



**CANADIAN FORCES BASE SHILO
WARRANT OFFICERS' AND SERGEANTS' MESS
CONSTITUTION**

15 August 2011

1. The CFB Shilo WO & Sgts' Mess Constitution and By-Laws supersedes the: **WO & Sgts' Mess Constitution** dated 12 May 2011 and all amendments.
2. At no time will the procedures contained in this Constitution and By-Laws be contravened or amended without the recommendation of the WO & Sgts' Mess Executive Committee, The General Membership and the approval of the Base Commander.

R.W. Goodyear
Lieutenant-Colonel
Base Commander

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ROYAL CANADIAN ARTILLERY HOME-STATION
WARRANT OFFICERS' AND SERGEANTS' MESS
CONSTITUTIONS

PART 1 – CONSTITUTION

- 1.01 Name. The name of the institution is “Royal Canadian Artillery Home-Station Warrant Officers’ and Sergeants’ Mess hereafter referred to as “The Mess”.
- 1.02 Authority for Establishment. The Mess is established under authority of QR&O 27.01 and CFAO 27-1.
- 1.03 Purpose and Operation
- a. The Mess shall be operated in accordance with these regulations and orders, as well as A-AD-262, which govern the operation of Messes in the Canadian Forces, the instructions contained in this Constitution, and the By-Laws, which amplify it.
 - b. The purpose of the Mess is to operate and administer mess facilities for the provision of goods, services and amenities to the members. The Mess shall receive and account for all revenue and expenditures that apply to it.
- 1.04 Definitions - Membership
- a. The term “Mess” means to include the bar and lounge, the games room and other common rooms or areas, which are operated and administered to provide services to its members.
 - b. The term “Warrant Officer” means to include the ranks of Warrant Officer, Master Warrant Officer, and Chief Warrant Officer.
 - c. The term “Base Commander” means Base Commander of Canadian Forces Base Shilo and it shall mean the person authorized to establish a mess or a person so delegated by him to act as Base Commander for the purpose of the mess.
 - d. Unless the context otherwise requires, words imparting the masculine gender includes females.
- 1.05 Definitions of Function/Activity
- a. Mess Function: Activity planned by the Mess Committee for the benefit of all mess members. These activities may have funds budgeted to support the activity; and

- b. Private Function: Any activity held by specific groups, private weddings and private luncheons or meetings which are not planned for by the mess committee not open to all members and are not subsidized by mess funds.

1.06 Memberships

- a. The membership of the Mess shall be in accordance with CFAO 27-1.
- b. Ordinary Members. Ordinary membership will comprise:
 - (1) Chief Warrant Officers, Master Warrant Officers, Warrant Officers and Sergeants on strength of units stationed in Canadian Forces Base Shilo, including personnel on temporary or attached duties, or attending a course of instruction in excess of 14 days at Canadian Forces Base Shilo.
 - (2) Members of the Forces of other countries of equivalent rank as outlined in 5.01a(1) above who are on exchange with, or on loan to the Canadian Forces and who are employed on base;
 - (3) Members of the regular armed forces of NATO countries, holding rank equivalent to those of a Canadian Forces non-commissioned officer who are serving on base;
 - (4) Currently serving members of the Canadian Armed Forces Reserve or equivalent rank as outlined in 5.01a(1) above.

NOTE: Only ordinary members are eligible to serve on the Mess Committee, and attend Mess meetings and have a vote.

- c. Associate Members: Subject to being sponsored by an ordinary member, approved by the Mess membership, associate membership of the mess will comprise:
 - (1) Retired. This category comprises Warrant Officers and Sr NCOs who are:
 - (a) Honourably released from the Regular Force;
 - (b) Honourably released from the Primary Reserve.

NOTE: the mess committee, pending approval of the mess membership, may grant a temporary membership, upon application.

- (2) Civilians. This category comprises:

(a) civilians of good character, sponsored by an ordinary member and approved by the mess membership;

(b) civilians of equivalent rank as those outlined in 5.01a(1) who are employed on the base, and are sponsored by an ordinary member and approved by the mess membership.

