

CONSTITUTION OF THE JUNIOR RANKS MESS EDMONTON GARRISON



JUNIOR RANKS MESS CONSTITUTION AND BY-LAWS

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SECTION ONE – GENERAL

1.01 DESIGNATION

The Junior Ranks Mess shall hereinafter be known as the “Mess”. For the purpose of this document, the term “Mess” means the Master Corporals’, Corporals’, and Privates’ club and includes the bars, lounges, games rooms, patios and other common rooms in the Edmonton Garrison which shall be operated and administered to provide service to its members.

1.02 AUTHORITY

The Mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation on the Messes in the Canadian Forces, to include CFAO’s, A-AD, A-FN105, A-FN105, A-PS 110, PSP/NPF polices and Directives and instructions contained in this Constitution and By-Laws.

1.03 PURPOSE OF THE OPERATION

The Mess shall be operated for the purpose of providing goods, services, and amenities to the Members.

1.04 AMENDMENTS

Proposals to amend the Mess Constitution shall be made in writing. They shall be submitted to the President of the Mess Committee (PMC) or Vice President of the Mess Committee (VPMC) by formal memorandum and posted on the notice board. Provided the notice has been posted for seven (7) days or more.

The Mess Committee is responsible for maintaining a current copy of the Constitution. It will be available upon request to any member.

1.05 APPROVAL

All amendments must be approved by the General Membership at a General Mess Meeting. The amendment will not come into effect until the minutes for the General Mess Meeting are signed off by the Base Commander (BComd) or his/her designated representative.

SECTION TWO – TYPES OF MEMBERSHIP

2.01 ORDINARY MEMBERS

Every Master Corporal/Master Seaman (MCpl/MS) and below will be an ordinary member of the Mess when he/she is posted to any of the units at CFB Edmonton. Every Master Corporal/Master Seaman or below of the CF or Armed Forces of any allied country, including reservist on duty, will be an ordinary member when he/she is detailed to perform permanent or temporary duty in excess of fourteen (14) days with any of the units at CFB Edmonton.

Only ordinary members are eligible to serve on the Mess Committee, attend Club Meetings and vote at Mess Meetings.

2.02 ASSOCIATE MEMBERS

Deserving individuals in any of the categories listed below may apply to the Mess Committee for associate membership:

- Former service personnel of Commonwealth and Foreign Armies, both regular and reserve, who were released honourably with the rank of MCpl/MS or below.
- Personnel who transferred to the reserve component of the CF upon honourable release from the regular force with the rank of MCpl/MS or below.
- Civilian employees similarly employed at or in connection with Garrison Edmonton or any of the units associated with CFB Edmonton.

In addition to the right of application for membership for certain individuals granted in sub-para above, any responsible civilian may be sponsored for Associate Membership by any Ordinary Member of the Junior Ranks Mess Edmonton.

Associate Members shall be accorded the privileges of the Junior Ranks Mess Edmonton and are accordingly required to pay mess dues at an amount determined by the Mess Committee by April 30th of that fiscal year. Associate Members, however, will not serve the Junior Ranks Mess Edmonton in any official capacity.

Any application or sponsorship for Associate Membership shall be accompanied with evidence to the satisfaction of the Committee, as to status and character of the individual and also if that person would be an asset to the Junior Ranks Mess Edmonton.

Applications or sponsorship for Associate Membership must be submitted to the PMC/Mess Manager at least ten days prior to the next Executive Meeting. A vote to accept or refuse the applicant/sponsored individual will be taken at that meeting, if the ten day period is fulfilled. Applicants and sponsored individuals for Associate Memberships are approved for a term not exceeding one year.

The Mess Manager (on behalf of the Committee) will ask associate Members in writing whether or not they wish to renew their membership at least sixty days prior to the expiry of their term as an Associate Member. Upon receipt in writing of notification to renew an Associate Membership, a vote will be taken at the next Executive Meeting to approve the renewal. A renewal that is approved by a majority vote is automatically in effect.

Associate Membership may be terminated under the following circumstances:

- Upon the recommendation of the Mess Committee. Such recommendation must be supported with reason for the termination of membership.
- Upon the recommendation of the GSM or Supervising Officer.
- Upon the direction of the BComd or his/her designated representative; or
- The Mess Committee is authorized to terminate an Associate member who:
 - Fails to reapply, prior to their membership expiry date, IAW sub-paragraph above or,
 - Allows their subscription to become two months in arrears or,
 - Conduct unbecoming of Service Regulations and the spirit of the Mess.

A person who is eligible under para 2.02 of this article, but who fails to apply for associate membership, and who is not an Honorary Member, is not permitted to use the facilities of the Junior Ranks Mess Edmonton.

2.03 HONORARY MEMBERS

A retired member of the CF who held the rank of MCpl/MS or below on retirement may become an Honorary Member on the recommendation of the Mess Committee with the consent of the GSM or Supervising Officer and with the approval of the BComd or his/her designated representative.

Recommendations will be submitted by the Mess Committee to the Supervising Officer for approval by the BComd or his/her designated representative.

