

The Royal Regiment of Canadian
Artillery Home Station Officers' Mess

*

Canadian Forces Base Shilo Officers'
Mess

Mess Constitution and By-Laws

RCA OFFRS' MESS CONSTITUTION AND BYLAWS

INDEX

<u>Paragraph</u>		<u>Page</u>
<u>SECTION 1 - GENERAL</u>		
1.01	Name	1-1
1.02	Authorization for Establishment and Operations	1-1
1.03	Purpose of Operation	1-1
1.04	Amendments	1-1
<u>SECTION 2 - BY-LAWS</u>		
2.01	By-Laws	2-1
<u>SECTION 3 - MESS COMMITTEES AND EMPLOYEES</u>		
3.01	Mess Committee	3-1
3.02	Sub-Committees	3-1
3.03	Employees	3-1
<u>SECTION 4 - MEMBERSHIP</u>		
4.01	Membership	4-1
4.02	List of Members	4-3
4.03	Nomination of Members	4-3
<u>SECTION 5 - FINANCIAL</u>		
5.01	Expenditure Limitations	5-1
5.02	Subscriptions	5-2
5.03	Mess Chits	5-2
5.04	Gift and Benevolent Fund	5-3
5.05	Cash Receipts	5-3
5.06	Payments and Petty Cash	5-3
5.07	Other Financial Data	5-3
<u>SECTION 6 - BAR OPERATIONS</u>		
6.01	Hours of Operation	6-1
6.02	Extensions	6-1
6.03	Payments	6-1
6.04	Internal Consumption Restriction	6-1
6.05	Treating	6-1
6.06	Bar Prices	6-1
<u>SECTION 7 - MESSING</u>		
7.01	Meal Hours	7-1
7.02	Complaints	7-1

SECTION 8 - ENTERTAINMENT

8.01	Approval of Entertainment	8-1
8.02	Closed Functions	8-1
8.03	Entertainment Charges	8-1

SECTION 9 - MEETINGS

9.01	Committee Meetings	9-1
9.02	General Mess Meetings	9-1
9.03	Extraordinary General Mess Meetings	9-1
9.04	Attendance	9-1
9.05	Quorum	9-1
9.06	Proxy Votes	9-1
9.07	Conduct of Meetings	9-2
9.08	Proposal Book	9-2
9.09	Mess Meeting Agenda	9-2

SECTION 10 - DISCIPLINE AND DRESS

10.01	Discipline	10-1
10.02	Dress	10-1

SECTION 11 - MISCELLANEOUS

11.01	Complaints	11-1
11.02	Suggestions	11-1
11.03	Guests	11-1
11.04	Children	11-1
11.05	Hospitality	11-1
11.06	Mess Dinner Procedures and Customs	11-1
11.07	Furniture and Equipment	11-1
11.08	Private Use of Mess	11-2
11.09	Ladies Club	11-2
11.10	Pets	11-2
11.11	Games	11-2
11.12	Gambling	11-2
11.13	Copies of Constitution and By-Laws	11-2
11.14	Stag Bar	11-3

Annexes

Annex A - Duties of Mess Committee Members and Mess Employees

Annex B - Procedures for the Conduct of Mess Meetings

Annex C - Civilian Dress Standards

SECTION 1 - GENERAL

- 1.01 Name: The name of the Mess shall be “The Royal Regiment of Canadian Artillery Home Station Officers’ Mess, (RCA Offrs’ Mess), hereinafter referred to as the Mess.
- 1.02 Authorization for Establishment and Operations. The Mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Forces and the instructions contained in this constitution, which are amplified in the by-laws.
- 1.03 Purpose of Operation. The Mess shall be operated for the purpose of providing services and amenities to members. The Mess shall receive and account for all those allowances and donations which apply to it.
- 1.04 Amendments. Proposed amendments to Mess Constitution and By-Laws will be made in writing to the Secretary who will post them on the Mess Notice Board for a period of not less than seven days prior to consideration at a General Mess Meeting.

SECTION 2 - BY-LAWS

- 2.01 By-Laws. The purpose of the By-Laws, described in the following sections, is to set forth rules and procedures for the guidance of members and committees in the operation of the Mess.

SECTION 3 - MESS COMMITTEES AND EMPLOYEES

3.01 Mess Committee. The Mess shall be administered by an executive committee appointed by the Base Commander or elected by and from the Ordinary Members at a General Mess Meeting. The mess committee shall strive to have adequate representation from each one of the Base's major and minor units.

- a. the Mess Committee shall consist of:
 - (1) a president;
 - (2) a vice-president;
 - (3) a secretary;
 - (4) a treasurer;
 - (5) an entertainment member;
 - (6) a bar/library member;
 - (7) a living-in/messing member;
 - (8) a housing member;
 - (9) an associate member (ex officio); and
- b. the Committee shall normally serve a tenure of office of not less than six months or more than one year;
- c. no more than 50% of the Mess Committee should be changed at one time;
- d. the duties and responsibilities of the Committee Members shall be as set out in the Annex A; and
- e. the PMC may wish to have other ex officio members attend Mess Committee Meetings such as representatives of the mess manager, Officers' Mess Ladies Club and Base Foods;

3.02 Sub-Committees

- a. when considered necessary, subcommittees may be appointed by the Mess Committee to assist in certain projects; and
- b. expenditures by sub-committees will be authorised by the Mess Committee or by a General Mess Meeting prior to being made.

3.03 Employees

- a. Duties. Duties of the employees required by the Mess are detailed in Annex A;
- b. Instructions. Written instructions to employees will be prepared in duplicate and signed by each employee who will be given the duplicate copy. The original copy will be retained by the Mess Manager; and
- c. Employee Wages. Wage rates to be paid to each category of Mess employees will be determined by the NPF Wage Review Board chaired by the COS.

SECTION 4 – MEMBERSHIP

4.01 Membership. The membership of the Mess shall consist of three types of members: Ordinary Members, Associate Members and Honorary members.

a. Ordinary Members. Ordinary membership will comprise:

- (1) all officers of the Canadian Forces employed at the Base on full-time service, including personnel on temporary or attached duties attending a course of instruction in excess of 14 days at the Base or at a unit served by the Mess, including;
- (2) officers of the Regular Armed Forces of other countries who are on exchange with or are on loan to the Canadian Forces and are employed on the Base, or officers of other countries who belong to a unit served by the Mess;
- (3) all ordinary members are afforded full privileges of the Mess;

b. Associate Members. Subject to the approval of the Base Commander, associate membership will consist of:

(1) Working. This category comprises:

(a) DND civilian employees of officer status who are employed on the Base or at another element for which the Mess is established. Civilian employees will be granted 'Officer Status' if they meet any of the following criteria:

- i. a civilian in charge of a major Base organization;
- ii. a civilian who is in charge of at least 10 other civilians or military personnel; or,
- iii. a civilian who is employed by CFB Shilo in a position equivalent to a Captain or higher,

(b) other civilians of officer status similarly employed at or in connection with the Base or other element served by the Mess, and;

(c) civilian employees of officer status of the Regular Armed Forces of other countries serving in the vicinity of the Base or other element served by the Mess;

(2) Social. This category is comprised of personnel other than those mentioned in sub-subpara (1) and includes:

- (a) officers who have been honourably released from the Canadian Forces and are entitled to an immediate or deferred service annuity;
 - (b) officers who have been honourably released from the Primary Reserve; or
 - (c) any distinguished person deemed to have officer status upon recommendation of an Ordinary Member, seconded by an Ordinary Member, the majority vote of a General Mess Meeting, and the approval of the Base Commander. They may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof of further one year terms), upon the recommendation of the Mess Committee, the majority vote of those present at a General Mess Meeting and the approval of the Base Commander. Social membership shall be reviewed after 1 September each year. Temporary membership may be granted until the next General Mess Meeting upon the approval of the Base Commander;
- (3) associate membership may be suspended or withdrawn for cause when approved by the Base Commander;
 - (4) associate members shall be accorded the privileges of the Mess but they do not have voting privileges at General Mess Meetings; and
 - (5) associate members shall not enter DND property, buildings or messes for the purposes of soliciting or transacting business except as provided in CFAO 19-8;
- c. Honorary Members. Honorary membership will comprise:
- (1) each officer of the Canadian Forces except those who are ordinary or associate members of the Mess:
 - (2) any distinguished person for a term not exceeding one year (without prejudice to renewal of membership for further one year terms) upon the recommendation of the Mess Committee, and the approval of the Base Commander;
 - (3) persons holding honorary membership by virtue of their office or position, shall have their honorary membership terminated on relinquishing that office or position;
 - (4) honorary membership may be suspended or withdrawn for cause when approved by the Base Commander;

- (5) they shall be accorded the privileges of the Mess but shall not pay Mess subscription or serve the Mess in any capacity;
- (6) they may be assessed a proportionate share of expenses associated with any Mess function or entertainment to which they are invited to attend; and
- (7) honorary members shall not enter DND property, buildings or messes for the purpose of soliciting or transacting business except as provided in CFAO 19-8;

4.02 List of Members. The Mess Secretary shall maintain an up-to-date list of ordinary, associate and honorary members.

4.03 Nomination of Members. Procedures for the nomination of members are as follows:

- a. Nomination of Associate and Honorary Members. With the exception of honorary membership directed by the Base Commander, nominations of proposed associate/honorary members shall be forwarded in writing to the PMC. Sponsorship of one ordinary member and endorsement by two other ordinary members is essential for each nomination. Nominations must include enough details of an individual's military service, employment, association with the military community, etc, to clearly indicate an individual's suitability for Mess membership. The Mess Secretary will provide the name and a brief resume of each nominee to ordinary members in writing. Objections of ordinary members to the proposed associate/honorary member must be provided in writing to the PMC, V/PMC or Mess Secretary. Confidential objections may be brought to the attention of the Base Commander. If no objections are received within 14 days, the nominations will be forwarded to the Base Commander for approval. Upon approval, the new member will be informed in writing, and the membership shall be informed at the next General Mess Meeting; and
- b. Annual Review of Associate and Honorary Membership. Associate and honorary membership will be reviewed on an annual basis at a General Mess Meeting held between 1 September and the end of each calendar year. The Mess Secretary will post a list of associate and honorary members on the Mess Notice Board a minimum of 14 days prior to a General Mess Meeting reviewing associate/honorary membership. Ordinary members objecting to continuing an associate/honorary membership shall do so by informing the Base Commander in writing prior to the Mess Meeting. Renewal or termination of individual membership will be provided to individuals in writing by 1 January each year.

SECTION 5 - FINANCIAL

- 5.01 Expenditure Limitations. Limitations on expenditures imposed on committee members and authority to spend Mess funds are as follows:
- a. except that the Base Commander may direct that 60% of the profit of the bar operation of a Mess 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;
 - b. the PMC is empowered to authorise all expenditures of capital of a non-recurring nature, not exceeding \$500.00 for any one item or project;
 - c. the Mess Committee is empowered to authorise all recurring expenditures as budgeted and all expenditures of capital of a non-recurring nature, not exceeding \$1000.00 for any one item or project;
 - d. expenditures of capital of a non-recurring nature exceeding \$1000.00 for any one item or project will be subject to the approval of a majority vote of attending members of a General or Special Mess Meeting, and will be subject to the approval of :
 - (1) if the Mess is indebted to the CFCF:
 - (a) up to \$50,000 - Commander of the Command or as controlled by the Commander of the Command; and
 - (b) \$50,000 and over - NDHQ/DMPAP on recommendation of Commander of the Command;
 - e. the approval of a General or Special Mess Meeting, by a majority vote of the attending members, will be obtained before the Mess Committee may enter into any agreement or contract that would result in a recurring expenditure of Mess funds, subject to the concurrence of the Base Commander;
 - f. any approved expenditure involving construction or alteration of works and buildings on DND property shall not be implemented before approval for the carrying out of the work has been obtained in accordance with CFCEM;
 - g. a sum not exceeding the net subsidised amount authorised in the entertainment budget for a specific function is authorised to be expended by a party group chairman; and
 - h. Grants and Allowances. Expenditures from government grants and allowances or from donations received by the Mess, for a specific purpose, will be made in accordance with the intent of the terms of reference of such funds.

5.02 Subscriptions. The rate of Mess subscriptions and special assessments are as follows:

- a. every ordinary member and associate member will pay the monthly subscription, determined in accordance with Para 5.02(d) of this article to defray the normal operating expenses of the Mess. There will be no subscription charges levied against honorary members;
- b. when a member is absent on course, temporary duty or attached duty in excess of fourteen days and thereby is unable to use the facilities of the Mess, Mess subscriptions and special assessments shall be waived;
- c. for periods of less than one month, subscriptions assessments will be levied on a per day basis; and
- d. the rate of subscription to be paid under Para 5.02(a) of this article will be an amount, payable by each member, irrespective of the rank of the member, as shall be recommended by the Mess Committee, accepted at a General Mess Meeting, and approved by the Base Commander, except that the rate of subscription for Regular Force Officer Cadets shall not exceed 2.5% of their basic pay per month.

5.03 Mess Chits

- a. Mess Chits will be processed between the 15th and 20th of every month and will be deducted from the members' pay in conjunction with their mess dues;
- b. Cash Payments for mess chits will only be authorized for Reservists on Class B (over 180 days) or C service, and for Associate members. Invoices for outstanding mess chits will be processed through Ottawa between the 15th and 20th of every month and forwarded to member for cash payment.

5.04 Gift & Benevolent Fund. A Gift & Benevolent Fund has been established for a two-fold purpose. First, gifts are traditionally presented to Ordinary and Associate Members when departing the Mess on posting or retirement, when said members get married, or when said members or their spouse has a child. Second, it will allow the Mess to offer tokens, or donations to persons or charitable organizations as the Membership deems deserving, and to present flowers or other tokens of sympathy as detailed below. To defray the cost of such gifts and tokens, Ordinary and Associate Members will be assessed a monthly gift fund subscription in an amount to be determined by the Mess Committee and approved by the membership at a General Mess Meeting. A donation box may be set up from time to time, as determined by the Mess Committee in order to generate additional funds. The Mess Committee is empowered to spend monies for these purposes as follows:

- a. Gifts:

- (1) departure (\$60.00);
- (2) retirement, and in receipt of an immediate annuity (\$100.00);
- (3) marriage (\$50.00); and,
- (4) births (\$50.00)

b. Tokens:

- (1) death of a military member of the Mess or another mess (\$75.00);
- (2) death of an employee of the Mess (\$75.00);
- (3) death of an immediate family relative of a military member of the Mess (\$50.00);
- (4) death of an immediate family relative of a mess employee (\$50.00);
- (5) hospitalization of a member of the Mess (\$35.00); and,
- (6) hospitalization of a mess employee (\$35.00).

c. Donations. Any charitable event, activity or organization found to be worthy of the presentation of a token of good will in the name of the Mess, as determined by the Mess Committee (up to \$200). Donations in excess of \$200 must be approved by the General Mess Membership.

5.05 Cash Receipts. All cash receipts shall be deposited without deduction for any purpose.

5.06 Payments and Petty Cash. A petty cash fund in an amount approved by the Mess Committee will be established for the purpose of paying incidental operating expenses. Any one payment from this fund shall not exceed \$100.00. All other payments by the Mess shall be made by cheque. Cheque requisitions shall be signed by the Officers' Mess Manager or by the CFB/ASU Shilo Senior Mess Manager.

