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CANADIAN FORCES BASE SHILO

EL PRADO CLUB

MESS CONSTITUTION – 31 May 2002

A. INTRODUCTION

- 1) The Constitution and By-laws of the CFB Shilo El Prado Club mess consists of three chapters as follows:
 - a. Chapter I - The Constitution, The constitution contains the fundamental principles by which the mess is formed and governed. The constitution becomes effective on the date it is approved by the Base Commander, CFB Shilo;
 - b. Chapter II - The By-Laws, The by-laws are a set of rules which amplify the constitution and are of a continuing nature; and
 - c. Chapter III - Duties and responsibilities of Mess employees.
- 2) In this document the following short titles and abbreviations are used:
 - a. “Commander”, means the Base Commander, CFB Shilo;
 - b. “Chief of Staff” (COS), is the Base Administration Officer appointed by the Base Commander;
 - c. “the mess”, which means the CFB Shilo El Prado Club mess;
 - d. “the committee”, which means the mess committee;
 - e. “sub-committee”, are those committees formed for a continuing requirement;
 - f. “special committee”, are those committees formed for a non-continuing requirement;
 - g. “NPF Directives”, which means all directives as published by NDHQ for management of messes;
 - h. “F&E”, which means mess furniture and effects and/or equipment;
 - i. “PMC”, which means President of the Mess Committee approved by the Base Commander;
 - j. “V/PMC”, which means the Vice President of the Mess Committee approved by the Base Commander; and
 - k. “Supervising Officer” (Supr 0), the officer delegated by the Base Commander to advise and assist the mess committee.

CHAPTER I - CONSTITUTION

- 1.01 Name. CFB Shilo El Prado Club mess, also known as CFB Shilo Junior Ranks Mess, herein after referred to as “the mess”.
- 1.02 Authority:
- a. The constitution of the CFB Shilo El Prado Club mess is authorized by QR&O 27.01, CFP 262 Mess Administration dated 12 July 1984 and CFP 105 Policy and Procedures for Non-Public Fund Accounting dated 15 March 1989. The mess shall be managed and operated in accordance with all regulations and orders listed above and any orders or instruction listed from time to time (Amendments as may be published); and
 - b. The constitution of the CFB Shilo El Prado Club mess is effective on the date approved by the Base Commander and shown below by his/her signature.
- 1.03 Purpose. The mess shall be operated for the purpose of providing services and amenities to its members. The mess shall receive and account for all allowances and donations that apply to it.
- a. Memberships. CFAO 27-1 amplifies. Memberships of the mess shall be described as Ordinary, Associate or Honorary, and are defined as follows:
 - b. Ordinary Members. Ordinary members will consist of:
 - (1) Master Seaman, Master Corporal, Master Bombardier, Leading Seaman, Corporal, Bombardier, Ordinary Seaman, Able Seaman, Private, Gunner of the CF or of units stationed in Base Shilo, including personnel on temporary or attached duties, or attending a course of instruction in excess of fourteen days at CFB Shilo;
 - (2) members of the forces of other countries of equivalent rank as outlined in 4a (1) above, who are on exchange with, or on loan to the CF or who are employed at CFB Shilo;
 - (3) an Ordinary member who is absent temporarily on course, temporary duty, etc, for fourteen days or less;
 - (4) Ordinary member proceeding on rehabilitation leave will cease to be Ordinary members on its completion; or
 - (5) currently serving Junior Ranks of the CF Primary Reserves of equivalent rank as outlined in 4a (1) above.
 - c. Associate Members. Associate members may consist of:
 - (1) former Junior Ranks honourably released from the Regular Force, who are entitled to an immediate or deferred service annuity or honourably

released from the Primary Reserve and have accumulated twelve years of service;

- (2) civilian employees of the DND who are not eligible to participate in other messes, i.e., WO & Sgts' or Offrs';
 - (3) currently serving Junior Ranks of the CF Reserves other than Primary;
 - (4) other persons upon recommendation of the mess committee, the majority vote of a mess meeting and the approval of the Commander; and
 - (5) all Associate memberships granted shall require annual mess Committee approval.
- d. a person who is eligible under 4b (1) to (3), but who fails to apply for an Associate membership and who is not an Honorary member, shall not be permitted to use the facilities of the mess as if he/she were a member thereof;
- e. the Associate membership shall not exceed 10% of the Ordinary membership of the mess;
- f. Associate members are required to pay mess subscription. Associate members shall be accorded the privileges of the mess, but shall not serve on a committee and shall not vote; and
- g. Honorary Members. Honorary members may consist of:
- (1) a member of the CF who upon retirement from the mess is offered an Honorary membership by the committee;
 - (2) a member of the CF or Primary Reserve is an Honorary member of every mess appropriate to his/her rank, except in the mess in which he/she is an Ordinary member or Associate member and in seagoing ships. Unless on course or duty at another unit, Honorary members will exercise honorary membership privileges in other messes with discretion. When an Ordinary member of one mess would use the facilities of another mess on a frequent basis, he/she shall apply for an Associate membership;
 - (3) any distinguished person may be invited to become an Honorary member of a mess for a term not exceeding one year, without prejudice to renewal of membership for further one year terms, upon recommendation of the mess committee, a majority vote of those present at a general meeting and approval of the Commander; and
 - (4) an Honorary member shall be accorded the privileges but shall not pay mess subscription nor serve the mess in any capacity. He/she may be assessed an appropriate share of expenses associated with any mess function or entertainment which he/she attends. Except as provided in

CFAO 19-8, he/she may not enter DND property, buildings or messes for the purpose of soliciting or transacting business. The Commander, for just cause, may cancel said memberships.

1.04 Committee. The mess committee shall consist of the following members:

- a. President of the Mess Committee - PMC;
- b. Vice-President of the Mess Committee - VPMC;
- c. Secretary - Secy;
- d. Financial Advisor - Fin Adv;
- e. Entertainment Chairperson;
- f. Sports Chairperson;
- g. Public Relations Member - PR;
- h. Housing/Planning Members - Hous/Plan;
- i. Food Member - Food Rep;
- j. Hospital Member; and
- k. Living in Member.

The PMC and VPMC are appointed by the Base Commander; Fin/Adv is appointed by the B Compt; all others are elected by the membership and approved by their respective CO.

1.05 Sub-Committees.

- a. Sub-Committees shall be appointed by the mess committee on an as required basis and may consist of one or more members for each sub-committee;
- b. Sub-Committees may be organized for the following:
 - (1) Entertainment Committee,
 - (2) Sports/Games Committee; and
- c. one member of each Committee may be elected as chairperson of the committee or appointed by the PMC.