NOTE: All members will be elected for a period of one year, and reviewed annually by the membership.

d. Honorary Membership. Honorary Membership will comprise:

(1) all serving members of Canadian Regular Force or Primary Reserves who hold a rank as outlined in 5.01a(1) above and who are not Ordinary Members of the Mess inso facto are honorary members; and

(2) any distinguished person may be invited to become an honorary member for a term not exceeding one year at which time they will be voted in again by the Mess membership.

e. Lifetime Honorary Membership. This will consist of:

(1) all Warrant Officers' and Senior NCOs' who retire, with at least 20 years of service, from the Shilo Warrant Officers' and Sergeants' Mess;

(2) Lifetime Honorary members will have no voting rights within the Mess; and

(3) Should a requirement exist for special events and social functions; precedence will be given to Ordinary and Associate members, for the purchase of tickets to those events.

1.07 Mess Committee

a. The Mess will be administered by a committee of Ordinary Members appointed by the Honorary PMC with the Base Commander's concurrence or elected by and from the Ordinary Members at a General Mess Meeting. The Committee is categorized in two parts and shall consist of:

1) Part 1 – The Executive

a) President (PMC) (Annex A)

b) Vice-President (V/PMC) (Annex B); and

c) Secretary (Annex C).

2) Part 2 – The Committee

- a) Finance Member (Annex D);
- b) Bar Officer (Annex E);
- c) Hospital Member (Annex F);
- d) Entertainment Member (Annex G);
- e) Games/Sports Member (Annex H);
- f) Living-In Member (Annex I);
- g) Planning Member (Annex J);
- h) Housing Member (Annex K);
- i) Honorary/Associate Membership Member (Annex L);
- j) Nominating Committee (Annex M); and
- k) Mess Supervisor as an advisor to the Mess committee. (ex-officio)

b. The duties and responsibilities of each committee member are laid down in Annexes attached to the By-Laws.

- NOTES:**
- 1) Tenure of office for the Executive is to be not less than six months, except the V/PMC may become PMC prior to completion of six months as V/PMC.
 - 2) Tenure of office for balance of the Mess Committee, excluding the Financial Member, is optional.
 - 3) No more than 50% of the Mess Committee should be changed at any one time.

1.08 Meetings

a. Meetings shall be held as follows:

- 1) Mess Committee Meetings monthly;
- 2) General Mess Meeting not less than twice yearly;
- 3) Emergency Mess Meeting, at the call of the PMC or Base Commander; and
- 4) Extraordinary Mess Meeting, at the call of the Base Commander, PMC or request in writing by 25% of ordinary members.

b. Committee Meetings shall be held at the call of the PMC to consider:

- 1) approval of expenditures, which come within committee approval;
 - 2) approval of financial statements; and
 - 3). any other matters concerning the operation of the Mess.
- c. General Mess Meetings shall be held at the call of the PMC to consider:
- 1) financial matters;
 - 2) proposed Mess activities;
 - 3) election of officers;
 - 4) proposal book recommendations; and
 - 5) any other business concerning the Mess.
- d. The approved Agenda for General Mess Meetings shall be posted at least two working days prior to a General Mess Meeting.
- e. Amendments. Proposals to amend the Mess Constitution and By-Laws shall be made in writing, but will not be made in the proposal book. They shall be submitted to the Secretary, and subject to the approval of the entire Mess Committee and Honorary PMC, be posted on the notice board in the Mess. Provided the notice has been posted for seven working days or more, the proposal shall be considered at the next General Mess Meeting.

1.09 Advisory Office

- a. The Honorary PMC (HPMC) acts in an advisory capacity to the Committee and as liaison officer between the Committee and the Base Commander. The Honorary PMC shall be the military member in the position of Base RSM.
- b. Under provisions of A-PS-110-001/AG-001 a Mess Manager is provided to the Mess for administration of Personnel Support Programs as directed by the Personnel Support Program (PSP) Manager. The Mess Manager will provide advice, assistance and where necessary guidance in accordance with their job description.

1.10 By-Laws

- a. In order to ensure the effective administration and operation of the Mess, more detailed rules, referred to as By-Laws, shall be promulgated with the

approval of a majority vote at a General Mess Meeting and subject to approval of the Base Commander.

1.11 Promulgation

- a. This constitution shall be effective when approved at a General Mess Meeting and approved by the Base Commander, and shall repeal all previous constitutions and amendments on the date of such approval.