SECTION THREE - MESS MANAGEMENT

3.01 MESS MANAGER

The Mess is managed by a civilian Mess Manger that is a Non-Public Fund employee who is responsible to the Personnel Support Programs (PSP) Manager and responsive to the PMC.

3.02 PRESIDENT OF THE MESS COMMITTEE (PMC)

The President of the Mess Committee (PMC) oversees the wants and needs of the Mess membership and is responsible to the CO or his/her designated representative through the Supervising Officer. The PMC is responsible for recruiting and managing a VPMC, Entertainment/Sports Rep, Housing Rep and other committee members as required. The PMC calls and resides over all Executive and General Mess Meetings.

Often, the PMC is a volunteer position with the approval from the members' chain of command. However, normally, the PMC will be selected as coordinated by the Garrison Sergeant Major (GSM) and will be appointed by the Base Commander (BComd) or his/her delegated CO.

3.03 SUPERVISING OFFICER

A Supervising Officer is selected by the Garrison Sergeant Major (GSM) following consultation with unit RSM's and appointed by the BComd or his/her delegated CO to oversee the Mess and to ensure it is run profitably and it is following all regulations that pertain to the operations of messes. In addition, the Supervising Officer oversees the discipline within the Mess and in consultation with the GSM and the respective unit(s) RSM's resolves disciplinary matters to members as required. The Supervising Officer is responsive to the GSM and responsible to the BComd or his/her delegated CO. The Supervising Officer is the link between the Mess, the GSM and the BComd or his/her designated representative and will attend all official Junior Ranks Mess Meetings in an advisory capacity.

3.04 PSP MANAGER

The PSP Manager is responsible to the Base Commander through the 3 CDSB Edmonton, CO Pers Svcs for the operations of the Mess.

3.05 3 CDSB Edmonton Commanding Officer

The CO Pers Svcs as the BComd's delegated representative is responsible for all NPF activities within Garrison Edmonton.

SECTION FOUR – MESS COMMITTEE AND MEETINGS

4.01 EXECUTIVE COMMITTEE

The Mess shall be administered by an Executive Mess Committee. The PMC and VPMC are volunteer positions with approval from the member's chain of command and are selected by the GSM and appointed by the BComd or his/her delegated CO.

- President (PMC) six (6) months – one (1) year term; and
- Vice President (VPMC) , six (6) months – one (1) year term

Other committee members may consist of;

- Mess Secretary
- Entertainment Rep
- Sports Rep
- Housing Rep
- Advertising Rep
- Financial Rep
- One Unit Rep from every Unit within 1CMBG and Edmonton Garrison
- Mess Manager (ex-officio)
- Supervising Officer (ex-officio)

When positions on the executive committee become vacant, the membership will be emailed a notification from the Mess Manger. Members will forward complete applications to the PMC/Mess Manager for review at the next executive meeting. If more than one member is interested, the executive committee members will vote to elect a suitable candidate for the position. Every effort will be made to provide adequate representation from units.

Committee members can serve for a period not to exceed three years consecutively.

All Mess Committee Members shall seek approval from their unit chain of command.

The Mess Manager serves as the Fin Rep (in cases where there is no Fin Rep representative on the Committee) and ex-officio on the Executive Committee.

Additional members of the Mess may be called upon from time to time to sit on sub-committees or to assist the Mess Committee as required.

Any member removed from a Committee or a Sub-Committee position as a result of disciplinary action taken because of an infraction within the Mess, shall not be allowed to serve in any capacity for duration of four (4) years.

The duties and responsibilities of the various committee members shall be as set out in Section 5 of this document.

4.02 MESS MEETINGS

Meetings shall normally be as follows:

- Mess Executive Committee – monthly;
- General Mess Meeting – semi-annually;
- Extraordinary General Mess Meeting – as required; and
- Entertainment/Sports – as required.

Executive Committee meetings are held to:

- Approve Mess expenditures;
- Review Mess financial report;
- Discuss Mess entertainment/sporting events; and
- Discuss other topics/issues that pertain to the day-to-day operations of the mess.

Separate minutes will be maintained for all Committee Meetings. Financial summaries of all special occasions will be brought forward at Committee Meetings and retained in the minutes file. The following signature blocks will appear after the notes of each meeting.

- Secretary
- PMC
- Supervising Officer
- PSP Manager
- BComd or his/her designated representative

General Mess meetings are held to:

- Approve Mess expenditures;
- Present financial report;
- Propose Mess entertainment/sporting events;
- Propose capital expenditures; and
- Discuss other topics/issues that pertain to the day-to-day operations of the mess.

Notification of a General Mess Meeting will be given by posted notice in the JRM and email by JR Ranks members' distribution list at least ten (10) days prior to the meeting. The Junior Ranks Mess Edmonton PMC is responsible for notifying the appropriate Routine Orders publishing authority of all General Mess Meetings.

All members will attend General Mess Meetings, unless excused by their Chain of Command.

A separate minute folder will be maintained for the purpose of recording the details of all meetings. The following signature blocks will appear after the notes of each meeting, with appropriate spaces for comments.