1.06 Meetings:

- a. Mess committee meetings shall be convened under the chairmanship of the PMC to consider financial affairs of the mess and other business related to the administration thereof;
- b. General mess meetings shall be convened quarterly to consider:

- (1) Financial statements,
 - (2) Election of committee members,
 - (3) proposed mess activities including approval of the entertainment forecast,
 - (4) approval of expenditures beyond the authority of the mess committee, and
 - (5) any further business concerning the operation and function of the mess;
- c. General Mess Meetings shall be administered as follows:
- (1) notification to members of a General Mess Meeting shall be promulgated in Base Routine Orders and Unit Routine Orders, at least seven days in advance,
 - (2) 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 will follow parliamentary procedure. See CFP 262, Annex B, Chapter 3, and
 - (3) all Ordinary members not excused by virtue of being on leave, duty (essential service), in hospital, etc., or by the PMC, will attend General Mess Meetings;
- d. Extra-Ordinary General Mess Meetings may be convened at the request of:
- (1) the Commander,
 - (2) the PMC,
 - (3) the Supr 0, or
 - (4) at the request in writing of 25% of the Ordinary members except in cases where the majority of 1 RCHA is away from the confines of Base proper, and are unable to attend;
- e. Mess Committee Meetings shall be convened at least once a month, under the chairmanship of the PMC, to consider the financial affairs of the mess and other business related to the administration thereof, and not less than seven days prior to a General Mess Meeting;
- f. Proposal book. A mess meeting proposal book shall be made available to all mess members. Proposals shall be duly recorded and seconded in the proposal book by member(s) concerned, at least seven working days prior to the meeting. These proposals, together with any matter raised by the mess committee, should be included in the proposal agenda. Should the proposal be

considered invalid by the mess committee, they shall advise the originator of the reason in writing and/or at the next General Meeting;

- g. the approved agenda for a General Mess Meeting shall be posted in the mess and in plain view at least two working days prior to the meeting;
- h. a General Mess Meeting or Extra-Ordinary Meeting of the mess is not valid or competent to transact any business unless a quorum is present. A quorum shall consist of 50% of the available the Ordinary members reasonably able to attend. Determination of exact numbers required will be done prior to the meeting and whether sufficient members are present will be the first item of business. If sufficient members are not present, the meeting will be adjourned and recorded in the minutes of aborted meeting. If it can be determined before a General Meeting that a quorum will not be present, the meeting will be cancelled and rescheduled within fourteen days. There will be a roll call at all General and Extraordinary Mess Meetings. The Commander may authorize a lesser percentage as constituting a quorum at a particular meeting. These circumstances will be attached to the General Meeting minutes; and
- i. all mess meetings shall be conducted by parliamentary procedure. All motions or other matters for decision raised for discussion at a meeting shall be voted upon by Ordinary members present and shall be decided upon by a majority vote and are subject to approval by the Base Commander.

1.07 Expenditures. The Base Commander may issue specific directives on the operation of the mess including the contribution of a share of net profits to the Base Fund as prescribed in CFAO 27-6 and CFP 262, Chapter 3, Article 313. 1. Such contribution shall be shown with the approval of the Commander, as a mess general expense.

1.08 F&E:

- a. furniture and equipment which is the property of the mess, shall be handled in accordance with CFP 105;
- b. F&E will not be removed from the mess without the written permission of the inventory holder or his alternate, subject to final approval by the PMC;
- c. mess owned property wilfully broken or damaged by a member or the member's guests will be paid for by the member; and
- d. mess owned property damaged accidentally may cause the member at fault to reimburse the mess at the depreciated value.

1.09 Amendments:

- a. suggested amendments to the mess constitution and/or bylaws shall be made in writing but will not be entered in the proposal book. They shall be submitted to the Secretary and posted on the mess notice board; and

- b. provided the proposal has been posted for seven days or more, it shall be considered at the next General Meeting. If the proposal is carried by a General Membership vote, it shall be forwarded to the Commander for final approval.

1.10 Validity of Constitution:

- a. this constitution, dated 31 May 2002, supersedes all previous constitution amendments and by-laws of the CFB Shilo El Prado Club/Junior Ranks Mess;
- b. this constitution will be available to all members at the administration office and a copy will be given to all new members during clearing procedures; and
- c. one copy of this constitution will be posted on the mess notice board, and a copy will be held at the bar.

CHAPTER II - BYLAWS

2.01 Purpose:

- a. the purpose of the By-laws are to set forth the rules and procedures for the guidance of members and committee in the operation of the mess;
- b. the By-laws, annexes and any amendments are a set of rules which amplify the Constitution; and
- c. they are of a continuing nature and are applicable to Ordinary, Associate and Honorary members and also to the mess staff.

2.02 Committee. The Committee, as outlined in Chapter 1, para 5, of the constitution, shall serve for a specific period of time, except in cases where excused by the Commander. Terms are not to exceed a period of six months in the same position. The Executive Committee includes the PMC, VPMC, Secy, Fin/Adv, Sports, Ent, Hous and Plan reps. The duties of the mess committee are as follows:

- a. The President of the Mess Committee is responsible to the Commander through the Supr 0. He/she shall be responsible for:
 - (1) the administration and management, safe and efficient operation of the mess,
 - (2) the issuance of a mess constitution and by-laws,
the control and accuracy of inventories of mess property including:
 - (a) furniture, fixtures and equipment (both public and non-public),
and
 - (b) merchandise and supplies,
 - (3) ensuring that a statement of duties exists for all members of the mess committee and permanent employees,
 - (4) calling of mess Committee Meetings and General Mess Meetings and presiding at these meetings,
 - (5) scrutinizing and reporting of unpaid mess accounts,
 - (6) he/she will, when possible, attend all mess functions in order to meet and welcome guests, and
 - (7) he/she will ensure that the Vice-President of the Mess Committee is familiar with the duties of the PMC, and is informed of all matters pertaining to the operation of the mess;
- b. the Vice-President of the Mess Committee is responsible to the PMC. VPMC duties are as follows:

- (1) to assist the PMC in the performance of his/her duties,
 - (2) to officiate in the absence of the PMC,
 - (3) to maintain an up to date record of F&E,
 - (4) to propose short and long range mess improvement programs,
 - (5) he/she will become familiar with the PMC's duties and keep informed of all matters pertaining to the operation of the mess,
 - (6) to be prepared to take over the duties of the PMC at the end of his/her six-month term,
 - (7) the VPMC shall normally become the PMC at the end of the incumbent's tour,
 - (8) shall assume the duties of the Mess Fire Warden, and
 - (9) any other duties assigned by the PMC;
- c. the Mess Secretary is responsible to the PMC. The duties are as follows:
- (1) prepare an agenda for Mess Committee and General Mess Meetings,
 - (2) to record and read the minutes of Committee and General Mess Meetings,
 - (3) to produce an up to date nominal roll of members absent and not excused by the PMC, on the day following a General Mess Meeting,
 - (4) to perform such duties as assigned by the PMC, and
 - (5) Mess Manager may be assigned some of the duties above as deemed necessary;
- d. the Financial Advisor is responsible to the PMC. The duties are such that the B Compt will appoint this member. The duties require knowledge of financial statements, audits, ledgers and records. The duties of the Fin Member are:
- (1) to advise and assist the committee in preparing the yearly budget,
 - (2) to monitor financial results in comparison to the budget,
 - (3) to prepare a financial statement and be prepared to answer questions for the next General Mess Meeting,
 - (4) to interpret financial statements and advise the PMC on the financial conditions of the mess,
 - (5) to ensure that the mess committee is aware of the financial implications of any decision,

- (6) to inform the committee of all amendments concerning the mess to,
 - (a) NPF directives,
 - (b) CFP 105, Policy and Procedures for NPF accounting,
 - (c) CFAOS,
 - (d) QR&OS, and
 - (e) any other publication having a financial implication on the mess,
 - (7) to perform such duties as may be assigned by the PMC, and
 - (8) may be required to participate in stocktaking and assist audit personnel where mess activities and/or records are being examined;
- e. the Entertainment chairperson is responsible to the PMC. The duties of the entertainment chairperson are:
- (1) to plan and organize the entertainment program,
 - (2) to prepare the entertainment budget,
 - (3) to arrange for the hiring of bands, entertainers, etc,
 - (4) to liaise with the food rep for food stuffs required for entertainment functions,
 - (5) to ensure the proper control of revenues from entertainment and that funds are turned in promptly,
 - (6) to advertise entertainment functions through public relations member,
 - (7) to perform such duties as assigned by the PMC, and
 - (8) some of the duties assigned to the entertainment chairperson may be actioned by the Mess Manager;
- f. the Sports Chairperson is responsible to the PMC. The duties are:
- (1) to plan and organize the sports program,
 - (2) to prepare the sports budget,
 - (3) to liaise with the food rep for food stuffs required for sports functions,
 - (4) to liaise with representatives from various sports clubs i.e., Darts League, Bowling Club,
 - (5) to ensure the proper control of revenues from sports and that funds are turned in promptly,

- (6) to advertise sports functions through PR Member, and
- (7) to perform such duties as assigned by the PMC;
- g. the Public Relations Member is responsible to the PMC. The duties of the PR are:
 - (1) to liaise with Ent and Sports,
 - (2) to make arrangements for advertising of mess activities and functions (i.e., dances, games and inter-Mess/unit activities) using posters, TV3, Shilo Stag and hand circulars, and
 - (3) other such duties as assigned by the PMC.
- h. the Hospital Member is responsible to the PMC. This Member should be a volunteer from the hospital/dental section as he/she is more likely to know of admissions and discharges to and from the hospital, expected duration of stay, and seriousness of illness. The duties are as follows:
 - (1) to notify the Mess Manager when any member is admitted to or discharged from the hospital,
 - (2) to advise the PMC and mess Secretary of the death of a member,
 - (3) to pick up, and where possible, deliver hospital comforts to the patient in person during working hours and/or visiting hours, and
 - (4) to notify the Mess Manager and PMC of the appointment of a replacement during his/her absence;
- i. the Housing/Planning Reps are responsible to the PMC. They may assist each other with their duties and will liaise with other committees concerning activities and functions, (Housing Rep - B Sup); (Planning Rep - BCE). Some of their duties are as follows:
 - (1) to liaise with the NPF accounting officer and/or Mess Manager periodically to ensure that all accountable NPF F&E is recorded on the distribution account,
 - (2) to check periodically all F&E for condition and make recommendations for its repair or disposal to PMC,
 - (3) to check quarterly the Public F&E on charge, following supply directive procedures concerning maintenance and replacement, and
 - (4) to investigate any loss or damage to public property and advise the PMC accordingly,
- j. the Food Rep is responsible to the PMC. Some of the duties are as follows:

- (1) to liaise with Mess Manager and food services officer for food stuffs required for happy hours, sports, or entertainment functions, and
 - (2) to obtain cost estimates for food stuffs in support of mess functions;
- k. all committee members are financially responsible to the PMC for all actions. Their tour of duty is for six months;
- l. Sub-Committees:
- (1) Entertainment Sub-Committee is formed from the club membership. The number of members may vary for special functions requiring more preparation. These members should be volunteers but may be nominated and elected to serve if volunteers are **not** forthcoming. They are responsible to the entertainment chairperson. Their duties are as follows:
 - (a) provide seating arrangements for special functions,
 - (b) carry out decorating activities for special functions,
 - (c) assist in planning and organizing entertainment activities, and
 - (d) perform such other duties as may be assigned by the entertainment chairperson,
 - (2) Sports/Games Sub-Committee is formed from the club membership. They are responsible to the Sports Chairperson. The duties of the sports/games Sub-Committee are:
 - (a) to arrange and supervise competitive games between the mess members and with other units, messes and organizations,
 - (b) to recommend the procurement, repair or replacement of games equipment and trophies,
 - (c) to draw and return equipment for these events from the FS & R Staff,
 - (d) to arrange for buildings, e.g. arena, GSH, bowling alley, dart room.
 - (e) to make arrangements with other messes and units for time and place of competition,
 - (e) to provide the Secretary with the name of trophy winners, mess teams and/or members for proper recording and trophy inscription,
 - (f) to prepare an activities report for Committee Meetings, and

- (g) to liaise with the public relations rep for advertisement,
- (3) Special Committee: A Special Committees for a short duration may be appointed by the PMC. Their duties will be assigned to them, in writing, with approval by the Supr 0. A chairperson, responsible to the PMC, will be selected for each committee and will act as supervisor and/or advisor for that committee. (i.e. grievance committee or renovation committee, etc.)