5.07 Other Financial Data. Other financial data of note not located in this section can be found in the following areas:

- a. Bar Prices - Para 6.06;
- b. Charges for Honorary Members and Guests - Para 8.03;
- c. Chits - Para 6.03;
- d. Entertainment Charges - Para 8.03;

- e. Employee Wages – Para 3.03;
- f. Hospitality Guest Chits - Para 11.05;
- g. Ladies' Club - Para 11.09;
- h. Payment for F&E Damaged/Destroyed by a Member - Para 11.07;
- i. Payment of Bar Extensions - Para 6.03;
- j. Private Use of the Mess - Para 11.08;
- k. Subsidized Closed Functions - Para 8.02; and
- l. Treating - Para 6.05.

SECTION 6 - BAR OPERATIONS

- 6.01 Hours of Operation. The bar operating hours shall be established by the Mess Committee and must be approved by the Base Comd. Approved bar operating hours will be posted on the Mess Notice Board.
- 6.02 Extensions. Bar hours may be extended by one hour increments provided the Duty Bar Steward volunteers to continue working.
- 6.03 Payments. Purchases at the bar may be made by cash or, in the case of ordinary or associate members, by chits. Payment may be made by electronic means if available.
- 6.04 Internal Consumption Restriction. Alcoholic beverages will be sold for consumption only in the Mess.
- 6.05 Treating. Treating Mess employees to intoxicating beverages is forbidden with the exception that Mess employees may be treated on special occasions at the discretion of the Base Commander or PMC.
- 6.06 Bar Prices
- a. The Mess Committee is empowered to set bar prices to ensure an average gross trading profit sufficient to sustain bar operations at a break-even or better level; and
 - b. The Mess Committee is empowered to raise bar prices to meet any external increases in costs.

SECTION 7 - MESSING

- 7.01 Meal Hours. Meal hours are as posted in the Mess.
- 7.02 Complaints. Complaints and suggestions regarding messing will be directed to the Messing Member and not to the Dining Room or Kitchen staff. Maximum use of the Suggestion Book is highly encouraged.

SECTION 8 - ENTERTAINMENT

- 8.01 Approval of Entertainment. Entertainment that is open to all members will be subject to approval by a General Mess Meeting. In such circumstances when prior approval of a General Mess Meeting is not practicable or possible, the Mess Committee may authorise the entertainment.
- 8.02 Closed Functions. A closed function is an event that is unit specific. The Mess is empowered to subsidise specific closed functions provided that:
- a. they are included in the annual and quarterly forecasts of entertainment;
 - b. they are approved by a General Mess Meeting;
 - c. they are of such priority that open functions remain as scheduled and are not financially affected; and
 - d. where such entertainment is not open to all members and is not governed by Para (b) above, the cost thereof will be assessed against the participating members and will not be borne by the General Mess Fund.
- 8.03 Entertainment Charges. Charges will be levied as follows:
- a. Costs. Costs of entertainment will be charged against:
 - (1) Mess funds; or
 - (2) members attending a function; or
 - (3) a combination of (a) and (b); and
 - b. Charges for Honorary Members and Personal Guests. Charges for honorary members and personal guests of ordinary and associate members attending Mess functions will be determined as follows:
 - (1) Honorary Members. The Mess Committee or a General Mess Meeting will determine the charge unless directed by the Base Commander; and
 - (2) Personal Guests. Personal guests will pay the same charge as all other members attending a specific function unless full or partial cost of entertainment is to be borne by the General Mess Fund when a higher rate of assessment may be charged. Any member who invites guests to a Mess function shall assume the cost of their entertainment and responsibility for their behaviour.

SECTION 9 – MEETINGS

- 9.01 Committee Meetings. The PMC, once monthly but not less than once every two months, shall normally convene committee meetings. Committee Meetings shall be held, at the call of the president, to consider:
- a. approval of expenditures which come within committee;
 - b. approval of financial statements; and
 - c. any other matters concerning the operation of the Mess;
- 9.02 General Mess Meetings. General Mess Meetings will be held at the Call of the PMC, normally quarterly, but no less than semi-annually. General Mess Meetings shall be held to consider:
- a. financial matters;
 - b. proposed Mess activities;
 - c. election of officers; and
 - d. any other business concerning the Mess;
- 9.03 Extraordinary General Mess Meetings. The following personnel may convene extraordinary General Mess Meetings for a specific purpose:
- a. the Base Commander;
 - b. the PMC; and
 - c. at the request in writing of 25% of the ordinary members.
- 9.04 Attendance. All ordinary members not excused by virtue of being on leave, duty, in hospital, etc, will attend.
- 9.05 Quorum. A quorum shall consist of 50% of the ordinary membership reasonably able to attend. A Mess meeting will not be considered competent or valid unless a quorum is present.
- 9.06 Proxy Votes. A "proxy" is a means by which a member who expects to be absent from a general or extraordinary meeting authorizes someone else to act in his or her place at the meeting. The authorization to vote by proxy must be given in writing and clearly indicate who is casting the proxy vote. The proxy may either be general or specific/limited in nature. For a general proxy, the authorized person will be able to cast the absent member's vote on any motion as they see fit. For a specific or limited proxy, the absent

member must clearly indicate the motion(s) upon which they wish to cast their vote and specify exactly how they wish to vote (either 'for' or 'against') on a particular motion.

- 9.07 Conduct of Meetings. General Mess Meetings will be conducted utilising the procedures outlined at Annex B.
- 9.08 Proposal Book. A Mess Meeting Proposal Book is available to Mess members, in the Mess Manager's office, to allow members to submit items for inclusion in the agenda of Mess Meetings. All proposals shall be recorded and seconded by the members concerned at least four working days prior to the meeting.
- 9.09 Mess Meeting Agenda. The approved agenda for a General Mess Meeting shall be posted in the Mess at least two working days prior to the meeting.

SECTION 10 - DISCIPLINE AND DRESS

10.01 Discipline:

- a. Every member of the Mess is personally responsible for decorum and proper observance of Mess rules and customs;
- b. Members are responsible for the deportment of their guests; and
- c. The PMC, or in his absence the senior member present, will be responsible to the Base Commander for discipline in the Mess.

10.02 Dress:

- a. The Base Commander retains the authority for the standard of dress in the Mess. Members will be advised when standards of dress other than normal, as defined at Annex C, are either required or permitted;
- b. Dress in the Mess during normal working hours may be dress of the day. Civilian dress will be as detailed by the Base Commander;
- c. Dress of the day shall not normally be worn in the Mess after 1800 hours unless the officer concerned is on such duty as requires the wearing of this clothing. For Happy Hours, dress of the day is authorized until Mess closure;
- d. Members may enter the Mess in sports or relaxed dress one half hour before or for a period of one hour after sports or recreational activities; and
- e. Relaxed dress, as detailed, may be authorized on occasion for decorating, work parties and certain functions.