- Secretary
- PMC
- Supervising Officer
- PSP Manager
- BComd or his/her designated representative

All items contained in the minutes of a General Mess Meeting are subject to the approval of the BComd or his/her designated representative.

A General Mess Meeting or an extraordinary meeting of the Mess shall not be valid unless a quorum is present. A quorum is achieved when there is 10% of the total available membership present. Accordingly, attendance indicating the numbers of members present will be recorded in the minutes of the meeting. The approval of the minutes by the BComd or his/her designated representative will verify validity of the meeting if less than required quorum is attended. A copy of all minutes of a General Mess Meeting will be forwarded to member units' Cos or his/her designated representative for their information within one week of the meeting.

General Mess Meetings shall be conducted in the manner prescribed in the Annex. All motions or other matters for a decision raised at the meeting shall be voted upon by the members present and shall be decided by a majority vote, subject to the approval of the BComd or his/her designated representative.

Extraordinary Mess Meeting can be called by the BComd or his/her designated representative, PMC or in a written request to the PMC from 10% of the available membership. Extraordinary meetings are convened to discuss a particular issue that cannot wait for a General Mess Meeting. The approved agenda for a General Mess Meeting shall be posted in the Mess at least 48 hours before the meeting.

Yearly, upon the change of the PMC, an information meeting may be held for each unit CO or his/her designated representative

Entertainment/Sport Committee meetings will be held as required to discuss entertainment and sporting activities for the Mess.

4.03 MEETING FORMAT

It is the responsibility of the PMC to ensure all meetings are conducted in accordance the procedures stated in A-AD-262 Mess Administration Manual, Chapter 3.

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.

General Mess meetings are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality and they shall be conducted in accordance with the parliamentary procedures.

The control of a Mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on the preparation and planning on their leadership qualities and methods. To carry out their responsibilities at a Mess Meeting the PMC should:

- Be familiar with Mess rules and regulations, the constitution and by-laws of the Mess.
- Know and follow the order of business for the conduct of the meeting.
- Conduct the meeting in accordance with parliamentary procedures and be familiar with their duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debates.
- Ensure that each member has the opportunity to express their views but not allowed to abuse this right by being repetitious.
- Ensure that all remarks are addressed to the chair and not directly discussed by two or more members.

- Ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than permitted by the rules of order; and
- Speak clearly on all occasions, ensuring that they can be heard by all members.

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

- Call the meeting to order;
- Reading of the minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading may be dispensed with);
- Approval of minutes:
- Reports of the PMC and Mess Manager;
- Report of sub-committees;
- Old business (arising out of minutes of previous meeting);
- New business;
- Open Floor; and
- Adjournment.

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

All motions are decided by majority vote of the members present, this is interpreted to mean more than half of the votes cast, not taking into account members who do not vote. Because of the interpretation of the meaning majority, equal votes defeat the motion. The system of voting is decided by local customs: e.g.: use of ballots or show of hands. Members cannot be compelled to vote on a motion. However they should be encouraged to do so.

4.04 QUORUM

The quorum to have an Executive Mess meeting is three, of whom one must be the PMC or VPMC.

The quorum to have a General Mess meeting is 10% of the available members.

SECTION FIVE - STATEMENT OF DUTIES

5.01 PRESIDENT OF THE MESS COMMITTEE

The President of the Mess Committee (PMC) is responsive to the GSM and Supervising Officer and is responsible to the BComd or his/her designated representative.

They shall be responsible for:

- The administration and management of the Mess;
- The issuance of a Mess constitution and by-laws;
- Ensuring that statement of duties exists for all members of the Mess Committee;
- Calling of Mess Committee meetings and General Mess Meetings and presiding at these meetings.

5.02 VICE PRESIDENT OF THE MESS COMMITTEE

The Vice-President of the Mess Committee (VPMC) is responsible to the president of the Mess Committee.

The duties of the VPMC are:

- To assist the PMC of the Mess Committee in the performance of his duties;
- To officiate in the absence of the PMC;
- To oversee the preparation of the entertainment schedule and delegate to committee member.

5.03 MESS SECRETARY

The secretary is responsible to the PMC.

The duties of the Mess Secretary are:

- To prepare agenda for Mess Committee and General Mess Meetings;
- To record the minutes of Mess Committee and General Mess Meetings.

5.04 ENTERTAINMENT REP

The Entertainment Rep chairs an Entertainment Committee of up to 12 members and is responsible to the PMC.

The duties of the Entertainment Rep are:

- To plan and organize the entertainment program;
- To arrange for the hiring of bands, entertainers, etc;
- To liaise with food service providers for food requirements for entertainment functions;
- To provide a back-briefing to the executive committee outlining successes and points to improve upon;
- To monitor events and collect data for future functions;
- Decorating and party arrangements;
- To perform such other duties as assigned by the PMC.

The Entertainment Committee has no authority to sign contracts of any kind. All contracts must be forwarded onto the Mess Manager for signing. Suggestions for entertainment must be brought before the Mess Committee for approval.

When there is no Entertainment Rep, these duties normally would be assigned to the VPMC.