PART 2 – BY-LAWS

2.01 Purpose

- a. The purpose of these by-laws are to ensure the efficient administration and operation of the Mess and to apply the basic principles as laid down in this Constitution and the following publications and regulations:

CFAO 27-1	Messes;
A-FN-105/AG-001	Non-Public Funds Accounting;
A-PS-110/AG-002	Public Support of PSP in the CF;
A-PS-110/AG-003	Administration of PSP in the CF.
A-AD-262-000/AG-00	Mess Administration; and

- b. Any other regulation or directive that may be issued by higher authority.
- c. These By-Laws shall come into effect and force when passed at a General Mess Meeting and approved by the Base Commander, and shall repeal all previous By-Laws and amendments in effect at the date of approval.
- d. Proposals to amend the Mess By-Laws 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 notice board. Provided the notice has been posted for seven days or more, the proposal shall be considered at the next General Mess Meeting.

2.02 Dress

- a. The following dress regulations will be observed in the Mess:

(1) Formal – (Mess Dinners, Balls, etc):

- a) Male – Uniform No. 2, 2B, Tuxedo (with miniature medals if applicable), or dress suit with shirt and tie; and
- b) Female – Uniform No. 2, 2B, evening gown (with miniature medals if applicable), cocktail dress/ensemble.

(2) Semi-Formal (Functions)

- a) Male – Uniform No. 3, suit or sports jacket with shirt and tie or turtleneck; and
- b) Females – Uniform No. 3, dress, pantsuit, suit.

(3) Casual (For non-function occasions):

a) Male – Uniform No. 3B, 3C, 4, environmental clothing, dress slacks/cords, with open neck shirt, clean presentable jeans; and

b) Females – Uniform No. 3B, 3C, 4, environmental clothing, dress/skirt/pants/cords, sweater/blouse, clean presentable jeans.

(4) Relaxed (for non-function occasions): Athletic apparel or other relaxed forms of dress that is not in need of repair or displays offensive material (pictures or words).

- b. Member and guests will use cloakroom to hang their outer garments such as parkas, raincoats and jackets. Headdress shall not be worn in the Mess.
- c. Each member is responsible to ensure that his/her guests abide by these By-Laws.

2.03 Mess Discipline

- a. The PMC is responsible to the Base Commander through the HPMC for the maintenance of Mess discipline. In the absence of the PMC and V/PMC, the senior member in rank present will be responsible to the PMC for maintenance of Mess discipline and observance of Mess orders.
- b. The Mess staff shall not be censured directly by members; complaints will be made in writing to the PMC.
- c. Dogs, cats, or other pets shall not be permitted in the Mess.
- d. Accidental damages caused by a member or his/her guest will be borne by the Mess. Damage caused by a willful or negligent action of a member or guest will be the responsibility of the member concerned and full restitution will be made.
- e. The PMC may restrict privileges of any member for misconduct (profanity, drunkenness, etc) or for infractions of any Mess Order or Instruction. A report shall be submitted to the Base Commander on restrictions issued.
- f. Members are responsible at all times for the conduct of guests they invite to the Mess. Failure to do so may result in loss of mess privileges to the member concerned. Members are also subject to disciplinary action for knowingly permitting any minor, as described in the Manitoba Provincial Liquor Act, to receive or consume intoxicants within the Mess.

- g. Games and/or gambling for pecuniary gain, other than those of a penny ante nature, shall not be carried out in the mess.

2.04 Suggestions and Complaints. Any suggestions or complaints regarding the daily operations of the mess shall be made in writing in a suggestion book kept at the Mess Bar. Any suggestions or complaints regarding the Mess Staff, or of a confidential nature, shall be made in writing personally to the PMC.

2.05 Mess Bar

- a. The sale of spirits, wines, and malt liquors will be made in the Mess and these only from the Mess Bar. The Mess shall sell no spirits, wines or malt liquors to a person who is not an ordinary, associate, honorary member, or an invited guest of the Mess. Spirits will not be sold by the bottle, except wine.
- b. No personal alcohol of any kind will be brought into the Mess for consumption as outlined in the regulations as set down by the Manitoba Liquor Control Commission.
- c. Unknown Ordinary, Associate, or Honorary members may be required to produce evidence of membership before being extended the privilege of the bar.
- d. No member of the Mess will be allowed inside the Mess Bar at any time.
- e. The selling price of goods, as set forth by the Mess committee and Mess members at a General Mess Meeting and approved by the B Comd, will be posted in the Mess.
- f. All sales will be on a cash basis or credit sales through a chit system payable monthly in arrears.
- g. The Committee reserves the right to alter the above procedures in extenuating circumstances.