SECTION 11 - MISCELLANEOUS

- 11.01 Complaints. Complaints of any nature including those against Mess employees shall be made to the PMC. Only the PMC or the Mess Manager will remove Mess employees.
- 11.02 Suggestions. Members may make suggestions in writing by placing them in the Suggestion Book in the Mess. The PMC will bring them up for discussion with the Committee and advise Members via a response in the Suggestion Book.
- 11.03 Guests:
- a. Mess Guest. A Mess guest is a visitor to the Mess officially invited by the Mess and is distinct from persons calling on a member or attending as the guest of a member. The Base Commander or PMC shall indicate those considered as Mess guests. The "PMC's Chit" will be utilised at the discretion of the Base Commander or PMC for any expenditure incurred in the entertainment of Mess guests; and
 - b. Personal Guest. Members may invite personal guests to the Mess at any time. On those occasions when the full or partial cost of entertainment is to be borne by the General Mess Fund, approval must be sought from the PMC. See Sect 8.03 b (2) for further information.
- 11.04 Children. Persons under the age of 18 years will not be allowed in the Mess except for family happy hours, family dinners and other such occasions as authorised by the Base Commander or PMC.
- 11.05 Hospitality:
- a. Any member noticing a visitor to the Mess should introduce himself and offer the hospitality of the Mess. The member may purchase the visitor's first drink at the expense of the Mess. The chit authorising the drink shall be marked "guest chit" with the identity of the guest and host member included; and
 - b. A member identifying an unaccompanied, distinguished visitor to the Mess shall notify the PMC or V/PMC of the visitor's presence.
- 11.06 Mess Dinner Procedures and Customs. Mess dinners will be prepared and/or arranged by the Mess Manager in accordance with CFP 262, Chap 5 and respective Unit/Branch Standing Orders. Units wishing to incorporate other regimental traditions or variations will provide the Mess Manager with suitable written instructions.
- 11.07 Furniture and Equipment (F&E):
- a. F&E will not be removed from the Mess without the authority of the PMC and the permission of the Mess Manager; and

- b. Property broken or destroyed by a member will be paid for by the member.

11.08 Private Use of Mess

- a. Requests for use of the Mess for private purposes by members and/or non-military organisations must be submitted in writing to the PMC. Use of the Mess by non-military organisations must be sponsored by a member; and
- b. The Mess Committee is empowered to assess administrative charges for any function not included in the approved Entertainment Budget and Schedule. The Mess Committee's discretion shall apply in nebulous cases. Administrative charges to be levied for:
 - (1) any function or outside organisation where non-members are in the majority; or
 - (2) any other non-military function sponsored by, or on behalf of, a member.

11.09 Ladies' Club. A Ladies' Club consisting of female members and the wives of members of the Mess may be formed. The Ladies' Club shall not form part of the general membership of the Mess; however, they shall not be assessed administrative charges for functions that they hold in the Mess.

11.10 Pets. With the exception of service animals, pets shall not be allowed in the Mess at any time.

11.11 Games. With the exception of entertainment at scheduled Mess functions, all games shall be played in the appropriate games room.

11.12 Gambling. Gambling regulations for the Mess are as follows:

- a. no fee may be charged to persons for the right to play;
- b. a bank may not be kept by any individual for a number of individuals less than the total number of players;
- c. the Mess may not receive directly or indirectly any portion of bets on, or proceeds from, games played;
- d. except for Casino Nights organised for general Mess entertainment, gambling shall be limited to the playing of bridge and poker;
- e. bridge stakes shall not exceed 10 cents or 100 points; and
- f. money shall not appear on tables during the course of games.

- 11.13 Copies of Constitution and By-Laws. A copy of the Mess Constitution and By-Laws shall be electronically available to every member by the Mess Secretary. The Mess Secretary shall ensure that an updated copy is kept in the Mess Manager's office and each cloakroom.
- 11.14 Stag Bar. Use of the Stag Bar is normally reserved for members only. The intent of this regulation is to provide an exclusive area in the Mess where traditional Stag Bar behaviour / activities will be condoned. This regulation does not necessarily preclude members from inviting guests into the Stag Bar. Common sense, which dictates the unwritten difference between acceptable and unacceptable behaviour / activities in the Stag Bar, must also be the guiding principle for use of the Stag Bar by guests. Unacceptable behaviour / activities in the Stag Bar shall not be tolerated. In a similar vein, when acceptable behaviour / activities in the Stag Bar may be construed as being offensive to a guest, or if the presence of a guest is felt by other members to be restrictive to acceptable Stag Bar behaviour / activities, the member and guest should retire to the other side of the bar.

DUTIES OF

MESS COMMITTEE MEMBERS AND MESS EMPLOYEES

1. Mess Committee Members. Duties of Mess Committee members are detailed in the following appendices:

- a. the President - Appendix 1;
- b. the Vice-President - Appendix 2;
- c. the Secretary - Appendix 3;
- d. the Treasurer - Appendix 4;
- e. the Entertainment Member - Appendix 5;
- f. the Bar/Library Member - Appendix 6;
- g. the Living-In/Messing Member - Appendix 7;
- h. the Housing Member - Appendix 8; and
- i. the Associate Member - Appendix 9.

2. Mess Employees. Duties of Mess employees are detailed in the following appendices:

- a. Mess Manager - Appendix 10; and
- b. Mess Employees / Bar Staff - Appendix 11.

PRESIDENT OF THE MESS COMMITTEE

1. The President of the Mess Committee (PMC) is responsible to the B Comd. The PMC shall be responsible for:
 - a. the proper administration and management of the Mess;
 - b. the issuance of a Mess Constitution and By-Laws;
 - c. the control and accuracy of inventories of Mess property including -
 - (1) furniture, fixtures, and equipment (both public and non-public);
and
 - (2) merchandise and supplies;
 - d. ensuring that a statement of duties exists for all members of the Mess Committee and permanent Mess employees;
 - e. call Mess Committee Meetings and General Mess Meetings and presiding at these meetings;
 - f. scrutiny and reporting of unpaid Mess accounts; and
 - g. the overall supervision and direction of the Mess Manager in his duties.
2. The PMC should, when possible, attend all Mess functions in order to meet and welcome guests.
3. The PMC will ensure that the Vice-President is familiar with the duties of the PMC, and is informed of all matters pertaining to the operation of the Mess.

VICE-PRESIDENT OF THE MESS COMMITTEE

1. The Vice-President of the Mess Committee (VPMC) is responsible to the President of the Mess Committee and has full access to the Base Comd on Mess matters. The duties of the VPMC are:

- a. to assist the PMC in the full range of PMC duties, on a day-to-day basis, and accordingly, has the full range of authorities delegated to the PMC;
- b. to act as Chairman of the Mess Development Sub-Committee (as required). In addition to the VPMC the committee will consist of the Treasurer, the Housing member, a CE representative, and two ordinary Mess members;
- c. to officiate in the absence of the PMC; and
- d. to exercise signing authority as delegated;
- e. to conduct other tasks for the PMC/Mess Committee as required.

MESS SECRETARY

1. The Mess Secretary is responsible to the President of the Mess Committee. The duties of the Mess Secretary are:
 - a. to prepare an agenda for Mess Committee and General Mess Meetings;
 - b. to notify committee members and Mess members of Committee Meetings and General Mess Meetings;
 - c. to record the minutes of Mess Committee and General Mess Meetings;
 - d. to conduct all Mess correspondence;
 - e. the maintenance and safe custody of a minute book;
 - f. to facilitate the coordination between the Base units and the Mess Institutes Manager to arrange for the provision of farewell presentations of mugs, trays and other gifts to outgoing members of the Mess and assist the PMC with any necessary arrangements for the introduction by the Base Commander of new members or guests at Happy Hours;
 - g. to assist the PMC with the supervision and direction of the Mess Manager in his duties;
 - h. the scrutiny and reporting of unpaid Mess accounts and to inform the PMC of any unpaid Mess bills by the third working day after the 15th of the month;
 - i. to co-ordinate with the Base Foods Rep, Mess Manager, and the Entertainment Member numbers attending all Mess functions including canvassing units for returns/controlling sign-up sheets;
 - j. to exercise signing authority as delegated;
 - k. coordinate with Mess Manager to advise all members by E-Mail and other means of Mess info as required;
 - l. to conduct other tasks for the PMC/Mess Committee as required;
 - m. to co-ordinate outside agencies use of the Mess in conjunction with the Mess Manager; and,
 - n. to maintain up-to-date nominal rolls of regular, associate and honorary members and produce letters for ongoing contact as required.