Some duties of the Entertainment Rep may be actioned by the Mess Manager.

5.05 SPORTS REP

The Sports Rep chairs a Sports Committee of up to four members and is responsible to the PMC.

The duties of the Sports Rep are:

- Plan and organize sports events;
- Plan and organize games with assistance from the Entertainment Committee;

- Provide a back-briefing to the executive committee outlining successes and points to improve upon;
- Monitor events and collect data for future functions;
- Liaising with other sub-committees for various events.

5.06 HOUSING REP

The Housing Rep chairs a Housing Committee consisting of up to four members and responsible to the PMC.

The duties of the Housing Rep are:

- General physical state of the club;
- To prepare long and short range Mess improvement programs.

5.07 ADVERTISING REP

The Advertising Rep Chairs and Advertising Committee consisting of Unit Representatives and is responsible to the PMC.

The duties of the Advertising Rep are:

- Coordinate with unit representatives to ensure advertising within unit lines.

BY-LAWS

These By-Laws are a set of rules which amplify the basic principles laid down in the constitution. They are not to be considered all-embracing. Nothing herein contained shall be deemed to contravene any of the provisions of:

- Queen's Regulations and Orders (QR&O's);
- Canadian Forces Administrative Orders (CFAO's);
- Defence Administrative Orders and Directives (DAOD's);
- CF Mess Administration Manual (A-AD 262);
- CF Policies and Procedures for NPF Accounting (A-FN 105);
- CF Morale and Welfare Programs (A-PS 110);
- NPF Human Resources Policy and Procedure Manual (NPF HR Pol);
- NPF Budget and Policy Directive;
- NPF Sponsorship and Donations Policy;
- Garrison Edmonton Alcohol Policy;
- Liquor Licence Act.

SECTION SIX - ACCOUNTABILITY AND CONTROL

6.01 SIGNING AUTHORITIES

The following individuals have signing authority as per the NPP DOA:

- PMC up to \$1000.00 only;
- Mess Manager;
- Mess Committee up to \$5000.00 only.

6.02 REMUNERATION AND CONFLICT OF INTEREST

Remuneration, whether in cash or in kind, shall not be paid out in respect of service as a member of any committee or sub- committee.

Members of committees shall be prohibited from having any personal or financial interest in purchases, profits or from receiving any advantages by reason of their connection with the management of the mess.

When any direct or indirect profit or advantage may devolve upon a member of a committee or sub-committee by reason of any connection whatsoever by a shareholder of a corporation, or when such member has any vendor's business from which purchases by the mess may be made, he shall disclose the particulars thereof to the PMC who shall adjudicate on the advisability of the member continuing to serve in office.

6.03 LOANS, GRANTS AND DONATIONS

Loans, grants and donations in any form to Mess members or any organization that is not specifically part of the base Personnel Support Programs is prohibited. This does not preclude the establishment to set up a separate trust account to administer funds donated by individuals for a specific purpose or obtained from fund raising events or activities held for the purpose.

Please refer to A-FN-105-001/AG-001 para 27-31 for more info.

6.04 GARRISON FUND CONTRIBUTION

As directed by the BComd or his/her designated representative the mess shall contribute 7% of bar sales to the Garrison Fund.

6.05 NPF CONSOLIDATED INSURANCE PROGRAM (CIP)

The Non-Public Funds CIP covers all non-public property (NPP) and non-public fund activities. The following items are covered by CIP:

- All items on the FA listing;
- All bar stock (at cost);
- Change funds/petty cash;
- Any other securities contained within the mess.

The deductible is \$5000.00

Please refer to A-FN-105-001/AG-001 chapter 11.

6.06 SUPPLY CUSTOMER ACCOUNT (SCA)

The Mess Manager is the DA Holder for the messes SCA. It is the responsibility of the DA Holder to control, maintain and safe keep all assets listed on the public account.

6.07 NON-PUBLIC FUNDS FIXED ASSETS LISTING (FA Listing)

The Mess Manager is the FA Holder of the messes NPF FA listing. It is the responsibility of the FA Holder to control, maintain and safe keep all assets listed on the public account.

All public and non-public property shall be properly maintained and accounted for in accordance with all regulations pertaining to such.

6.08 WRITE OFFS

All write offs for Outstanding Accounts Receivables and/or for F&E items shall be passed at an Executive Committee Meeting, General Mess Meeting and signed off by the BComd or his/her designated representative.

NOTE: Every attempt must be made to collect Outstanding Accounts Receivables before write off action is considered.

SECTION SEVEN - MESS ACCOUNTS

7.01 MESS ACCOUNTS

All Mess Funds received by the Mess shall be properly accounted for by the Mess Manager and submitted to the NPF Accounting Office.

Mess Funds and other Mess assets shall only be expended for direct benefit for the members of the Mess.

The NPF Accounting Office shall produce a financial statement at the end of each accounting period (monthly) outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

The PMC, Mess Manager and Mess Committee members shall be fiscally responsible in assuring sufficient funds are available to meet the following;

- Continuing obligations;
- Replacement of assets;
- Future development and renovations;
- Capital expenditures.