2.03 Expenditures

- a. Mess funds and other assets may be expended only for the operation, social activities, development and improvement of the mess except that:
 - (1) the Base Commander may direct that up to 7% of the net profit of the bar operation be transferred to the Base Fund, CFAO 27-6 refers, and
 - (2) a percentage of bar sales shall be contributed to the Canadian Forces Central Fund and Welfare Funds as required by the appropriate regulations;
- b. approval authority for all capital or non-recurring expenditures shall be in accordance with DAOD 9003-1 and the appropriate regulations;
- c. approved expenditure involving construction or alteration of works and belongings on DND property shall not be implemented before approval has been obtained in accordance with CFP 120;
- d. powers of expenditure for the mess shall be as follows:
 - (1) the Mess Committee is empowered to authorize all recurring expenditures and all capital and nonrecurring expenditures not in excess of \$500.00 for any one item or project, to be reviewed annually,
 - (2) the Supr 0 is empowered, on the recommendation of the Mess Committee, to authorize all capital and non-recurring expenditures not in excess of \$700.00 for any one item or project,
 - (3) the Commander, on recommendation of a General Mess Meeting, is empowered to approve an expenditure of a capital or Non-recurring nature not in excess of \$5000.00 for any one item or project,
 - (4) an officer commanding a command may authorize an expenditure in excess of the above, with approval of a General Mess Meeting majority and the commander, and
 - (5) insurance - all non-public property is covered by the consolidated insurance program, NPF directive 105/69, Part B, refers;

- e. Bar Cards are issued to certain Mess Committee members to enable them to carry out their duties within the mess:
 - (1) PMC shall have a bar card for the purpose of entertaining at special functions (Bosses night, etc.) or mess guests during normal operating hours and not to exceed the amount agreed upon at a mess meeting, and
 - (2) Entertainment Chairperson has a bar card to be used at entertainment functions organized by him/herself only, and not to exceed the amount agreed upon at a mess meeting.

2.04 Membership Cards. Membership cards will be issued with distinctive colours for the various classes of membership. The senior member of the staff on duty or the senior member of the mess committee in the building is empowered to refuse to serve any person or admit any person who cannot produce a membership card with the following exceptions:

- a. it can be established that the person is an Honorary member within the terms of para 4(g) of the Constitution;
- b. it will be the custom for the committee, when a foreign unit is located at CFB Shilo, to issue an invitation to the Commanding Officer of the unit, offering to the Junior Ranks the use of the mess facilities. It will also be understood that all orders and regulations pertaining to the mess are adhered to. Under these circumstances, the identification cards of the particular service will be honoured and accepted in lieu. A guest is a visitor to the mess.

2.05 Mess Guests. 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 a guest of a member. The Supr 0 and/or PMC shall indicate those considered as mess guests. It is the duty of all members to ensure that mess guests are suitably attended. A mess card may be issued at the discretion of the PMC to mess guests, providing the supplementary voucher is raised and forwarded to the Mess Manager. The Base Sergeant Major, the Commanding Officer of a unit, the Base Commander, the Commander of a Command, or a Member of Parliament may be deemed as mess guests;

- a. Member's guests
 - (1) each member of the mess is permitted to bring his/her spouse/escort plus two guests. A spouse or escort is considered a member when it involves cost for functions. The 2 guests will be considered non-members on major function nights only (i.e. Band or Dance);
 - (2) a member wishing to bring additional guests must obtain prior approval of the PMC on major function nights only;

- (3) the mess committee has the authority to restrict the number of guests allowed for any one function. Limitations are to be announced at least seven days prior to the function;
 - (4) member's guests' cost shall be borne by the member concerned; and
 - (5) members' guests must be registered in the Guest Book and attended by the host member at all times while in the mess. The host member is responsible to the PMC for the behaviour, dress and acceptability of guests while in the mess.
- b. Guests Restrictions
- (1) Senior NCOs and/or Commissioned Officers shall not be invited into the mess except for para 5a above or for a special mess function, e.g. inter-mess competition, Bosses Night, etc., unless authorized by the CO,
 - (2) in a marriage between different ranks, the spouse holding the higher rank may be invited to attend social functions by the PMC, and
 - (3) no member's guest shall be permitted entrance during a mess meeting or mess dinner, except when authorized by the PMC and CO;
- c. Entertaining guests. Guests may be entertained in the mess at the following times:
- (1) weekdays from 11:30 hrs until 13:00 hrs, and 16:00 hrs until closing,
 - (2) weekends and holidays from 13:00 hrs until closing,
 - (3) on special occasions authorized by the PMC, and
 - (4) no guest will be entertained in the mess during "Happy Hour".

2.06 Functions and Use of the Mess

- a. Function:
- (1) is a social gathering of members, with or without guests, for the purpose of enjoying provided entertainment, and
 - (2) admission by membership card, by ticket sale, by invitation, or any combination of the aforementioned may be required, with the approval of the mess membership and the CO.

- b. Use of the Mess
 - (1) except as directed by the PMC with approval from the CO, mess facilities may only be used by members and their guests,
 - (2) no furniture, equipment or other property of the mess is to be removed from the building or moved from one room to another, without prior permission of the housing member or the PMC, and
 - (3) defects in the operation of the TV, electrical games, or any other electrical equipment will be reported to the person on duty behind the bar, giving as much detail as is known at the time. If such a defect may cause injury or pose a fire hazard it will be turned off at the source of power (fire box, or unplugged, if it can be done safely). It will then be reported, by the Mess Manager, to CE trouble call on the next working day and a sign will be posted prominently warning of the danger.
- c. Personal Property. The mess shall not be responsible for personal property brought into the mess by any member or guest, should such item become lost, stolen or damaged, and
- d. Private use of the Mess
 - (1) persons and organizations requesting permission to hold a function in the mess will only be considered if the function is sponsored by a member and registered in writing with the PMC and approved by the CO,
 - (2) when permission is granted for the private use of the mess facilities, the constitution and bylaws will be strictly adhered to unless otherwise stated in writing by the CO, and
 - (3) any costs of damages incurred by the private use of mess facilities, will be borne by the member sponsoring the private use of such facilities.

2.07 Mess Dinner Procedures and Customs

- a. mess dinners will be prepared and/or arranged by the Mess Manager in accordance with CFP 262 Chapter 5; and
- b. units wishing to incorporate certain regimental traditions or variations will provide the Mess Manager with written instructions concerning variations from the guidelines of CFP 262 Chapter 5.

2.08 Pets. Pets or animals shall not be brought into the mess buildings except in accordance with 7b above. This will be done only with written permission from the PMC.