2.06 Bar Hours

- a. Bar hours are as recommended by the Mess Manager and approved by the Mess members at a general Mess meeting.
- b. Bar hours may be further extended beyond one hour provided the Duty Bar Steward volunteers to continue working. The PMC and V/PMC shall authorize and may request to extend bar hours by signing the extended bar hours book provided by the bartender. In the absence of the PMC and

V/PMC, the senior member in rank present may request to extend bar hours in one-hour increments.

2.07 Gift Fund Expenditures

- a. On retirement, an Ordinary member will be presented with a gift certificate, sum not to exceed \$ 100, for any gift of their choice.
- b. On posting, commissioning etc., Ordinary members will be presented with a gift, based on the length of membership at this mess, as below:
 - (1) 0 – 6 months: no gift;
 - (2) 6 – 12 months: value calculated at \$2.00 per month;
 - (3) More than 12 months: 1 standard gift not to exceed \$ 35.00.
- c. Tokens of sympathy will be offered upon the death of a member or immediate relative (parent, spouse, and/or child) in the amount of \$50.00.
- d. Hospitalization. On admission, a member will be granted comforts no to exceed \$50.00.
- e. A Benevolent Fund has been established to allow the Mess to offer gifts, tokens, or donations to persons or charitable organizations not permitted under current guidelines for the Gift Fund. To defray the cost of such items, ordinary members will be assessed a monthly benevolent fund subscription in the amount of .25 cents (gift fund contribution would be decreased by this amount). Any event found to be worthy of the presentation of a token of goodwill in the name of the Mess, other than outlined in Para 7.01 to 7.04, will be recommended by the committee and approved by the general membership.

2.08 Guests

- a. Guests will be of two categories as follows:
 - 1) Mess Guests – a Mess Guest is a person(s) who the Mess, as an entity, has a social or public obligation to entertain and for whom the Mess is financially responsible; and
 - 2) Personal Guest – a personal guest is a person who a member of the Mess invites to the Mess and for whom the Mess member is responsible.
- b. It is the duty and responsibility of each member to make Mess guests welcome and to ensure their needs are met.
- c. Guests must be of age described under local Provincial Liquor Act regulations.

- d. All guests shall be duly registered in the appropriate Guest Register prior to entering the Mess by the sponsoring member.
- e. Guests will not be accorded chit-writing privileges.
- f. Service personnel below the rank of Sergeant or above the rank of CWO, or their dependents, will not be brought into the Mess as guests. Married service personnel whose spouse is not an ordinary member of the Mess must have the permission of the H/PMC, through the PMC, for the lower ranked service person to attend a Mess function. Permissions may be authorized for special social functions, on a case by case basis. This policy is not intended for regular mess functions, i.e. coffee breaks, happy hours.
- g. Members will NOT be permitted to entertain Officers in the Mess, unless they have obtained permission from the HPMC through the PMC, and must wear civilian clothes after 1630 hrs.
- h. The Base Commander and designated dignitaries will, at all times, be Official Mess Guests and at any time during their presence in the Mess, refreshments will be provided by the Mess.

2.09 Employees and Wages. The Mess Manager shall determine the number of employees required and their duties. The salaries and wages shall be determined by the current Collective Agreement and approved by the Base Commander.

2.10 Membership

- a. The membership of the Mess shall consist of Ordinary, Associate, Honorary and Lifetime Honorary Members as outlined in the Constitution.
- b. Applications for Associate Membership will be as follows:
 - 1) Retired – upon application without sponsorship and excluded for the percentage quota allotted for civilian membership; and
 - 2) Civilian – upon application provided they are sponsored by two Ordinary members, investigated and, if found acceptable, placed before the General Mess Meeting for approval.
- c. Applications for Civilians memberships shall be posted 14 days on the Mess Bulletin Board prior to the General Mess Meeting to allow any member to request attendance at a Committee Meeting to express his/her views. The sponsor of an applicant for Civilian memberships shall be

present at that General Mess Meeting to speak and answer any queries concerning the applicant.