The Mess shall maintain a minimum bank balance of \$10,000.00

7.02 SUBSCRIPTIONS AND MESS CHARGES

Each ordinary and associate member shall pay into Mess funds such amounts as may be determined by a General Mess Meeting and approved by the BComd or his/her designated representative. Mess Dues are broken down as follows;

- General subscription;
- Entertainment/sports;
- Gift fund.

Mess dues are a monthly assessment charged to each member to defray the general operating expenses of the Mess. The Mess dues breakdown is reviewed yearly by the Mess Committee and the Mess Manager in conjunction with the budget planning. Mess dues shall be charged on a pro-rated daily basis for any period less than a month.

Ordinary members on attached posting or TD to Garrison Edmonton for more than 14 days shall pay Mess dues on a pro-rated daily basis as per CFAO 27-1 para 24.

The method in which Mess dues are collected depends on the category of the member (i.e. regular, reserve, attached, TD or associate).

Ordinary members attached posted out or on TD away from Garrison Edmonton for more than 14 days will receive a refund of dues paid to their home Mess providing proper proof of such duty is submitted to the Mess. Amount refunded is based on what you paid at your home unit Mess.

When a member is posted out or on retirement, he shall pay his Mess bill in full prior to his departure.

NOTE: It is the responsibility of the member to ensure you are paying Mess dues and to start and cease your pay allotment for dues at your Mess.

7.03 ENTERTAINMENT AND SPORTS

As part of the Mess dues and as determined by the Mess Committee a portion of the dues is contributed into an entertainment and sports account. These funds are used to defray the cost of entertainment functions and sporting activities.

7.04 GIFT FUND

As part of the Mess dues and as determined by the Mess Committee a portion of the Mess dues is contributed into a gift fund account. Expenditures from the gift are as follows:

- Departure gifts on posting to ordinary members as determined by the Mess Committee;
- Retirement gifts to ordinary members as determined by the Mess Committee;
- Tokens of sympathy – In the event of a death of an Ordinary/Associate member a bouquet of flowers or donation to a chosen charity shall be presented on behalf of the Mess in an amount not to exceed \$80.00.

As recommended and documented by the Executive Committee and approved by the BComd or his/her designated representative, other mess tribute and/or tokens of appreciation may be expended from the gift fund as follow:

- To a deserving member for outstanding contribution to the Mess, in an amount not to exceed \$100.00;
- To an invited guest of the Mess on a special occasion;
- To Mess staff with appropriate justification.

7.05 HOSPITAL COMFORTS

Hospital comforts for Canadian Forces (CF) members is the responsibility of Canadian Forces Morale & Welfare Services (CFMWS) through the Deputy PSP Manager.

SECTION EIGHT - ENTERTAINMENT AND SPORTS

8.01 MESS FUNCTIONS

The standard Mess functions are as follows:

- TGIF's;
- Lobsterfest;
- Remembrance Day;
- PMC's Bingo;
- Halloween;
- New Year's Eve
- These functions may be changed, deleted, or new ones added, depending on the membership: committee feedback.

8.02 PRIVATE FUNCTIONS

On occasion Private Functions are held in the Mess. Private functions are not hosted by the Mess or subsidized by the Mess in any way. All private function costs are borne by the user. The following functions listed below are examples of private functions:

- Unit parties;
- Weddings;
- Anniversaries;
- Conferences; charity events.

8.03 RESERVED USE OF FACILITIES

Member Units/sections/individual members of the Junior Ranks Mess may wish to make arrangements for the reserved use of certain facilities of the Mess. This is permitted if the following conditions are met:

- A request is received by the Mess Manager at least two weeks prior to the event including the following information:
 - (a) Date and time;
 - (b) Facilities required;
 - (c) Purpose;
 - (d) Requesting agency;
 - (e) Who will be attending;
 - (f) Details of Mess support required;
 - (g) Method of payment of costs;
 - (h) Major unit functions conflicting with normal weekend activities must be approved by the Mess Committee.

Requests are considered and recommended for approval by the PMC or the PMC's representative. Factors that could influence the consideration of the Mess Committee are:

- The effect of the membership at large of denying them the required facility at the stated time;
- All cost including wages and any damages is recoverable form the requesting agency.

Approved by the PMC or their Representative.

8.04 BAR CARDS

An Entertainment and Sports Bar Card may be used on occasion by the PMC, Entertainment Rep or designated OPI to supply a complimentary beverage to individuals who assisted with the function or for

an official guest of the Mess for that function. The Bar Card limits are determined in the annual budget, noted in the Standing Minutes and shall not be exceeded.

8.05 MESS GUEST

All persons not listed in Articles 2.01, 2.02 and 2.03 are permitted to use the facilities of the Mess only when signed in the guest book and sponsored by a member.

Unless otherwise stated, each member may invite a maximum number of five (5) guests, including their spouse or significant other. Guests will be signed in the guest book provided, and sponsored by the member.

Members will be held responsible for the conduct of their guests and their dress.

