD 9003-1
3. Any approved expenditure involving construction or alteration of works and buildings on DND property shall not be implemented before approval for carrying out the alterations has been obtained in accordance with C-08-005-120/AG-000
4. The Mess Committee may, with the approval of the Wing Commander, authorize capital or nonrecurring expenditures up to \$10,000.00 for any one item or project and up to \$5000.00 by the PMC. The PMC will only have signing authority once the NPP certification courses have been completed. Expenditures of a capital or non-recurring nature in excess of \$10,000.00 shall not be made without the recommendation of a General Mess Meeting and the approval of the Wing Commander. CER's are required for capital expenditures over 10K
5. A chartered bank account will be maintained to meet the following obligations:
  - A: defray the cost of gifts to members retiring to an annuity

B: Establish a reserve for replacing or refurbishing assets of the Mess Non-Public Inventory

C: Defray the cost of any special project or function recommended by a General Mess Meeting and approved by the Wing Commander

6. The funds of the Mess may be expended only for the immediate benefit of the members of the Mess except that contributions at a prescribed rate will be made to the Canadian Forces Central Fund
7. The write-off of loss or damage to non-public property against the funds of the Mess shall be in accordance with A-AD-262-000/AG-000

## **219 – Gifts**

1. Ordinary members retiring to an immediate annuity who have been a member of a WO & Sgt Mess immediately prior to retirement shall be entitled to a traditional retirement gift. The cost to the Mess shall not exceed \$100.00 per retirement member
2. Members of the Mess immediately prior to posting or changing mess shall be entitled to receive a gift. The cost to the Mess shall not exceed \$50.00.
3. A farewell luncheon for the outgoing committee is authorized to be held twice yearly. A Ceremonial Gavel or gift of endearing quality is to be presented to the outgoing PMC. Value for both is not to exceed \$600.00
4. Tokens of sympathy shall be offered, with respect to deceased Mess members, their immediate next-of-kin or anyone else deemed appropriate by the PMC, in the form of a floral tribute, or (if it is the wishes of the next-of-kin) a cash donation in the name of the deceased to a benevolent or charitable organization of their choice. The cost to the Mess shall not exceed \$200
5. Cash donations shall not be solicited in the Mess, unless previously sanctioned by the Wing Commander
6. Mess members who feel they have consumed too much alcohol at any mess function to legally drive may obtain a taxi chit from the bar. Cost not to exceed \$40.00
7. Members being hospitalized can claim up to 500\$ for their own expenses (cable, etc). The hospitalization must be a minimum of 3 days in order to claim this



## **220 – Mess Dinner Procedures and Customs**

1. In accordance with A-AD-262-000/AG-000

## **221 – Mess Property**

1. Every Mess Member shall be responsible for following all rules of fire prevention while in the Mess
2. When a Mess member causes or finds damage or breakage to Mess property that member shall report such breakage or damage to the Housing Member or Mess Manager
3. No article of Mess property shall be taken from the premises without the permission of the PMC or Mess Manager
4. Expenses arising from willful damage, loss, or misappropriation of Mess property shall be levied against the individual member or members responsible.
5. Defects in the operation of Mess TVs, air conditioners, etc, shall be reported to the Housing Member or Mess Manager.
6. The disposal of Mess non-public furniture and equipment shall be in accordance with A-AD-262-000/AG-000 and A-FN-105-001/AG-001

## **222 - Personal Property**

1. The Mess shall not be responsible for the loss or damage of items of personal property introduced into the Mess by a member or guest

## **Annex A - Mess Executive Committee Responsibilities**

### **President of the Mess Committee**

The president of the Mess Committee (PMC) is responsible to the Wing Commander. The PMC shall be responsible for:

- A: The administration and management of The Mess
- B: The issuance of a Mess Constitution and By-Laws
- C: Ensuring the statement of duties exists for all members of the Mess Committee and permanent Mess employees
- D: Calling of Mess Executive Committee Meetings, General Mess Meetings and Extraordinary Mess Meetings and presiding at these meetings
- E: Scrutiny and reporting of unpaid Mess accounts
- F: Decorum and discipline in the Mess

### **Vice President of the Mess Committee**

The Vice-President of the Mess Committee (V/PMC) is responsible to the PMC. The duties of the V/PMC are:

- A: To assist the PMC in the performance of their duties
- B: To officiate in the absence of the PMC
- C: Prepare an entertainment schedule in messes that do not have a chairman or entertainment committee

### **Entertainment Chairperson**

1. The Entertainment Chairperson is responsible to the PMC. The duties of the Entertainment Chairperson are:

- A: To plan and organize the entertainment program

B: To prepare the entertainment budget

C: To arrange for the hiring of bands, entertainers, etc with the assistance of mess staff

D: To advertise entertainment functions through the advertising rep

E: Attend executive committee meetings;

F: Conduct meetings with unit representatives as necessary

G: To perform such other duties as assigned by the PMC

2. In the absence of the Entertainment Chairperson, these duties may be assigned to the Assistant Entertainment Chairperson or the V/PMC
3. Some of the duties assigned to the Entertainment Chairperson may be actioned by the Mess Manager

#### **Assistant Entertainment Chairperson**

1. Assumes duties and responsibilities during the absence of the Chairperson of the Entertainment Committee
2. Performs other duties as may be delegated by the Chairperson of the Entertainment Committee

#### **Unit Representative (Entertainment Sub-Committee)**

1. The unit Entertainment Representatives are responsible to the Entertainment Chair. The duties of the Unit Entertainment Rep is to support the Entertainment Committee by:
  - A: Acting as a liaison between unit and Executive Committee;
  - B: Providing personnel for Toonie Tuesdays and TGIT/Fs
  - C: Canvassing unit for and/or volunteer to assist or OPI approved entertainment functions of the Mess. e.g. Halloween, New Year's Eve, Valentine's

D: Assist with advertising by passing on information for all functions to Unit members

E: Attend Entertainment Rep meetings

F: Find suitable replacement if unit rep is unable to attend function/event

2. Unit reps are to adhere to the following procedures for Toonie Tuesdays and TGITs

### Toonie Tuesday

A: The lead unit as described in para 4 shall coordinate with their paired unit, and ensure 2-3 personnel are available for the event

B: Setup will start at 1130, with food arriving before 1200. The schedule of food is posted on the mess calendar or available from the Entertainment Committee

C: The setup consist of serving table prep, utensils, and plates if required. All items are stored in the Station Chief meeting room closet

D: Serve the food to the member paying attention to hygiene, e.g. wear gloves;

E: Clean-up after lunch. Put away unused and clean used utensils, wipe off tables, floors

F: Ensure garbage is taken out

G: If any items or containers require to be returned to the store or restaurant, reps are to make arrangements with the food provider for drop-off or pick-up

### TGIT/TGIF

A: Setup will start at 30 min prior to scheduled start.

B: The start time of TGIT varies depending on the season – discuss with Entertainment Chair if unsure. The Albatross lounge will be the primary venue, and the Fireside lounge will be used for BBQ nights, or if the Albatross is unavailable

C: The setup consists of serving table prep, utensils, and plates if required. All items are stored in the Station Chief meeting room closet

D: Serve the food to members paying attention to hygiene, e.g. wear gloves

E: Clean-up after TGIT. Put away unused and clean used utensils, wipe off tables, floors, and ensure garbage is taken out

F: If any items or containers require to be returned to the store or restaurant, reps are to make arrangements with the food provider for drop-off or pick-up

### **Mess Executive Secretary**

The Mess Executive Secretary is responsible to the PMC. The duties of the Mess Executive Secretary are:

A: To prepare the agenda for Mess Executive Committee and General Mess Meetings

B: To record the Minutes of Mess Executive Committee and General Mess Meetings

C: To perform such other duties as assigned by the PMC

### **Housing Member**

The Housing Member of the Mess Committee shall be responsible to the PMC for:

a. the maintenance and repair of all Mess furnishings;

b. initiating work orders to the RP Ops for repairs to buildings and ground;

c. purchase of new equipment and/or furnishings as passed at a General Mess Meeting in conjunction with the Mess Manager;

d. the duties of the Mess Deputy Fire Warden as required by the Base Fire Section;

e. reporting the condition of building and furnishings to the Mess members at Executive Committee and General Mess Meetings; and

f. such other duties as assigned by the PMC.

### **Advertising Member**

The Advertising Member of the Mess Committee shall be responsible to the PMC for:

- a. gathering information on mess events that require large scale advertising;
- b. develop an advertising plan with the entertainment chairperson on the best format for advertising the event;
- c. initiate the advertising plan; and
- d. such other duties as assigned by the PMC.

### **Mess Manager**

1. The Mess Manager is responsive to the PMC for the following:
  - a. assistance to the PMC, the Mess Committee and Sub-Committee Chairpersons as required;
  - b. attending Mess and Entertainment Committee Meetings as an ex-officio member; and
  - c. unless otherwise instructed, attending all official Mess functions to supervise Mess employees and otherwise assist Committee Members in the operation of the function.
2. Mess Administration
  - A: Preparing yearly budget;
  - B: Ensuring the efficient administration of the Mess in accordance with the Constitution and By-Laws and other applicable regulations
  - C: The supervision of Mess employees
  - D: The acceptance and responsibility of all cash payments made to the Mess until such monies are turned over to the NPFA and receipts obtained
3. The proper accounting of a Petty Cash account that has been made available to the Mess Manager for dealing with incidental expenses
4. The preparation of requests for purchase and purchase order forms as required for initiation, administration and receipt of NPF purchases;

5. The collection of Mess bills and accounts, ensuring dues are collected from transient personnel in accordance with CFAOs and the reporting of overdue Mess bills
  - A: the maintenance of CAF Connection
  - B: The maintenance of a proper Mess filing system;
  - C: The maintenance of files and nominal rolls of Mess membership;
  - D: Issuing copies of the Constitution and answer inquiries
  - E: Checking attendance slips of all attendees against files after Mess meetings. Updating files and reporting absentees to Mess Secretary
6. Distribution of Mess calendars and other notices;
7. The collection and distribution of Mess mail and correspondence; and
8. Maintenance of Mess Property:
  - A: Holding the public and NPF Customer Accounts for furniture and equipment in the Mess
  - B: Ensuring the proper cleaning of the Mess through the Cleaning Services Foreman
  - C: Liaising with the Housing Member in the raising of repair orders, CE work requests and other administrative procedures for the repair or disposal of Mess property
  - D: Periodic inspection of Mess property for appearance and condition and make recommendations to the Housing member for repairs or disposal of unsatisfactory conditions
9. Messing
  - A: Booking of special parties, layouts and standards of service
  - B: Bar Operations:
10. Ensuring the efficient operation of the bars in accordance with the By-Laws and other applicable regulations

11. Ensuring that adequate hygiene standards are maintained, including liaison with Base Hygiene Technicians in insect and rodent control
12. Supervision of Bar Staff including appearance, deportment and training
13. Supervision of work schedule to make most efficient use of staff
14. Handling of complaints regarding staff or service and reporting the subsequent action to the PMC
15. Preparation of wage time sheets in the form required by NPFA
16. Ensure that the bar license, bar hours and bar prices are posted in accordance with provincial and federal regulations and Mess By-Laws
17. Other duties as directed by the PMC.