- d. Civilian memberships shall not comprise in excess of 20% of the Ordinary membership.

2.11 Subscriptions

- a. Every Ordinary and Associate member shall pay a monthly subscription to the Mess.
- b. The rate of subscription for Ordinary and Associate members shall be fixed at a General Mess Meeting and approved by the Base Commander.
- c. Mess dues incurred by a transient shall be paid prior to their departure. If for any reason a settlement cannot be arranged prior to the individual's departure, payment shall be requested from their parent Mess.
- d. Membership dues for Associate members must be paid within 30 days of notice. Failure to do so may result in membership being revoked with reinstatement only by means of re-application with sponsors but not before a six month period has passed.

2.12 Financial

- a. The NPF Accounting Section shall account for all funds and other assets received by the Mess.
- b. The funds of the Mess may be expended only for the immediate benefit of the members of the Mess.
- c. The Mess Manager is authorized to hold a petty cash fund in an amount as approved by the Mess Committee for payment of minor expenditures. All expenditures are to be approved by a member of the executive.
- d. The Mess manager is authorized to hold a change fund in an amount as approved at a Mess Committee meeting.
- e. The HPMC/PMC and Entertainment Chairperson are authorized to expend mess funds for casual expenses and general good will of the mess. The monthly amount of authorized expenditures will be determined annually and approved as part of the Standing Mess Spending Authorities. (Annex N).

2.13 Budget

- a. An annual budget will be prepared by the Mess committee, and submitted to a General Mess meeting for approval. The budget will encompass the fiscal accounting period 1 Mar to 28 Feb, annually. A General Mess meeting must approve all expenditures entered in the budget.
- b. The budget will relate to the plans for trading operations, general administration, 5 year capital expenditure plan, entertainment, recreation, etc.
- c. The Mess Committee will review the budget quarterly, and will submit revisions required for any reason to the next General Mess meeting.
- d. The aims of the budget will be to:
 - 1) maintain operating capital at a reasonable level;
 - 2) allocate anticipated revenues, on a percentage basis, to:
 - a) Mess operation;
 - b) Maintenance and upkeep;
 - c) Mess improvements;
 - d) Entertainment; and
 - e) Recreation.

2.14 Mess Dinner Procedures. Mess dinners will be prepared and/or arranged by the Mess Manager in accordance with A-AD-262-000/AG-000 Chapter 5. Units wishing to incorporate certain regimental traditions or variations will provide the Mess Manager with written instructions concerning variations from the guidelines of A-AD-262-000/AG-000 Chap 5.

2.15 Private Use of Mess Facilities

- a. Persons and organizations requesting permission to hold a function in the Mess will only be considered if a member sponsors the function and registered in writing to the PMC.
- b. When permission is granted for the organization to hold a function, the Constitution and By-Laws will be adhered to.

2.16 Mess Meetings

- a. There will be a General Mess Meeting at least twice yearly at which all Ordinary members have a right and privilege to attend.

- b. A General Mess Meeting shall no be competent or valid unless a quorum is present. A quorum shall no be less than 50% of all available members, reasonable able to attend.
- c. All General Mess Meetings will be held in the Mess or in a place specified by the PMC.
- d. The order of a General Mess Meeting will be:
 - 1) meeting called to order;
 - 2) introduction of new members;
 - 3) ratification of the minutes of the previous meeting;
 - 4) presentation of a financial report;
 - 5) PMC and Secretary Reports;
 - 6) Reports of the Committee;
 - 7) Old Business;
 - 8) New Business – includes elections of officers and approval for Associate and Honorary membership;
 - 9) Proposal (suggestion book); and
 - 10) Adjournment.
- e. Extraordinary meetings may be called as required by:
 - 1) the Base Commander;
 - 2) the PMC; or
 - 3) the signed request of 25% of the Ordinary members.
- f. The rules of parliamentary procedure as outlined in A-AD-262-000/AG-000, Chapter 3, Annex B should be used for proper conduct of Mess Meetings.
- g. Members who wish to make an item for a Mess Meeting Agenda will do so by publishing the item, at least four days prior to the Mess Meeting, in the Suggestion Book, which is prominently displayed at the Bar. All motions will be seconded and signed.