MESS TREASURER

1. The Mess Treasurer is responsible to the PMC. The duties are:
 - a. to prepare the annual Operations and Maintenance Budget;
 - b. to prepare the annual five-year capital expenditure program submission;
 - c. to monitor financial results in comparison to the budget;
 - d. to interpret financial statements and advise the PMC on the financial condition of the Mess;
 - e. to ensure that the Mess Committee is aware of the financial implications of any decision;
 - f. to act as a member of the Mess Development Sub-Committee (as required); and
 - g. to perform such other duties as may be assigned by the PMC.

ENTERTAINMENT MEMBER

1. The Entertainment Member is responsible to the PMC. The duties are:
 - a. to plan and organise the entertainment program;
 - b. to prepare and edit the monthly Entertainment Calendar for distribution to all regular and associate members;
 - c. to arrange for the hiring of bands, entertainers, etc;
 - d. to prepare the entertainment budget;
 - e. to appoint a Party Group to arrange for advertising, food, arranging of Mess furniture and decor of all general Mess functions;
 - f. to act as OPI for those entertainment functions that do not have a designated OPI or step in when the designated OPI is not available to organise specific matters;
 - g. to ensure that food, decoration and all other entertainment activities have been arranged for all functions as a double check to the OPI;
 - h. to co-ordinate numbers attending and menus for happy hours with the Mess Manager;
 - i. to attend as many functions as possible to ensure smooth entertainment; and,
 - j. to perform such other duties as may be assigned by the PMC.

BAR/LIBRARY MEMBER

1. The Bar/Library Member is responsible to the PMC for:
 - a. Attending Mess Committee and General Mess Meetings;
 - b. Ensuring that a suitable stock of wines, merchandise and related bar stores is maintained;
 - c. Suggesting to the Mess Committee any proposed changes in the selling price of items sold at the bar;
 - d. Ensuring the care and maintenance of the Mess Library and associated reading materials;
 - e. Ensuring annual subscriptions are kept up for those magazines and newspapers approved by the Committee;
 - f. Ensuring that no cost professional publications are obtained through the Base Technical Library; and,
 - g. Related duties as assigned by the PMC.

LIVING-IN/MESSING MEMBER

1. The Living-In/Messing Member shall be an officer living in quarters and is responsible to the PMC. The duties of the Living-In/Messing Member are:
 - a. to act as the spokesman for the living-in officers;
 - b. to represent the living-in officers at Mess Committee Meetings;
 - c. to liase between living-in members and Base Foods regarding suggestions/complaints concerning the meals and the way in which they are prepared and served;
 - d. to liase with the Mess Manager for occasional living-in functions such as barbecues or dining-in nights;
 - e. ensuring that proper etiquette is maintained in the dining room;
 - f. handling complaints by living-in officers on various matters relating to both the Mess and Quarters;
 - g. organising occasional living-in parties or get togethers such as dining-in nights, fireside evenings, and barbecues, to help foster a congenial spirit amongst the living-in officers;
 - h. ensuring proper standards of dress are maintained in the Mess by living-in officers; and
 - i. to perform such other duties as assigned by the PMC.

HOUSING MEMBER

1. The Housing Member shall be responsible to the PMC for the accounting for and control of all items on the Public and Non-Public Distribution Lists, and any other items which are the property of, or on loan to the Mess.

2. The Housing Member shall also be responsible to the PMC for:
 - a. the custody of and account for non-public property;
 - b. supervising the Mess Manager's verification of the inventory of public property in accordance with current instructions;
 - c. checking non-public property at least every six months and reporting any loss or damage to the PMC;
 - d. arranging for repairs to or replacement of public and non-public property as directed by the PMC;
 - e. reporting on and recommending changes to Mess buildings and property;
 - f. to act as a member of the Mess Development Sub-Committee (as required);
 - g. providing the Treasurer, on an annual basis, with a priced listing of Capital Expenditure items for inclusion in the Base Non-Public Fund 5-Year Capital Expenditure Program;
 - h. the general upkeep of the Mess; and
 - i. to perform such other duties as assigned by the PMC.

ASSOCIATES MEMBER

1. The Associates Member will be a member of the Mess Committee.
2. Duties and responsibilities of this member will include, but not be limited to, the following:
 - a. attending Mess Committee and General Mess Meetings;
 - b. assisting the Mess Secretary/Mess Manager in maintaining the Associate Membership list;
 - c. acting as a voice for the associate members in the deliberations of the Mess Committee; and
 - d. encouraging the associate members to actively participate in the social life of the Mess.

MESS MANAGER

GENERAL

1. Function. To plan, organise, staff, direct and control all Mess activities and events, other than food services, in response to the direction of the PMC / Senior Messes and Institutes Manager.
2. Dress. Appropriate civilian dress as directed by the PMC.
3. Hours of Work and Compensatory Time-Off. The unique nature of the position of Mess Manager requires flexibility. The normal weekly hours will apply. Compensatory time-off will be granted at the discretion of the Senior Mess Manager.
4. Overtime Payments. At present the Mess Manager is not a unionized position. Earned time off is taken in lieu of overtime payments. Should the Mess Manager be a union employee, overtime will be as per the collective agreement.
5. Administration. The Mess Manager performs the following specific administrative duties:
 - a. maintains an up-to-date Mess policy book containing pertinent directives from B Comd, COS, PMC, Messes and Institutes Manager and extracts from approved Mess Committee and General Mess Meeting minutes;
 - b. assists all members of the Mess Committee;
 - c. compiles and distributes membership accounts, accepts payments, and issues receipts;
 - d. prepares returns as required by the NPF Accounts Manager;
 - e. maintains a petty cash account pursuant to current service regulations and in accordance with directives issued by the NPF Accounts Manager through the COS;
 - f. maintains records and returns, as required, including:
 - (1) current lists of Mess members with email and postal mailing addresses;
 - (2) a register of personnel on temporary duty (TD) using Mess facilities; and
 - (3) records of those attending social functions with the number of

Appendix 10
Annex A
Mess Constitution and By-Laws

guests of each member;

- g. ensures that duty rosters for Mess staff are made out and ensures that staff understand the roster and prepares staff overtime work sheets;
- h. signs members reporting-in and clearance forms;
- i. handles Mess correspondence as directed and maintains an appropriate filing system, keeps bulletin boards current;
- j. to advise all members by E-Mail and other means of Mess info as required;
- k. prepares detailed financial reports for functions held in the Mess on Entertainment Recap sheets;
- l. maintains a copy of the Mess Constitution and By-Laws for the PMC;
- m. maintains an efficient Mess office operation to meet the needs of the members and the PMC;
- n. prepares requisitions for cheques, purchase orders and merchandise requisitions as required;
- o. accepts and accounts by receipt for monies from Mess functions, deposits, and accounts for same;
- p. ensures that bar stocks are maintained and stock is ordered, received and issued in the correct manner;
- q. prepares and checks all DSRs and attached vouchers and ensures that if any shortages occur, the Messes and Institutes Manager, PMC and NPF Accounts Manager are notified;
- r. attends monthly NPF stocktakings;
- s. may be held personally financially responsible for the reimbursement of all bar shortages unless exempt by the Mess Committee;
- t. inspects the building and grounds daily, reporting any deficiency or damage; also ensures that the grounds are maintained year round;
- u. sign provincial order forms for liquor, wine or beer as delegated by the PMC;

Appendix 10
Annex A
Mess Constitution and By-Laws

- v. maintains the A/Rec Ledger and prepares the Summary of Mess Charges for all members and Mess bills;
- w. balances the receipt book to the Payment column in the A/Rec Ledger;
- x. ensures that entertainment charges are charged to the member;
- y. notifies the Mess Secretary whenever members have not paid their Mess bill in full by the 18th day of the following month;
- z. responsible as custodian of the Officers' Mess MIUSR (Public property) and assists the Housing Member in controlling and managing the Officers' Mess Non- Public Property.