- 2.09 Notice boards. Notices shall be posted on the mess notice boards only. No notice shall be posted without the prior permission of the PMC or mess Secretary. Notices shall be dated and posted for only fourteen days duration, after which permission must be granted to extend the notice.
- 2.10 Trading activity. Prices of merchandise, hours of operation, basis of conducting basic operations i.e., cash sales or credits, cheque cashing privileges, designation of members having the authority to keep the bar open after normal operating hours and regulations governing the sale of liquor by the bottle or beer by the case to be taken out of the mess are:
- a. a bar will be operated for the convenience of the members and will dispense liquors, wines, beverages, and sundries with the price of such items prominently displayed;
 - b. credit will not be given to anyone other than that of an Ordinary member with pre-approved use, by mess management, of the chit system;
 - c. one Government of Canada cheque or personalized cheques (including SN) made payable to the CFB Shilo El Prado Club up to \$30.00 each per day may be cashed at the bar by an Ordinary member or an Associate member, providing that the member has not had cheque cashing privileges suspended, that the bartender on duty approves the cheques, that the cheques are legibly endorsed and encoded (cheques must have all account numbers (computerized) along the bottom of the cheque), that sufficient identification is produced, e.g., Canadian Forces Identification Card, DND employee Identification Card, plus additional identification if picture does not appear on I.D., and that sufficient funds are available to provide uninterrupted service to other members using the facilities of the mess; and
 - d. the pricing of bar merchandise will be regulated by the executive committee. On request, the B Compt will advise the Mess Manager and executive committee of the action required to adjust bar prices to maintain a gross profit between 40% and 50%. Provincial liquor and beer increases will require an automatic price review, in order to maintain the gross profit percentage;
 - e. the hours of operation for the bar, as recommended by the mess committee and approved by the members of the mess at a General Mess Meeting, will be posted on the notice board and behind the bar in plain view;
 - f. the operation of the bar may be extended for one hour increments, after the posted closing time, providing there are six or more members in the mess and the on-duty staff agree to extending. The Ordinary member authorizing the extension of the bar must sign a bar extension request form, provided by the on duty bartender. This member will remain in the mess for the extension period and ensure that the bar staff are notified upon his/her departure of the mess. Upon another request for extension, the same procedure will be followed, to a maximum closing time as dictated by provincial liquor laws and regulations;

- g. the limits of the extension of the bar hours will be one hour increments, with each hour signed for by an ordinary member;
- h. the member authorizing the extension will be responsible for proper decorum in the mess during the extended period; and
- i. the PMC will instruct the secretary to submit a written request to the CO for an extension of the hours of operation **on special occasions**.

2.11 Serving of intoxicants

- a. Nothing in the constitution, by-laws or any amendments or annexes shall be interpreted as an excuse for the contravention of the Liquor Control Act of Manitoba;
- b. The sale of intoxicants shall be restricted during Federal and Provincial elections in the same manner as civilian outlets;
- c. The sale of intoxicants shall be restricted during a General Mess Meeting;
- d. No person will have in his possession more than one (1) bottle of wine, two (2) bottles of beer, two (2) glasses of draught, or (1) glass of liquor containing 2 ozs of liquor, thirty minutes before closing time;
- e. No person under the age of eighteen (18) years will be served or allowed to consume any alcohol beverages on the mess premises;
- f. Guests under the age of eighteen (18) years will not be permitted entrance to the mess except with written permission from the PMC, or during a special function e.g., wedding receptions, children's Christmas parties, etc., and then only with the understanding that such guests will not obtain, consume or try to obtain or consume any alcoholic beverages;
- g. Alcoholic beverages purchased from the bar will be consumed in the mess and will not be taken off the premises;
- h. Bartenders or other personnel on duty shall not consume intoxicants while on duty;
- i. Bartenders shall demand proof of membership and age of any person, when eligibility is in doubt, before serving such a person;
- j. The area behind the bar shall be out of bounds to all except the Mess Manager, PMC, VPMC and bar staff on duty. If they are not on duty, they are not allowed behind the bar;
- k. Bar staff are only permitted to sell bar merchandise at the authorized times. Mess members will not obtain or attempt to obtain bar merchandise except at the authorized times;
- l. Intoxicants other than those purchased at the bar shall not be consumed in or brought into the mess;

- m. The treating of mess employees to intoxicating beverages while on duty is forbidden;
 - n. The serving of liquor by the bottle or purchase of such is prohibited;
 - o. It is the responsibility of the senior bartender on duty, the senior custodian on duty, the PMC or VPMC, if present, to ensure that anyone who appears to be under the influence of alcohol is not allowed to purchase or otherwise obtain any alcoholic beverages from the bar or other persons in the mess and will be asked to vacate the premises as soon as his/her present drink is consumed. This will be done as politely as possible to avoid any confrontation between the persons involved. If a confrontation develops, witnesses' names will be noted and circumstances recorded for a written report (produced by on duty bar staff) to the PMC on the next working day. If the confrontation progresses, the Military Police and Base Duty Officer will be informed of the situation immediately. In all cases where civilian personnel are involved, the Military Police and/or Base Duty Officer will be informed; and
 - p. It is the responsibility of all members to conduct themselves in a peaceful manner. Disciplinary action will be taken against any offender.
- 2.12 Reproof of Mess employees. No person or member shall deal directly with mess employees or personnel on duty in the mess with matters concerning the performance of their duties. All complaints will be written in the form of a statement to the PMC/VPMC ensuring time, date, circumstances of conflict and any witnesses to the circumstances should be included. They, in the company of the Mess Manager, will investigate and resolve the matter. If the person or member submitting the complaint is not satisfied with the way the complaint is handled, it shall be resubmitted to the Supr 0 who will investigate the matter and provide a solution.
- 2.13 Bar Hours
- a. The Mess Committee may make recommendation for bar hour changes pending acceptance and approval by a General Mess Meeting and the CO; and
 - b. Approved bar hours will be shown on a sign at all entrances to the mess and prominently displayed at the bar.
- 2.14 Discipline
- a. mess discipline is the responsibility of all members. All members shall be familiar with the constitution and by-laws;
 - b. any disciplinary problems occurring in the mess shall be reported to the PMC/Mess Manager and should include the particulars of the incident and statements of any witnesses,
 - c. when an incident dictates that a suspension of mess privileges is required, authority to suspend privileges is as follows:

Period of Suspension

Authority

Up to 7 days

PMC

8 to 30 days

Supervising Officer

in Excess of 30 days

COS,

- d. any member proven to have used abusive language, threats, and/or assaults towards any mess employee may have their mess privileges revoked for an automatic 30 days, with further action as deemed necessary; and
- e. the suspension of mess privileges is considered an administrative action and does not preclude the possibility of disciplinary measures when the situation warrants it.

2.15 Cancellation of Membership

- a. Ordinary membership cannot be cancelled as long as the members rank entitles him/her to Ordinary membership. This does not preclude other disciplinary measures from being taken, and
- b. Associate and Honorary membership may be cancelled by the mess committee or higher authority at anytime, when evidence of misconduct or abuse of mess privileges, personnel or property are sufficient to warrant expulsion.