- h. No member will make a motion at a General Mess Meeting unless it has been recognized or called for by the chairperson of the meeting.
- i. All motions made at the Mess meeting shall be voted upon by the Ordinary members present and shall be decided by a majority vote, subject to subsequent concurrence by the Base Commander or his delegated officer.
- j. The Secretary shall prepare minutes of all proceedings at mess meetings. They shall be signed by the President of the Mess Committee, the Secretary, the Base Comptroller and the PSP Manager and submitted for approval to the Base Commander or his/her delegated officer before action is taken to implement items authorized at the meetings, as recorded in the minutes.
- k. All remarks at a Mess meeting shall be addressed to the chairperson and only when standing.
- l. Except as stipulated in para 14.14 of the By-Laws, all motions are decided by a majority vote of the Ordinary members present. This is to be interpreted to mean half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning of the 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.
- m. The PMC may exercise his/her own vote as a member as long as he/she votes at the same time as the members, but as a 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.
- n. A secret ballot may be demanded by the Chairperson or may be approved by the members because of a secondary motion.
- o. Immediately prior to taking a vote on any matter, the Secretary shall read clearly the terms of the motion to be voted on.

2.17 Types of Motions

- a. Motions are of two kinds – main and secondary. They can be best described as follows:
 - 1) Main Motions – introduce a subject to the meeting, it is amendable and debatable. It is quite proper for any member who is in favor of the motion to present all arguments they can think of which seem

to make the action advisable, and to present these arguments as persuasively as possible. The opponents have the same privilege. The Chairman must, however, remain absolutely impartial; and

2) Secondary Motions – during discussions, various questions may arise which must be disposed of before the main motion can be acted upon. Other circumstances may also occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary motions and may take the form of:

a) an amendment to the main motion or an amendment to an amendment; or

b) a motion to:

(i) defer the subject of the main motion temporarily or indefinitely;

(ii) refer the subject of the motion for further study; or

(iii) limit the time for debate of a motion.

c) such motions must be considered and voted upon in reverse order before action can be taken in the main motion. Should any amended motion be carried before reaching the main motion that amended motion becomes effective and all others defeated.

b. The Meeting will be closed by the PMC by a motion of adjournment when all business on the agenda has been concluded.

Annex A
To Wos' & Sgts' Mess
By-Laws

Duties of the President of the Mess Committee

1. The President of the Mess Committee (PMC) shall hold office for a term of six months.
2. The PMC shall be responsible for the management of the Mess in accordance with QR&O Article 27.01, Non-Public Fund Accounting Manual A FN 105-001/AG-001; A-AD-262 and such orders and/or instructions as may be issued from time to time by or on behalf of the Base Commander.
3. The PMC shall be responsible to ensure that the mess manager, PSP manager and Base Commander are informed of membership expectations regarding the behaviour and competence of mess employees.
4. The PMC shall ensure that proper care and custody is taken of all Mess property.
5. The PMC has the authority to approve all normal expenditures of a recurring nature, as authorized from time to time by the Mess and approved by the Base Commander or his/her delegated officer.

President – Mess Committee

Date

Annex B
To WOs' and Sgts' Mess
By-Laws

Duties of the Vice-President of the Mess Committee

1. The Vice President of the Mess Committee (VPMC) shall normally hold office for at term of six months.
2. The VPMC is responsible to the PMC and will assume the duties and responsibilities of the President in his/her absence.
3. The VPMC will assist the PMC in the performance of his/her duties.
4. The VPMC will oversee the preparation of the Entertainment and Sports schedule of the Mess.
5. The VPMC is also responsible to the PMC for:
 - a. the Proposal of Ordinary members for election to the Mess Committee, to be held at a General Mess Meeting. These proposals may be nominations from the floor.
 - b. the preparation of nominating agendas for elections, to be available to the Mess Secretary, for posting 48 hours prior to a General Mess Meeting.
 - c. The screening, investigation and assessing of applications for Associate membership in the Mess ensuring that these applications are brought before the Mess Committee for recommendation, and in addition, to the General Mess Meeting for Working membership.
6. Perform such other specific duties as assigned by the PMC.