A member is held responsible for ensuring that their guests are at least 18 years of age, in accordance with the Alberta Gaming Liquor Commission (AGLC). Guests who are under 18 years of age will not be allowed in the Junior Ranks Mess except during special/private functions, wedding, anniversaries, etc., which will require approval by the PMC. The bartender has the authority to ask any guest for identification if he is in doubt as to their age. The only acceptable forms of ID are those approved by the provincial government in accordance with the Liquor License Act.

A guest that does not conform to the rules and regulations of the Junior Ranks Mess may be ejected by the bartender (even upon the recommendation of a Mess committee member).

A sponsor is cautioned that the Mess has a "barred list", people on the "barred list", both military and civilian, are not allowed in the Mess. Any member who signs in a "barred" person will be subject to disciplinary action.

8.06 ENTERTAINMENT TICKET SALES AND CONTROL

All tickets for entertainment functions must be recorded with the local NPF Accounting Office for accountability and control.

Ticket sales may be from the Mess office or at the bar.

The Mess Committee in consultation with the Mess Manager determines the price of the ticket for Mess functions to coincide with the entertainment budget.

All monies collected through ticket sales shall be submitted to the NPF Accounting Office for deposit into the Mess' entertainment account.

Ticket sales for entertainment functions are subject to GST.

8.07 RSVP

It is very important for each member to RSVP the mess with their intentions of attending the mess function.

8.08 GAMBLING

Gambling in the mess is strictly prohibited except for special function themes, such as "Casino Nights", where play money may be used.

For more info please refer to CFAO 19-1.

8.09 NOTICES

It is the responsibility of the PMC to personally notify all Committee Members of forthcoming Committee meetings. It is the responsibility of the Mess Committee to publish notification of forthcoming General Mess Meetings in their appropriate Unit/Section Routine Orders.

Notice of Mess functions will be posted on the Mess notice board by committee members (posters, website ds, newspaper ads). It must be kept in mind that the advertising used must be directed at informing Ordinary and Associated Members.

SECTION NINE - BUDGETS AND FINANCIAL STATEMENTS

9.01 GENERAL OPERATING BUDGET

Yearly, the Mess Manager in consultation with the PMC and other Committee Members prepares the annual Mess budget. The General Operating Budget is the responsibility of the Mess Manager. Other sections of the budget are as follows:

- Bar Operating Budget;
- Entertainment and Sports Budget;
- Gift Fund;
- Mess Dues Breakdown.

All monies required to operate the day-today expenses of the mess shall be included in the mess operating budget.

9.02 MESS DUES BREAKDOWN

Mess dues breakdown is reviewed each year prior to the budget by the Mess Manager in consultation with the Mess Committee to determine if changes need to be made and it is in line with Mess requirements.

9.03 BAR OPERATING BUDGET

The Bar Operating Budget is prepared by the Bar Supervisor in consultation with the Mess Manager.

9.04 ENTERTAINMENT AND SPORTS BUDGET

The Mess Entertainment and Sports Budget are prepared by the Mess Manager in consultation with the PMC, Ent Rep, and Sports Rep other Committee Members as required.

9.05 GIFT FUND

A portion of the members Mess dues is deposited into the Mess' Gift Fund Trust Account. The Gift fund is to be established for the purpose of administering posting, release or promotion out of the mess gratuity. Other items may be purchased through the gift fund for presentations determined by the PMC and Mess Committee. The gift fund shall be self-sufficient and shall not be replenished by transfers of funds from other Mess accounts. Annually, the Mess Manager, in consultation with the Mess Committee, will review the gift fund to verify its self-sufficiency and ensure that any required changes are made.

9.06 FINANCIAL STATEMENTS

The NPF Accounting Office shall produce a financial statement at the end of each accounting period outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

9.07 CAPITAL EXPENDITURES

Capital expenditures are non-recurring items purchase by the mess that are not for resale.

Such items may include but not limited to:

- Furniture;
- Entertainment equipment;
- Bar equipment.

All capital expenditures are to be submitted on a Capital Expenditure Request form for approval.

9.08 SPENDING LIMITS

Approval of the expenditure of the Junior Ranks Mess funds for capital or non-recurring purposes is vested as determined by the local Non-Public Funds Office.

Any approval expenditures involving construction or alteration of the Junior Ranks Mess may not be implemented before approval for carrying out the work has been obtained in accordance with A-PS-110.

9.09 ALLOWANCE

Monthly mileage allowances shall be paid in the amount indicated to the Mess Manager/Bar Supervisor as compensation for gas, maintenance and depreciation costs resulting from the use of Personally Owned Motor Vehicle (POMV) on Mess business in accordance with Garrison Policy. Amounts for authorized rates are fund in the Standing Minutes.

SECTION TEN - BAR OPERATIONS

10.01 GENERAL

In keeping with the existing regulations concerning the operations of Junior Ranks Messes, as contained in NPF directives certain regulations are necessary that apply specifically to the Junior Ranks Mess.

The Mess must make every reasonable attempt to purchase goods and amenities through CANEX. CANEX must be given the first right of refusal and be given every opportunity to provide the product with competitive prices.