2.16 Policy – Mess Discipline

- a. the policy on mess discipline is controlled and supervised by the mess committee. The mess committee will report on, and recommend solutions to all areas in which discipline problems occur,
- b. all reports and recommendations will be made in writing through the Supr 0, to the Base Sergeant Major for onward transmission to the CO (if necessary), who will make a final judgement,
- c. in general, conduct in the mess will be expected to be of such a standard that it will not interfere enjoyment of mess facilities by the other members and their guests, and
- d. specifically, gambling other than that of a penny ante nature, is prohibited, and shall not be carried out in the mess, and
- e. profanity is prohibited.

2.17 Out of bounds area. Except for on duty employees of the mess or members of the mess committee whose presence is required for the smooth and safe operation of the mess, the following areas are out of bounds to all:

- a. behind the bar,
- b. all mess and bar storerooms,
- c. opposite sex washroom,
- d. Mess Manager's office except when on official business, and
- e. partial relaxation of the by-laws may be declared by the mess committee to accommodate a special mess function;
- f. The following procedure is to be followed by the PMC or Mess Manager when dealing with unusual incidents or occurrences:
 - (1) the Base Sergeant Major, through the Supr O, is to be notified of all disturbances or incidents in the El Prado Club by 0830 hours on the first working day after the incidents have occurred,
 - (2) information supplied by the PMC/and/or Mess Manager to the Base Sergeant Major will include all pertinent information known to him as well as signed statements by witnesses,
 - (3) as soon as the investigation is completed, the Base Sergeant Major will advise the El Prado Club Mess Committee whether action is to be taken by the committee. If the committee decides to deny mess privileges to the individual(s), they will submit this information to the Supr O and he will take appropriate action,
 - (4) all of the above steps must be completed as quickly as possible so the appropriate action can be taken,

Notes:

- (a) Denying of mess privileges is not a disciplinary action, but is an administrative action taken by the committee to ensure the standard of conduct while in the mess is of an acceptable nature, and
- (b) Disciplinary action in the form of a charge under the NDA, or on the basis of the constitution or its by-laws, may be taken if the circumstances are of a serious enough nature.

2.18 Mess Subscription. The fee for mess subscription for membership is as follows and may be changed with a General Mess Meeting and CO approval:

a.	<u>Ordinary</u> -	Mess Dues	\$ 6.00
		Gift Fund	\$ 0.50
		Entertainment	<u>\$ 3.00</u>

TOTAL \$ 9.50

b. Associate - \$9.50 per month, paid in advance, on a yearly basis.

2.19 Dress – Lounge Area. Dress regulations for lounge area: Dress shirts, shorts with hems (no less than 3" above the knee) are permitted. Potato sack pants, potato sack shorts or sweat/track are not to be worn the main lounge. No work dress or combats, other than that of the Duty Personnel, will be worn in the main lounge after 1900 hours, with the exception of DEU No. 3s or 3Bs:

a. Formal Functions:

MALE

FEMALE

Service Dress Uniform

Service Dress Uniform

Civilian suit with tie

Evening gown

Blazer with tie

Cocktail dress

Tuxedo

Skirt and blouse (matching)

Pant suit

Hats (if part of an outfit)

Mess formal functions include: Christmas and mess dinners, Remembrance Day, New Years Eve and Levee and any other occasion declared by the PMC.

b. Function nights (DJ/Band). The following will not be worn:

- (1) pants/jeans which are worn, patched, torn or ripped, stained or unduly wrinkled, or sweat/track pants of any kind,
- (2) shirts (any type) which are torn, ripped, stained or unduly wrinkled or dirty, muscle shirts/tank tops, meshed or netted (with nothing underneath), or which contain vulgar or obscene pictures or words,
- (3) cut-off pants/jeans that are frayed,
- (4) dress/running shoes that are dirty, or in poor repair,
- (5) work coveralls or work overalls,
- (6) combat clothing, ,work dress, CF flying suits or equivalent environmental dress, after 1900 hours, and
- (7) sports/gym apparel, unless specific approval from PMC,

c. Non-Function Nights. The following will not be worn;

- (1) pants/jeans/sweat pants which are worn, patched, torn or ripped, stained or unduly wrinkled,
 - (2) shirts (any type) which are torn, ripped, stained or unduly wrinkled or dirty, muscle shirts/tank tops, meshed or netted (with nothing underneath), or which contain vulgar or obscene pictures or words,
 - (3) cut-off pants/jeans that are frayed,
 - (4) dress/running shoes that are dirty or in poor repair,
 - (5) work coveralls or work overalls,
 - (6) any other clothing that is greasy or unduly dirty,
 - (7) combat clothing, CF flying suits or CF work dress, after 1900 hours, and
 - (8) no PT shorts, and
 - (9) no head gear/headdress
- d. Special Functions. These functions may call for costumes appropriate to an event or theme, which may be authorized. (i.e., Halloween, Western Night, St Patrick's Day, etc)

2.20 Dress – Other Areas. Dress regulations for all other areas of the mess:

- a. Unacceptable articles of clothing include:
 - (1) shirts (any type) with vulgar or obscene pictures or words,
 - (2) bathing suits, and
 - (3) work coveralls.
- b. Members/guests not wearing shirts and/or footwear are restricted from the mess.

2.21 Dress for Functions

- a. when functions are in progress in the mess, all members not meeting the dress standard laid down for the event shall restrict their use of the mess to the Snake Pit; and
- b. dress for special or formal functions will be posted at the entrances of the mess fourteen working days prior to the function.

2.22 Member Hospital Benefits. Hospital benefits will be administered as follows:

- a. any club member who is admitted to hospital for more than 24 hours but less than 15 days, (i.e., Brandon, Winnipeg,, Ottawa or any other hospital where the accident or illness took place), will be reimbursed up to \$25.00 for shaving gear, television rental

and/or magazine purchases (with receipts) and will not include cigarettes or alcohol. Any club member who is admitted to hospital for 15 days or more shall (as per above stipulations) be reimbursed up to \$50.00. This will apply once per admission and is limited to one (1) reimbursement per month, (i.e. If a member is admitted to hospital on the 25th of one month and his/her stay extends into the next month, the member will only be reimbursed for 1 month);