Vice President – Mess Committee

Date

President – Mess Committee

Date

Annex C
To WOs' & Sgts' Mess
By-Laws

Duties of the Secretary of the Mess Committee

1. The Mess Committee Secretary (Mess Sec) is responsible to the PMC. Duties of the Mess Sec are:
 - a. preparation of agenda for Mess Committee and General Mess Meeting;
 - b. record and prepare the minutes of the Mess Committee and General Mess Meetings;
 - c. prepare enough copies of agendas and distribute at Mess Committee Meetings or General Mess Meetings; and
 - d. perform other such duties as assigned by the PMC.

Secretary

Date

President – Mess Committee

Date

Annex D
To WOs' and Sgts' Mess
By-Laws

Duties of the Finance Member

1. The Finance Member, a delegated position by the Base Commander, is responsible to the PMC. The duties of the Finance Member are:
 - a. to assist the Mess Committee in preparation of the yearly budget;
 - b. to monitor financial results in relation to the budget;
 - c. to interpret financial statements and keep the PMC informed on the financial status of the Mess;
 - d. liaison between the PMC and the NPF Accounting Supervisor;
 - e. ensuring the Mess Committee is aware of the financial implications of any decisions; and
 - f. prepare a financial report for all Mess Committee Meetings and General Mess Meeting;

Finance Member

Date

President – Mess Committee

Date

Annex E
To WOs' and Sgts' Mess
By-Laws

Duties of the Bar Officer

1. The Bar Officer is responsible to the PMC. Duties of the Bar Officer are:
 - a. Work in close liaison with the Mess Manager to ensure that the Mess Bar is run in a professional and efficient manner;
 - b. ensure 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. Costing of merchandise, with the approval of the Mess Committee; and
 - e. To perform such other duties as assigned by the PMC.

Bar Officer

Date

President – Mess Committee

Date

Annex F
To WOs' and Sgts' Mess
By-Laws

Duties of the Hospital Comfort Member

1. The Hospital Comfort Member is responsible to the PMC. Duties are:
 - a. liaise with CFB Shilo MIR to ascertain names of members who have been hospitalized;
 - b. arrange to visit hospitalized members, once weekly and recommend hospital benefits as may be authorized to each member;
 - c. provide assistance to hospitalized members that is within his/her capabilities; and
 - d. such other duties as may be assigned by the PMC.

Hospital Comfort Member

Date

President – Mess Committee

Date

Annex G
To WOs' and Sgts' Mess
By-Laws

Duties of Entertainment Member

1. The Entertainment chairman is responsible to the PMC for the:
 - a. planning and organizing of the Mess entertainment program;
 - b. preparation of yearly Entertainment budget in conjunction with sports representative and financial member;
 - c. arranging for hiring of band/DJs, food, decorations, removal of decorations, storage and procurement of same etc., within the guidelines authorized by the Mess Committee;
 - d. ensuring through liaison with the Mess Manager that proper administration and financial control is maintained of all revenues and accounts paid;
 - e. proper records are maintained and signatures obtained for monies, gifts, prizes, etc., that are handed out;
 - f. ensuring advertisement bulletins to members are prepared well in advance;
 - g. ensuring that he/she is in possession of a current budget;
 - h. maintaining and updating monthly, the Bulletin Board in the Mess lobby; and
 - i. fulfillment of any other duties assigned by the PMC.

Entertainment Chairman

Date

President – Mess Committee

Date

Annex H
To WOs' and Sgts' Mess
By-Laws

Duties of the Games/Sports Chairperson

1. The Sports Chairperson is responsible to the PMC for the following:
 - a. organizing and planning of the Mess Sports program;
 - b. preparation of the yearly sports budget in conjunction with the Entertainment Chairperson and Finance Members;
 - c. promulgation of advertisement programs and posting of applicable posters;
 - d. control and administration of all financial transactions pertaining to games and sports;
 - e. ensure that he/she is in possession of a copy of the current budget;
 - f. maintaining and updating monthly, the Bulletin Board in the Mess lobby; and
 - g. any other such duties as may be assigned by the PMC.
2. The Sports Chairperson shall maintain close liaison with the Mess Manager on all financial matters prior to purchases, etc., and in areas in which the Mess Manager is responsible.