10.02 BAR HOURS

The Mess is licensed under the Alberta Gaming Liquor Commission (AGLC) and therefore shall adhere to the permissible hours outlined in the Provincial Liquor Licence Act and follow all regulations thereof.

Bar hours will be reviewed yearly by the Mess Committee on recommendation from the Mess Manager to ensure it meets the needs of the memberships and the financial situation of the Mess.

Bar hours shall be permanently displayed on the Notice board and at the front of each bar.

10.03 EXTENSION OF BAR HOURS

An extension of bar hours may only be granted by either the PMC or the VPMC, and in their absence the Entertainment Rep, to a maximum of one (1) Hour. The person authorizing the extension shall be presented for the extended period. The Mess shall be cleared one (1) hour after the bar closes.

10.04 PRICE LIST

A current price list of all commodities shall be permanently posted at the bar.

10.05 SERVING OF INTOXICANTS

All Mess staff have been trained and verified under the Alberta ProServe Program.

Serving and consumption of intoxicants are subject to all Federal, Provincial and Municipal Laws.

Mess staff has the right to refuse service to any person who is or appears to be intoxicated or any person who may cause damage/harm to themselves or others. In addition, no one under the age of 18 years will be permitted to purchase or consume alcohol in the Mess.

The Mess will be cleared thirty (30) minutes after the bar closes.

10.06 PAYMENT FOR PURCHASE

The following methods of payment for bar purchases are:

- Cash;
- Debit;
- Credit card.

NOTE: No cash back from debit cards.

10.07 CREDIT

No credit or system of chits will be established in the Junior Ranks Mess. All transactions will be made in cash, debit or credit card.

SECTION ELEVEN - DRESS

Standards of dress shall be determined by the Mess Committee in consultation with the GSM and with approval of the BComd or his/her designated representative.

Dress regulations must be posted within the Mess.

11.01 DRESS OF THE DAY

Military dress of the day is accepted in all areas of the Mess.

11.02 DRESS CODE OF THE MESS WILL BE AS FOLLOWS

All members will wear a shirt at all times while in the Mess. They may remove their shirts while on the patio but must put them back on before re-entering the building;

Patrons are advised to wear footwear at all times while in the Mess, should they decide to take them off, it is at their own risk;

No cut-offs or muscle shirts are allowed in the Mess;

No halter tops, tube tops or short shorts are allowed on the Mess;

Jeans may be worn in the Mess, but must be clean and presentable;

T-shirts are allowed in the Mess as long as they are not torn nor have offensive decorations on them.

11.03 THEMES

Dress regulations may be adjusted by the entertainment committee as deemed necessary to accommodate functions; and

The adherence to dress regulations is the responsibility of all members of the Junior Ranks Mess.

Any member in violation of dress will be asked to leave the premises immediately.

Enforcement of dress regulations is the responsibility of:

- Members of the Mess Committee

SECTION TWELVE - DEPORT AND DISCIPLINE

12.01 DEPORTMENT

Members of the Mess are expected to conduct themselves in an appropriate manners that reflects credit upon them and the CF at all times. It is the responsibility of every member of the Mess to read and be familiar with the content of the Mess Constitution and By-laws. Mess members are additionally responsible for the conduct of their guests.

12.02 DISCIPLINE

In the absence of the PMC or VPMC the Senior member of the mess shall be responsible to the chain of command. The maximum extent of the member's involvement will be to have the member removed from the Mess in the event the individual refuses to cooperate. Whether or not the Military Police (MP) are involved, the PMC, if not present, the Mess will be notified at the earliest opportunity if the incident was during the day, or the next morning of the incident was in the evening.

The Bar Supervisor and/or the Mess Manager, if not assisted by a Mess member, will refer disciplinary problems to the Military Police for action.

Within 24 hours of any disciplinary incident, the PMC will make a full report through the Supervising Officer.

The PMC through the Supervising Officer, GSM, and the BComd or his/her designated representative is responsible for the discipline within the Mess. Unacceptable behavior must be reported and dealt with in a timely manner. The PMC may impose restricted privileges on any member for a maximum of up to thirty (30) days conduct unbecoming. Punishment over thirty (30) days shall need the approval of the Supervising Officer through the GSM, and the BComd or his/her designated representative.

The PMC shall prepare a report in writing to the Supervising Officer outlining the recommended disciplinary action and the reason for such action. On approval from the Supervising Officer, the PMC is to inform the member in writing of the outcome of any suspension of Mess privileges and the rights of member. A copy shall be kept on file with the Mess Manager.

An indefinite suspension of Mess privileges may be awarded to any member or guest of a member for their conduct by the BComd or his/her designated representative upon written recommendation from the PMC and the Supervising Officer.

Members shall have the right to a separate audience with the Mess Committee, Supervising Officer, GSM and the BComd or his/her designated representative, in that order, to appeal any disciplinary action taken against them under the terms of this publication. All Mess members and guests of members shall behave in a manner expected of a CF member. It is the responsibility of each member to be familiar with the rules and regulations outlined on the publication. Members must be aware of the consequences of behaving in a manner unbecoming of a service member.