### **Bartenders**

1. The Bartenders are responsible to the Assistant Mess Manager
  - A: Carrying out the duties as laid down by the Assistant Mess Manager when detailed by the Mess Manager
  - B: Carrying out lock-up procedures laid down in Appendix 1 to this Annex when on the night shift

### **Treasurer**

The Treasurer of the Mess is responsible to the President of the Mess Committee for:

- A: Attending all executive committee meetings as an ex-officio member and present financial statements



B: Attending all general and extraordinary general mess meetings and provide financial statements

C: Monitoring financial results in comparison to the budget

D: Interpreting financial statements and advise the PMC on the financial condition of the Mess

E: Conducting liaison with the NPF Acct Supervisor;

F: Ensuring that the Mess Committee is aware of the financial implications of any decision

G: Perform such duties as assigned by the PMC

### **Associate Member Representative**

1. The Associate Member Representative (AMR) is a member of the Mess who will represent all the Associate members of the Mess during Mess Executive Committee meetings and functions as an Ex-Officio member
2. The AMR is nominated by the nominating member and they are voted in by Mess Executive Committee Meeting to become officially the AMR
3. The term of office shall normally be six (6) months
4. The AMR duties and responsibilities during his/her appointment will be as follows:
  - A: They will attend scheduled Mess Executive Committee Meetings and other special functions requested by the PMC
  - B: They will have no right to vote on any motion put forward on a General or Extraordinary Mess Meeting
  - C: They will perform such duties as assigned to the AMR by the PMC

## **Sports Chairperson**

The Sports Chairperson is responsible to the PMC. The duties and responsibilities of the Sports Member are:

- A: To organize all sports functions outside the Mess which involve Mess participation within budget guide lines
- B: To organize all sports functions within the Mess, excluding Casino Nights and Bingos, within budget guide lines
- C: To prepare a Sports Budget
- D: To order and maintain all sports supplies and equipment, including the dart boards, shuffleboard and pool/billiards equipment
- E: To ensure an adequate supply of darts and playing cards are maintained at the bar for general use of members
- F: To attend all Executive Committee and General Mess Meetings
- G: Other duties as assigned by the PMC

## **Assistant Sports Chairperson**

1. Assumes duties and responsibilities during the absence of the Chairperson of the Sports Committee.
2. Performs other duties as may be delegated by the Chairperson of the Sports Committee

## **Personnel – General**

As in any business venture, the success of a Mess operation is dependent, to a large extent, on its most important resource - the staff. Here, care must be exercised in the selection, hiring, training, and the employment of the Mess staff

## **Employee Categories**

1. Employee categories are defined in B-GA-100-001/AA-000, Chap 10, Art 1007
2. Discretion should be exercised in the use of the term "manager" since there is a significant difference in probation and/or termination criteria which could result in added costs to the Mess. Therefore, terms such as "bar supervisor" should be used in lieu of "bar manager"

## **Mess Employees**

1. The following personnel may be employed in a Mess:
  - A: Military or DND civilian personnel in a management capacity as defined in A-PS-110-001/AG-001
  - B: Military personnel on a part-time basis provided that such employment does not interfere with their normal duties
  - C: NPF employees subject to the approval of the Wing Commander or his delegated officer, e.g.: PSP Manager.
2. When hiring civilian employees, careful screening is of the utmost importance so as to avoid future problems. Character references, background information, and past employment histories should be checked and verified to the fullest possible extent

## **Terms of Reference**

1. Terms of reference shall be established and maintained for all positions on the Mess staff. The following general and specific articles should be included in the terms of reference for each position:

A: Function

B: Dress

C: Hours of work

D: Overtime payments

2. The specific articles are as follows

A: Administrative function

B: Supervisory function

C: Co-ordination

D: General duties.

3. Terms of reference are to be reviewed periodically by Mess Manager/PSP Manager/Hospitality Director to ensure that contents are relevant and relate to current conditions.

4. All Mess employees shall read and sign terms of reference pertaining to their assigned positions. Terms of reference will be posted in the area of employment.