6. Supervisory. The Mess Manager performs the following specific supervisory duties:

- a. supervises personnel in the Mess as noted hereunder except for the food services staff and ensures that each understand their duties and carry them out in a satisfactory and proficient manner:
 - (1) cleaning staff; and
 - (3) mess employees;
- b. completes an appropriate PRR for NPF staff;
- c. attends all Mess Committee authorised functions and all major social functions to supervise Mess staff and general arrangements;
- d. implements and supervises a training program for all Mess employees; and
- e. supervises work scheduling and disciplining of all Mess staff.

7. Bar Operations. The Mess Manager performs the following specific supervisory duties specifically related to bar operations as directed by the Messes and Institutes Mgr/PMC:

- a. to ensure the bar is operated in an efficient and courteous manner in accordance with appropriate NPF directives and the Mess Constitution;
- b. to schedule employee hours and allocate duties to the bar staff, advise as to Mess policies, including disciplinary action and to report matters beyond jurisdiction, to the Messes Manger and in his/her absence, the PMC;

Appendix 10
Annex A
Mess Constitution and By-Laws

- c. to train the bar staff and keep the Messes Manager informed as to their progress and to advise of all staff/customer complaints;
- d. to set an example for subordinate employees by commencing work in a timely manner, well groomed and dressed in accordance with uniform and dress standards;
- e. to ensure the bar is properly stocked and that a sufficient change fund is on hand for bartenders commencing shifts and that sufficient cash bags are available for night deposits;
- f. to ensure records of bar stock are properly kept and that bar stock is kept above average consumption levels;
- g. to do a complete stock check at least three times weekly and to keep the Messes Manager informed as to stock trends;
- h. completing daily sales reports and accounts, in posting daily chits, and completing a Retail Accountability Report each Monday. (If Monday is a holiday this report shall be completed on the next working day.);
- i. to initial all recorded voids, over rings and other stock, cash transfers;
- j. to follow directives and monitor the staff to ensure directives concerning consumption of or coming to work under the influence of alcohol are adhered to;
- k. to carry out normal daily bartending duties and to serve VIPs wine on special occasions;
- l. to monitor customers and ensure their entitlement to Mess privileges;
- m. to be familiar with and comply with Mess security and lockup procedures;
- n. to inform PMC of any individual who is creating a disturbance or appears intoxicated;
- o. to assist in loading and unloading of beer and liquor trucks, beer empties, etc, and make sure orders are received completely, to put orders in their proper place and secure them immediately after loading;
- p. to ensure bank deposits are made in accordance with Base Standing Orders;

Appendix 10

Annex A

Mess Constitution and By-Laws

- q. to attend Mess Committee authorised functions and major social functions to supervise the Mess staff and the general arrangements when directed to do so by the PMC;
 - r. to suggest to the Mess Committee any proposed changes to selling prices;
 - s. to ensure that a suitable stock of wines, merchandise and related bar stores are maintained; and,
 - t. to perform other related duties as assigned.
8. Co-ordination:
- a. co-ordinates general activities in conjunction with committee members as required;
 - b. co-ordinates a liaison with Base Food Services or caterer as it concerns the provision of food services for Mess functions, whenever the planning of a function is initially required;
 - c. works in close liaison and co-operation with the Entertainment Member/Function OPI to ensure that the Entertainment Member's requirements are understood and met; and
 - d. co-ordinates the following with the Base Foods rep and the Mess Committee OPI regarding the dining room:
 - (1) staff adequacy;
 - (2) protocol;
 - (3) settings;
 - (4) table arrangements;
 - (5) seating plans; and
 - (6) special menu or other food requirements as directed by the Base Commander, PMC or Entertainment Member.
9. General - The Mess Manager:
- a. ensures that a high degree of cleanliness is maintained within the Mess;
 - b. ensures that the decor and appearance of the Mess is maintained;

Appendix 10
Annex A
Mess Constitution and By-Laws

- c. reports to the PMC and/or Messes and Institutes Manager any irregularities that come to his/her attention;
- d. performs such other duties as shall be determined by the Mess Committee and as directed by the PMC or authorised representative;
- e. monitors all official stock checks and conducts internal stock checks as required;
- f. attends Mess Committee meetings as an ex-officio member;
- g. certifies and signs spoilage registers in consultation with the Bar Member;
- h. controls the sale of all tickets;
- i. hires part-time help (bar stewards, waiters, etc) as required to support special Mess functions;
- j. maintains the following:
 - (1) guest register;
 - (2) proposal book;
 - (3) suggestion book;
 - (4) signing-in and out book; and
 - (5) Mess Policy book.

10. VIP Visits. The Mess Manager shall ensure that the VIP Quarters are maintained in regards to:

- a. cleaning;
- b. bar facilities; and
- c. that all other miscellaneous requirements are looked after.

MESS EMPLOYEES / BAR STAFF

1. Daily Duties:
 - a. upon arrival at the Mess, check with Mess Manager for any special instructions;
 - b. check float and ensure it is correct;
 - c. prepare the bar for opening and ensure bar is clean and tidy;
 - d. prepare stock list and assist the Mess Manager in stocking the bar;
 - e. clean shelves, sink, cold boxes, cupboard and fridge, all stainless steel with hot soapy water and dry (stainless steel scouring powder);
 - f. check tray with glasses and replace place mats when dirty;
 - g. clean draught machine, drain bottle in machine;
 - h. pick up glasses in the lounge, TV Room, Stag Bar and Games Room, wash in three department sinks (one sink hot with soap, two warm with disinfectant, three cold rinse water);
 - i. empty garbage (take out to dumpster behind kitchen);
 - j. sweep and wash the floor, wash down and dry all counters, stainless steel sink, etc, after shift;
 - k. soak liquor and pop dispenser Mondays and Fridays in cold water;
 - l. wash and dry ice machine, storage bin and ice crusher;
 - m. stock beer in fridge prior to leaving the Mess;
 - n. all beer and pop empties will be put in the basement storage room;
 - o. glass on shelves behind the bar will be washed and polished at all times (keep checking and keep clean);
 - p. glasses in glassroom will be washed and polished when so directed by the Mess Manager; and
 - q. ensure that stereo system is shut off before bar is closed.

Appendix 11
Annex A
Mess Constitution and By-Laws

2. Securing the Bar:
 - a. close shutter on both bars, put locks on;
 - b. door behind the draught machine, check to ensure it is secure;
 - c. check storeroom, ensure it is secured;
 - d. lock float in safe;
 - e. lock bar door; and,
 - f. set the alarm and ensure all door are locked. Phone Duty Officer to lock building if members are still present.
3. Counts. At the end of each night after bar is closed:
 - a. count cash;
 - b. deduct the float;
 - c. recount, ensure float is correct; and
 - d. record cash count, place cash and deposit in the same and lock it.
4. Other Duties. Mess Employees may be called upon to perform other tasks not directly related to the bar including:
 - a. serving wine in the dining room;
 - b. moving furniture;
 - c. cleaning up ground around Mess;
 - d. keeping patio and lawn furniture tidy (summer); and,
 - e. any other duties, whether written or verbal orders, assigned by the Mess Manager, PMC, or supervisor.
5. The operation of the bar is under the direction of the Mess Manager.
6. Complaints. All complaints about bar service will be directed to the Mess Manager or a Committee member.
7. Dress. Dress will be suitable civilian attire as deemed fit by the Mess Manager or

Appendix 11
Annex A
Mess Constitution and By-Laws

PMC.