Mess staff shall not be censured directly by members. Complaints may be made orally or in writing to the PMC. No member will issue directives to the employees of the Mess. Discipline for Mess staff lies with the PSP Manager and BComd or his/her designated representative.

12.03 OFFICIAL VISITS

No Officer, Warrant Officer or Senior NCO, except in the course of duty, will enter the Junior Ranks Mess or attend a social function without a proper invitation sanctioned by the PMC or in his/her absence, the VPMC.

SECTION THIRTEEN - SUGGESTIONS AND COMPLAINTS

13.01 SUGGESTIONS

Any suggestions will be submitted in writing to the Junior Ranks Mess Committee.

13.02 COMPLAINTS

Complaints shall be made in writing to the PMC or recorded on the suggestion book located in the Mess.

Verbal complaints are only expediency and shall be followed with written confirmation to the PMC by either a letter or email.

SECTION FOURTEEN - MESS EMPLOYEES

14.01 EMPLOYMENT

All civilian Mess employees are Non-Public Funds employees that fall under the jurisdiction of the PSP Manager. The Mess Manager is responsive to the PMC but responsible to the PSP Manager. All other mess staff is responsible to the Mess Manager.

14.02 MESS STAFF

The mess staff is as follows:

- Mess Manager;
- Assistant Mess Manager;
- Bar Supervisor;
- Admin Assistant;
- Bartenders.

14.03 CONDUCT

While on duty, no employee shall consume intoxicants. All employees shall conduct themselves in a professional and courteous manner.

14.04 CONFLICT OF INTEREST

No employee shall receive any profit or advantage by reason of their association with the Mess.

Employees shall be prohibited from having any personal or financial interest in purchase, profits, or from receiving any advantages by reason of their connection with the Mess.

When any direct or indirect profit or advantage may develop upon an employee by reason of any connection whatsoever as a shareholder of a corporation, or when such employee has any vendor's business from which purchases by the Mess may be made, he shall disclose the particulars thereof to the Mess Manager who shall adjudicate on the advisability of the member continuing to be an employee.

14.05 RAFFLES AND PROMOTIONS

No employee shall enter into a raffle or promotional activity within the Mess. No employee shall accept any offering from vendors or suppliers.

SECTION FIFTEEN - ANIMALS/PETS

15.01 RESTRICTIONS

Animals shall not be permitted in the Mess or on the Mess premises at any time.

15.02 EXCEPTIONS

The only exception where an animal/pet is permitted within the Mess or on the Mess premises is for medical reasons, such as a "Service Animal".

Annex to Junior Ranks Mess
Constitution and By-Laws

PARLIAMENTARY RULES

A motion is a proposal that the Club 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. To make a motion a member must first obtain recognition from the PMC, by standing and waiting until acknowledged by them. If two (2)

or more members rise at approximately the same time, the PMC must use their discretion as to which member was recognized first.

Prior to making a motion the member should have formulated the correct wording of the proposal they wish to bring to attention of the meeting. They say, after being recognized or obtaining the floor, "I move that ..." For the sake of absolute accuracy, a motion may be put in writing and handed to the secretary. Whatever the practice, it is necessary that the exact working of the motion be understood by all. To make this clear the PMC must repeat the motion, inquiring from the proposer if the meaning is correct.

A motion must be seconded before it may be considered. In other words, the proposal must interest at least two (2) members of the meeting. If a motion is seconded, no notice whatever need be taken by the PMC, but, for the sake of fairness to all, the PMC may say, "It has been moved by 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 the purpose of discussion, by one member other than the proposer. It is customary for the proposer to rise, but is not necessary for the seconder to do so, although in a large crowd it may be advisable.

No motion is in order which conflicts with the avowed object 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 the presentation for discussion by the meeting. This may be done before, or after, it has been seconded. If the PMC considers a motion in order, they will repeat it to the meeting and ask for discussion thereof. If the PMC considers the motion out of order they will rule the motion out of order and advise the meeting of their reason for doing so.

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

The PMC may exercise their own vote but as a general rule they refrain from doing so. Except for their vote as an ordinary member, they do not have an extra or casting vote in the event of a tie.

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

A main motion is one which introduces a subject to the meeting. It is debatable and amendable: that is to say, the opinion of those present may be expressed in regard to it, not only by their vote, 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 as persuasively as possible. The opponents have the same privilege. Only the PMC must remain absolutely impartial.

In most instances, a main motion will be proposed, seconded, discussed and voted upon 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 upon, or other circumstances may occur which make the main motion inadmissible. The questions and circumstances are referred to as secondary motions and may take the form of:

An amendment to the original motion or an amendment to an amendment;

Or

A motion to:

Defer the subject of the original motion temporarily or indefinitely,

Refer the subject of the original motion for further study, and

Limit time for debate of a motion.

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

Nominations at a Mess Meeting are normally made from the floor. No seconder is required. In some Messes, nominations are proposed by a nomination 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, they then declare the nominations closed, in some Messes nominations are closed on a motion from the floor, but such a motion is not in order until reasonable time has been given. It is preferred that the PMC declare nominations closed when they are satisfied that there are no further nominations.