Games/Sports Chairperson

Date

President – Mess Committee

Date

Annex I
To WOs' and Sgts' Mess
By-Laws

Duties of the Living-In Member

1. The Living-In member is responsible to the PMC for:
 - a. representing the interests and concerns of living-in/imposed restriction personnel, by attending all meetings and channeling information to and from the Mess Committee; and
 - b. such other duties as may be assigned by the PMC.
2. Shall be appointed by the PMC and/or elected from the living-members (on R&Q or on imposed restriction).

Living-In Member

Date

President – Mess Committee

Date

Annex J
To WOs' and Sgts' Mess
By-Laws

Duties of the Planning Member

1. The Planning Member is responsible to the President of the Mess. The duties of the planning member are:
 - a. to prepare and update plans for improvement of Mess facilities;
 - b. to coordinate improvement plans to ensure long term compatibility;
 - c. to assist in preparation of annual budget with the Finance member;
 - d. to perform such other duties as assigned by the PMC or outlined in appropriate regulations.
2. The Planning Member is composed of a senior member, or designated member for Base CE.
3. He/She will work in close conjunction with the VPMC to ensure continuity in all aspects of mess facility improvements.

Planning Member

Date

President – Mess Committee

Date

Annex K
To WOs' and Sgts' Mess
By-Laws

Duties of the Housing Member

1. The Housing Member is responsible to the President of the Mess. The duties of the Housing Member are:
 - a. to check periodically all furniture and equipment for condition and recommend its repair or disposal to the PMC;
 - b. to investigate any loss or damage to public property and advise the PMC accordingly;
2. This member should be elected or nominated from a member of the Base Supply group.

Housing Member

Date

President – Mess Committee

Date

Annex L
To WOs' and Sgts' Mess
By-Laws

Duties of the Honorary/Associate Representative Member

1. The Honorary/Associate Representative Member will be elected or appointed and be responsible to the President on the Mess. This election/appointment will be in increments of a six month duration.
2. He/She will be an Associate member of the Mess.
3. His/Her duties are:
 - a. be the direct link between the PMC and the honorary/associate members of the Mess;
 - b. maintain a current list of all honorary/associate members of the Mess by working in close conjunction with the Mess Manager;
 - c. keep the honorary/associate members informed of Mess activities/functions by the most economical means of communication;
 - d. inform the PMC of the concerns of the honorary/associate members; and
 - e. have no vote on committee meetings.

Honorary/Associate Member

Date

President – Mess Committee

Date

Annex M
To WOs' and Sgts' Mess
By- Laws

Nominating Committee

1. The Nominating Committee is responsible to the President of the Mess. The duties of the Nominating Committee are:
 - a. to prepare a slate of nominees for positions required as informed by the PMC; and
 - b. to prepare a list of all nominees for inclusion on the agenda for the next General Mess Meeting;
 - c. the Nominating Committee will consider the following points when forwarding nominations:
 - a. interview members being considered for nominations;
 - b. the availability of nominee;
 - c. the suitability of nominee;
 - d. his/her performance on previous committee; and
 - e. the time lapse since last tenure of office.

2. The Nominating Committee of the Mess will comprise the Senior Mess member of each unit and section on strength, except that the following organizations will provide members as indicated:
 - a. Base HQ - Base CWO;
 - b. 1 RCHA - RSM;
 - c. G1 - SM;
 - d. G3 - SM;
 - e. G4 - SM;
 - f. BCE - SM;
 - g. 731 Comm Sqn - SM;
 - h. WATC Det - SM.

Annex N
TO WOs' and Sgts' Mess
By-Laws

Standing Mess Spending Authorities

1. The General Mess membership grants the Mess Committee approval for the following expenditures:
 - a. authorize all recurring expenditures of the Mess and all expenditures of a capital or non-recurring nature up to \$2000.00;
 - b. PMC authorization for \$500.00 for a single item;
 - c. amounts in excess of \$2000.00 shall be presented to a General Mess Meeting for ratification prior to submission to the B Comd for approval;
 - d. authorize expenditures up to the budgeted amount as per the approved Mess fiscal year budget;
 - e. PMC Chit authorization for a sum up to \$200.00 per month for casual expenses and goodwill of the Mess;
 - f. ENT Chit authorization for a sum up to \$100.00 per month for casual expenses and goodwill of the Mess; and
 - g. Mess Manager authorized to approve expenditures up to \$500.00 for the day to day operation of the mess.

As at December 2000