8. Professionalism. The Bar employees will ensure that they are courteous, quiet and give good bar service. Familiarity with members will be avoided.
9. Entitlements. Pay is in accordance with the collective agreement.
10. Shortages:
 - a. The Duty Bartender is fully responsible financially for the Bar while on duty and if a shortage occurs in the bar, may be fully responsible to make restitution;
 - b. all bar employees are liable for a shortage; and
 - c. all bar employees will do their utmost to work conscientiously and efficiently while behind the bar in so doing:
 - (1) make correct change;
 - (2) ensure chits are filled out correctly; and
 - (3) drinks are mixed properly, and if not, get a spoilage chit signed by an officer.
11. Treats. Bar employees may not accept treats of intoxicating beverages from Mess members or their guests.
12. Monitoring Consumption. Bar employees must be aware of CF Policy and local laws governing the provision, serving and consumption of alcoholic beverages. In particular, they are to familiarise themselves with A-PS-110-001/AG-003, Chap 11, Annexes D, E, and F. Bar employees will be required to certify their understanding of their right and duty concerning the serving of alcohol.

PARLIAMENTARY PROCEDURE

TABLES OF RULES REGARDING MOTIONS

CLASS OF MOTION	DEBATABLE	AMENDABLE	SECOND REQUIRED	INTERRUPT SPEAKER TO MOVE
MAIN Motion	Yes	Yes	Yes	No
Primary Amendment	Yes	Yes	Yes	No
Secondary Amendment	Yes	No	Yes	No
SUBSIDIARY Motions				
Propose Indefinitely	Yes	No	Yes	No
Postpone to a Definite Time	Yes	Yes	Yes	No
Refer to Committee	Yes	Yes	Yes	No
Limit Discussion	Yes	Yes	Yes	No
INCIDENTAL Motion				
Withdraw a Motion	No	No	No	No
Appeal President's Decision	Yes	No	Yes	Yes
Object to Motion	No	No	No	Yes
Request Information	No	No	No	Yes
Nominations	No	No	No	No
Close or Reopen Nominations	No	Yes (As to time)	Yes	No
PRIVILEGED Motions				
Take a Recess	No	Yes	Yes	No
Adjourn	No	No	Yes	No
Fix Time to Adjourn	No	Yes	Yes	No
Reconsider a Previous Motion	Yes	No	Yes	Yes

PROCEDURES FOR AMENDMENTS TO MOTIONS

MOTIONS

1. A Mess member rises and discusses the construction of a new bar in the lounge. He then makes the following motion: AI move that a committee of three be appointed to confer with the engineers concerning the construction of a new bar in the lounge and report at the next meeting. The motion is seconded and is considered to be in order by the chairman, who restates the motion to the meeting and invites discussion. This memo is a *main* motion. The following examples of amendments related thereto.

AMENDMENT DEFEATED

2. A member rises and says: "I move that the motion be amended by striking out the words 'and report at the next meeting.'" The amendment is seconded. This motion is considered to be in order by the chairman and, as it must be discussed and voted on before the main motion may be considered, he restates the amending motion to the meeting and invited discussion; this is a *primary* amendment.

3. After discussion, the chairman again states the amending motion and calls for the vote. The majority of the members are not in favour of the amendment and vote against it. The chairman advises the meeting that the amending motion has been defeated, reiterates the main motion, and invites further discussion. If there are no further amendments proposed, and when no other member wishes to speak, the chairman restates the main motion and calls for the vote on it.

AMENDMENT FAVOURED

4. A member rises and says: "I move that the motion be amended by adding the words 'by the president' after the word 'appointed'." The amendment is seconded. This motion is considered to be in order by the Chairman and, as it must be discussed and voted upon before the main motion may be considered, he restates the amending motion to the meeting and invited discussion. This is also a *primary* amendment.

5. When the discussion is ended, the chairman again stated the amending motion and calls for the vote. The majority of the members vote in favour of the amendment. The Chairman advises the meeting that the amending motion has been passed. He then states the main motion as amended, i.e., "It has been moved and seconded that a committee of three be appointed by the President to confer with the engineers concerning the construction of a new bar in the lounge and report at the next meeting." He then invites further discussion. If there are further amendments proposed and when no other member wishes to speak, the Chairman restates the original motion, as amended, and calls for the vote on it.

FURTHER PRIMARY AMENDMENTS

6. The procedure for handling additional primary amendments to a main motion, as amended, prior to the vote thereon, is similar to that set out in Paras 2 to 5 inclusive.

Appendix 2
Annex B
Mess Constitution and By-Laws

Each primary amendment must be disposed of before another primary amendment may be considered.

AMENDMENT TO AN AMENDMENT DEFEATED

7. Pre-read Para 4. During the discussion on this proposed primary amendment and prior to the vote thereon, a member rises and says, "I move that the amendment be amended by inserting the words 'on the advice of the executive committee', after the word 'president'." This motion is seconded. The motion is considered in order by the Chairman and, as it has to be disposed of, i.e., discussed and voted on, before the primary amendment to the main motion can be considered, he restates the motion to amend the primary amendment and invites discussion. This is a *secondary* amendment.

8. After discussion, the Chairman states the secondary amendment and calls for the vote. The majority of the members are not in favour of the amendment and vote against it. The Chairman advises the meeting that the motion has been defeated, reiterates the primary amending motion and invites discussion on it. If there are no other secondary amendments proposed and when no other member wishes to speak to the amendment, the Chairman restates the primary amending motion and calls for the vote on it. The procedure outlined in Para 3 or 5, as applicable, then is followed.

AMENDMENT TO AN AMENDMENT FAVOURED

9. If the amendment to the amendment discussed in Paras 7 and 8 had been approved, the Chairman would advise the meeting that the motion had carried. He would then state the primary amendment, as amended, "It has been moved and seconded that the motion be amended by inserting the words "by the President, on the advice of the Executive Committee", after the word "appointed" and invite discussions thereon. If there are no other secondary amendments proposed and when no other member wishes to speak to the amendment, the Chairman restates the primary amendment, as amended.

FURTHER SECONDARY AMENDMENTS

10. The procedures for handling additional secondary amendments is similar to that set out in Paras 7 to 9. Each secondary amendment must be disposed of before another secondary amendment may be considered.

PROCEDURES FOR THE CONDUCT OF MESS MEETINGS

INTRODUCTION

1. General Mess Meetings are held in order that members can fully discuss, in a democratic manner, matters relating to the operation of the Mess, and arrive at decisions based on the will of the majority of the members.
2. If General Mess Meetings are to be conducted in a manner which will result in the accuracy of business, economy of time, uniformity, and impartiality, they should be conducted in accordance with parliamentary procedure.

PURPOSE

3. This annex outlines the responsibilities of the PMC in conducting Mess meetings, parliamentary procedure insofar as it applies to such meetings, and the types of, and methods of dealing with, motions.

PRESIDENT OF THE MESS COMMITTEE: RESPONSIBILITIES

4. The control of a Mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on preparation, planning and leadership. For all meetings, the PMC should:
 - a. be familiar with Mess rules and regulations and the constitution and by-laws of the Mess;
 - b. know, and follow, the order of business for the conduct of the Mess meeting;
 - c. conduct the Mess meeting in accordance with parliamentary procedure and be familiar with his duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debate;
 - d. ensure that each member has an opportunity to express their views but is not allowed to abuse this right by being repetitious;
 - e. ensure that all remarks are addressed to the chair and not directly discussed by two or more members; and
 - f. ensure that only one speaker has the floor at a time and that the speaker is not interrupted otherwise than permitted by the rules of order.