- b. entitlements are an amount agreed upon by mess committee, and will be reviewed annually;
 - c. items are to be picked up by the hospital benefits representative or his/her alternate only, and normally during working hours, Monday-Friday; and
 - d. person(s) attending alcohol/drug rehabilitation courses are entitled to hospital benefits while hospitalized, and they are to ensure the Hospital Representative is aware of their needs. Hospital benefits will be sent daily via the hospital run.
 - e. If a mess member is in hospital other than the Base hospital, a family member or friend visiting the member in the hospital may contact the Hospital Benefits Representative and obtain the benefits from him/her. This will ensure that the member received the benefits during his/her stay in hospital. The Hospital Representative will make every effort to ensure that members hospitalized in an institute other than those specified in para 20a receive hospital benefits.
- 2.23 Retirement Gift. Each retiring member who is honourably released with ten (10) years or less of service, and is entitled to an annuity, will be allowed to select a gift of his/her choice from a local business outlet, the cost of which is not to exceed \$60.00. Members who are releasing with ten (10) years and over, and are entitled to an annuity, will be allowed to select a gift of his/her choice from a local business outlet, the cost of which is not to exceed \$100.00 and must include GST. Additional gift costs will be borne by the retiring member.
- 2.24 Posting Gift. Posting gifts shall be awarded as follows:
- a. an Ordinary member will be issued one of three gifts (plaque, mug, pen set); depending on how long the member has been posted to Shilo. (5543-5/General Mess Meeting, Jun 99)
- 2.25 Promotion from Mess. A member who is promoted from the mess but not posted shall receive a gift as outlined in para 2.24 above.
- 2.26 Death of a Member or family Member. Tokens, in the event of the death, will be administered as follows:
- a. In the event of a death of a member or immediate family member (mother, father, spouse, child), the mess shall send flowers or make a donation to a charity of the member's choice or the member's family's choice, to a limit of \$50.00;

- b. In the event of a death of a member on duty, the mess is authorized to purchase a memorial plaque for an amount not to exceed \$ 50.00.
- 2.27 Birth of New Child. A member, who becomes a new parent, either through birth of a new child or by adopting a new child, shall receive a flower arrangement from the Mess membership, which will not exceed a cost of \$40.00.

CHAPTER III - DUTIES AND RESPONSIBILITIES OF MESS EMPLOYEES

3.01 Bar Staff

- a. The Bar Staff shall:
 - (1) Serve customers in an efficient and courteous manner;
 - (2) Accept money, operate cash register and make change accurately;
 - (3) be responsible to familiarize themselves and comply with daily directives;
 - (4) be responsible for deposit and mess security as designated;
 - (5) be responsible to familiarize themselves and operate bar in accordance with Mess Constitution;
 - (6) be responsible to keep bar area and customer tables clean;
 - (7) be responsible for accountability of beer and containers held in bar;
 - (8) ensure adequate stock in fridge;
 - (9) monitor customers to ensure entitlement to mess privileges;
 - (10) inform supervisor or senior member of mess committee of any persons creating a disturbance or appearing intoxicated;
 - (11) be responsible to commence shift in a timely manner, be well groomed and dressed in accordance with uniform and dress standards;
 - (12) adhere to regulations concerning consumption of alcohol prior to and during shift;
- b. Secondary Responsibilities
 - (1) Pick up and wash ashtrays, wash floors, pick up broken glass and spilled beverages immediately.
 - (2) Be familiar with and comply with Base Fire Orders.
- c. Supplementary Responsibilities
 - (1) Other duties as assigned.

3.02 Door Staff

- a. The door staff shall:
- (1) carry out duties as detailed by the Entertainment Chairperson or Mess Manager;
 - (2) obtain and be responsible for the float from the bar;
 - (3) be responsible for control of tickets sold;
 - (4) be responsible for monies collected from the sale of said tickets;
 - (5) be responsible for control of dress regulations as per the constitution;
and
 - (6) see that money collected is counted and turned in, complete with receipts, each night for deposit.

3.03 Function Monitor/Custodian

- a. The function monitor shall:
- (1) report as detailed by the Mess Manager;
 - (2) not consume alcoholic beverages while on duty, or before commencing duty;
 - (3) assist bar staff in the picking up and washing of glasses and ashtrays when possible. Note: Glass picking up duties are to be carried out when bartenders are busy and the function monitor's / custodian's duties do not require him/her elsewhere;
 - (4) be required to sell tickets at the door on dance nights or to assist doorman on checking ID Cards and dress;
 - (5) assist, when needed, in stopping a disturbance or in evictions of patrons and, if necessary, call the Military Police, who will in turn take any necessary action;
 - (6) assist in lock-up with the senior bartender;
 - (7) assist with final clean up by bar staff;
 - (8) at the end of his/her tour of duty, write a report/statement detailing all disturbances or occurrences the next working day;

- (9) ensure all patrons have departed the mess one-half hour after the bar closes; and
- (10) only be required on Fridays, Saturdays and special occasions.

3.04 Coat Check Staff

- a. The coat check staff shall:
 - (1) carry out duties as detailed by the Entertainment Chairperson or Mess Manager;
 - (2) be responsible for all wearing apparel in their care; and
 - (3) help door staff when required.

3.05 Messes Administrative Assistant

- a. Responsible to the Senior Mess Manager

3.06 Mess Coordinator

- a. Responsible to the Mess Manager

3.07 Supervising Officer

a. Function:

- (1) To supervise the Junior Ranks Mess (El Prado Club) in accordance with CFP 262, Chap 2, Para 13.

b. Duties:

- (1) He/she acts as a liaison between the Base Commander and the Mess.
- (2) He/she shall be an “ex-officio” member of the mess committee and shall attend all general, extraordinary, and executive meetings.
- (3) He/she shall not possess voting privileges.
- (4) He/she shall assist the PMC in ensuring the mess meetings are conducted in an orderly and proper manner in accordance with existing regulations and proper mess decorum.
- (5) He/she shall ensure that all business transacted is in the best interest of the membership.
- (6) He/she shall ensure that the mess committee receives support in the effective management of the Mess, and shall act, where required, as liaison between the mess committee and branch heads.
- (7) He/she shall monitor the financial status of the mess operation, paying particular attention to the following:
 - i) budget preparation;
 - ii) budget control, to ensure expenditures are within budgeted amounts;
 - iii) ensuring a proper level of bar merchandise is maintained;
 - iv) perusing the monthly financial statement prepared by NPF Accts to ensure the mess is operating in an efficient manner; and
 - v) ensuring that all expenditures are in accordance with the appropriate Forces regulations and as approved by the mess members.

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**ANNEX A
TO CANADIAN FORCES BASE SHILO
EL PRADO CLUB CONSTITUTION
DATED 31 MAY 2002**

CONDUCT OF MEETINGS

1) Introduction

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.

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 procedures.

2) Purpose

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.

3) President of the Mess Committee – Responsibilities

The control of a mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on his/her preparation and planning and on his/her leadership qualities and methods. To carry out his/her responsibilities at a mess meeting, 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 meetings;
- c. conduct the mess meeting in accordance with parliamentary procedures and be familiar with his/her duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debate;
- d. ensure that each members has an opportunity to express his 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 one time, that the speaker is not interrupted otherwise than permitted by the rules of order.

4) Order of Business

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-committee;
- g. old business (arising out of minutes of previous meeting);
- h. new business; and
- i. adjournment.

If a subject of major importance, such as an amendment to the constitution or by-laws or a proposal which required 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.

5) Making a motion

A motion is a proposal that the mess take action, or that it expresses itself as holding certain opinions. A motion may be made by any member of the mess except the PMC/Mess Manager/Financial Advisor. To make a motion, a member first obtains recognition from the PMC by standing and waiting until acknowledged by him/her. If two or more members rise at approximately the same time the PMC must use his/her discretion as to which is to be recognized first. Members must always address the chair.

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 being recognized 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 prepares if the wording is correct.

6) Seconding a Motion

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.

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.

7) Legality of a Motion

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

When a motion has been made, the PMC must consider it to determine whether it is in order for presentation or discussion by the meeting. This he/she may do before, or after, it is seconded. If the PMC considers a motion in order, he/she will repeat it to the meeting and invite discussion thereon. If the PMC considers a motion not in order, he/she will rule the motion out of order and advise the members of his/her reason for doing so. Any member, other than a committee member, may challenge the PMC to prove that his/her ruling is in accordance with regulations, orders, or rules. If there is still dissatisfaction with the ruling, or if a question of interpretation of the rules and regulations arises, the validity or the ruling may go to the vote of the meeting.

8) Debating a Motion

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.

9) Voting

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 customs, 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.

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

10) Types of motions

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

11) Main Motions

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/she can 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.

12) Secondary motions

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 an amendment (see appendix I for examples); 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, or
 - (3) limit time for debate of a motion.

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

13) Nominations

Nominations at a mess meeting are normally made from the floor. No seconder is required. In some messes, nominations are proposed by a nominating committee 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/she then declares nominations closed. In some messes nominations are closed on a motion from the floor but such motions are not in order until a reasonable

time has been given. It is preferable that the PMC declare nominations closed when he/she is satisfied that there are no further nominations. A member cannot refuse a nomination from the floor, but if elected and member feels he/she cannot fulfill the obligation, they may request to be excused by staffing a letter through their respective CO to the Supr 0.

PARLIAMENTARY PROCEDURE

TABLE OF RULES REGARDING MOTIONS

<u>Class of Motion</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Second Required</u>	<u>Interrupt Speaker to Move</u>
Main Motion	Yes	Yes	Yes	No
Primary Amendment	Yes	Yes	Yes	No
Secondary Amendment	Yes	No	Yes	No
<u>Subsidiary Motions</u>				
Postponed Indefinitely	Yes	No	Yes	No
Postponed to a Definite Time	Yes	Yes	Yes	No
Refer to Committee	Yes	Yes	Yes	No
Limited Discussion	No	Yes	Yes	No
<u>Incidental Motions</u>				
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 Report Nominations	No	Yes (as to time)	Yes	No

PROCEDURES FOR AMENDMENTS TO MOTIONS

14) Motions

A mess member rises and discusses the construction of a new bar in the lounge. He then makes the following motion: "I 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 it the next meeting." The motion is seconded and is considered to be in order by the chairman, who re-states the motion to the meeting and invites discussion. This is a main motion. The following examples of amendments relate thereto.

15) Amendment Defeated

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/she restates the amending motion to the meeting and invites discussing; this is a primary amendment.

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 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.

16) Amendment Favoured

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/she restates the amending motion to the meeting and invites discussion. This is also a primary amendment.

When the discussion is ended, the chairman again states 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/she then

states the main motion as amended, ie, "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 bar in the lounge and report at the next meeting". He/she then invites further discussion. If there are no further amendments proposed and when no other member wishes to speak, the chairman restates the original motion, as amended, and calls for the vote in it.

17) Further Primary Amendments

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

MOTIONS

<u>Privileged Motions</u>				
Take a Recess	No	Yes	Yes	No
Adjourn	No	No	Yes	Yes
Fix Time To Adjourn	No	Yes	Yes	No
Reconsider a Previous Motion				

SAMPLE LAYOUT OF MINUTES

Introduction

Minutes should not only portray the decisions of the mess, but should provide for ready reference of decisions. The suggested format allows for this and is as follows:

File Number

NAME OF COMMITTEE AND MEETING NUMBER

HELD AT (formation, building, or office)

(Time and Date)

MEMBERS, DELEGATES, OR REPRESENTATIVES

Listed here are the members of the committee and the number present.

IN ATTENDANCE

Listed here are any attendees, in addition to members, who have been called upon to attend the meeting to discuss particular items. The item and its number shall appear with the person's name, rank and appointment.

INTRODUCTORY REMARKS (as applicable)

This paragraph should be all introduction describing the purpose of the conference or meeting.

ITEM	DISCUSSION	ACTION BY
------	------------	-----------

Listed here are all items to be discussed at the meeting or conference. This allows the CO to comment on each item separately. Where items are turned down, CO should give reasons or policy for the refusal.

DISTRIBUTION LIST

Listed here is the list of members who are to receive a copy of the minutes,

CONDUCT OF COMMITTEE MEETING

Introduction

1. The purpose of a committee meeting is as follows:
 - j. to approve:
 - (1) expenditures which come within its authority, and
 - (2) financial statements;
 - k. to recommend, to the CO, approval of other expenditures; and
 - l. to attend to any other matters concerning mess administration.
2. Following is a sample of committee meeting minutes.

MINUTES OF THE _____

HELD ON _____ AT _____

MEMBERS or REPRESENTATIVES (rank, name and appointment)

President

Vice President

Secretary

Treasurer

Mess Manager

IN ATTENDANCE (rank, name and appointment)

(item for which attendees were required to attend)

OLD BUSINESS

Mess Cleanliness. Mess Manager reports ladies' washroom cleanliness problem now solved

Mess Suggestion book reviewed

NEW BUSINESS

Treasurer reported that financial situation was such that profit statistics for last year indicate a 10 percent cut in gross profits could be made. After much discussion, it was decided to lower bar prices by an appropriate amount.

AJOURNMENT

Committee meeting adjourned at 1800 hrs.

Signature by Secretary

Date

Signature of President

Date

Signature of Supr O

Date

Signature of BSM

Date

Signature of BComd

Date

Approved/Not Approved

DISTRIBUTION LIST

- BComd
- COS
- G1
- BCompt
- BRSM
- Supr O
- PMC or Chairman
- Secretary
- Notice Board & File