Annex B
Mess Constitution and By-Laws

ORDER OF BUSINESS

5. The order of business may be established in the by-laws of the Mess, or may be determined by the President. The following is an example of a normal order of business:

- a. call to order;
- b. roll call (if considered necessary);
- c. reading of minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading dispensed with);
- d. approval of minutes;
- e. reports of -
 - (1) the President;
 - (2) the Secretary; and
 - (3) the financial statement;
- f. reports of sub-committees;
- g. old business (arising out of minutes of previous meeting);
- h. new business; and
- i. adjournment.

6. If a subject of major importance, such as an amendment to the Constitution or By-Laws or a proposal which requires study, is to be introduced as new business, it is normal to require prior notice to enable the committee to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask.

MAKING A MOTION

7. A motion is a proposal that the Mess take action, or that it expresses itself as holding certain opinions. Any member of the Mess except the PMC may make a motion. To make a motion, a member first obtains recognition from the PMC by standing and waiting until acknowledged. If two or more members rise at approximately the same time, the PMC must use discretion as to which is to be recognised first. Members must always address the Chair.

8. Prior to making a motion, the member should have formulated the correct wording of the proposal he wishes to bring to the attention of the meeting. He says, after

Annex B Mess Constitution and By-Laws

being recognised or obtaining the floor, “I move that...” or “I move to...”. For the sake of absolute accuracy, a motion may be put in writing, read by the one who proposes it, and handed to the Secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear the PMC must repeat the motion, inquiring from the proposer if the wording is correct.

SECONDING A MOTION

9. A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. If a motion is not seconded, no notice whatever need be taken of it by the PMC but, for the sake of fairness to all, the PMC may say, “It has been moved that so and so... is the motion seconded?” If no seconding is forthcoming, the PMC says, “The motion cannot be considered”, and proceeds with business as before.

10. Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one member other than the proposer. It is customary for the proposer to rise, but it is not necessary for the seconder to rise although, in a large group, it may be advisable.

LEGALITY OF A MOTION

11. No motion is in order that conflicts with the avowed object or purpose of the Mess or concerns a subject over which the Mess has no jurisdiction.

12. When a motion has been made, the PMC must consider it to determine whether it is in order for presentation for discussion by the meeting. This may be done before, or after, it is seconded. If the PMC considers a motion in order, it will be repeated to the meeting and discussion invited. If the PMC considers a motion not in order, it will be ruled out of order and the members advised of the reason for doing so. Any member, other than a committee member, may challenge the PMC to prove that a ruling is in accordance with regulations, orders, or rules. If there is still dissatisfaction with the ruling, or if a question of interpretation of rules and regulations arises, the validity of the ruling may go to the vote of the meeting.

DEBATING A MOTION

13. Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted on. When moved, seconded, and stated by the PMC, a motion cannot be withdrawn or ignored, except where the original mover asks for permission from the meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.

VOTING

Annex B
Mess Constitution and By-Laws

14. All motions are decided by majority vote of the ordinary members present. This is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning of majority, equal votes defeat a motion. The system of voting is decided by local custom, e.g., use of ballots, a show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.

15. The PMC may exercise his own vote as a member but as a general rule he refrains from doing so. Except for his vote as an ordinary member, he does not have an extra or casting vote in the event of a tie.

TYPES OF MOTIONS

16. There are two kinds of motions: main and secondary. An understanding of this simple but sometimes confusing distinction is essential for good parliamentary procedure.

MAIN MOTIONS

17. A main motion is one which introduces a subject to the meeting. It is debatable and amendable, i.e., the opinions of those present may be expressed in regard to it, not only by their votes, but also by their words. Expression of opinion by members in orderly debate serves the purpose not only of clarifying the issues, but also influencing undecided members. It is quite proper for any member in favour of a motion to present all the arguments he can think of which seem to make the action advisable, and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the PMC must remain absolutely impartial.

SECONDARY MOTIONS

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

- a. an amendment to the original motion, or an amendment to the amendment;
or
- b. a motion to -
 - (1) defer the subject of original motion temporarily or indefinitely;
 - (2) refer the subject of the original motion for further study; and
 - (3) limit time for debate of a motion.

Annex B
Mess Constitution and By-Laws

Such motions must be considered and voted on before action can be taken on the main motion.

RULES REGARDING MOTIONS

19. See the Table at Appendix 1.

AMENDMENTS TO MOTIONS

20. The procedures for amending motions are described at Appendix 2.

NOMINATIONS

21. Nominations at a Mess meeting are normally made from the floor. No seconder is required. In some messes, a nominating committee proposes nominations, but in such cases, additional nominations can be made from the floor. Before closing nominations, the PMC should inquire if there are any further nominations, and if there is no response, he then declares nominations closed. In some messes, nominations are closed on a motion from the floor but such a motion is not in order until a reasonable time has been given. It is preferable that the PMC declare nominations closed when he is satisfied that there are no further nominations.

DRESS STANDARDS

Dress	Gentlemen	Ladies
1. Formal	a. Number 2; b. Number 2B (Number 3 uniform with white shirt and black bow tie, Command Badge, Collar Badges and Name Tag shall be worn, no medals are to be worn); or c. black tie;	a. Number 2; b. Number 2B (as above); c. full-length gown; or d. other suitable formal attire as dictated by current fashion;
2. Semi-Formal	A suit or a jacket and tie with appropriate dress slacks as amplified below: a. <u>Shoes</u> . Any style except sandals and running shoe types; b. <u>Slacks</u> . Tailored (i.e., not cut to resemble jeans with patch pockets and no creases) of any type of material except jeans or corduroy; and c. <u>Shirts</u> . Tailored or knit, with long sleeves and button front, worn with a necktie;	A cocktail-style dress or skirt and blouse of current style as amplified below: a. <u>Shoes</u> . Any style except running shoe style; b. <u>Slacks or Suit</u> . Tailored and any style except jeans; and c. <u>Skirt/Dress</u> . Hem length should not be any shorter than two inches/five centimetres above the knee. "Fishnet" stockings are not allowed.
3. Casual ** (Normal Standard of Dress)	a. <u>Shoes</u> . Any style except running shoes; b. <u>Shirts</u> . As above except that short sleeve shirts may be worn, open to the first button. Short sleeve knit pullover style shirts, with partial button fronts, may also be worn during the designated summer dress period; c. <u>Slacks</u> . As per semi-formal dress. Walking shorts may be worn during the designated summer dress period;	As per semi-formal dress except that blouses and dresses of any style may be worn. Sandals that do not require stockings and sleeveless blouses may be worn. Tank or halter tops or "T" shirts are prohibited.

Annex C
Mess Constitution and By-Laws

	<p>d. <u>Jackets</u>. Optional, unless specified for a particular function; and</p> <p>e. <u>Sweater</u>. Cardigans with or without collar or V-neck are optional;</p>	
4. Relaxed	<p>a. <u>Shoes</u>. Any type of footwear in good condition, including running shoes;</p> <p>b. <u>Shirts</u>. Any kind of shirt in good condition, including T-shirt. T-shirts with off-colour slogans or designs are not permitted;</p> <p>c. <u>Slacks</u>. Long or short pants in good condition of any style, including jeans; and,</p> <p>d. <u>PT Strip</u>.</p>	As per Gentlemen's attire.

AREA OF MESS	WINTER	SUMMER
Ante Room	Casual	Casual
Library	Casual	Casual
Association Room*	Semi-formal*	Semi-formal *
Dining Room	Casual	Casual
Stag Bar	Casual	Casual
Games Room	Casual	Casual

* Minimum dress for a function in this room.

** The normal standard of dress in the Mess is Casual, except for those occasions or functions for which the Base Commander or PMC has specified a different standard of dress.