



By Laws

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RECORD OF AMENDMENT

AL NO.	Date	Entered Signature
01/16	13 Apr 16	
02/18	11 May 18	
03/20	22 Oct 20	
04/21	10 Nov 21	
05/22	29 Nov 22	
06/23	06 Nov 23	

PART II - BY-LAWS

General

1. The By-Laws amplify PART I - CONSTITUTION and set forth additional guidance for the mess membership and those supporting various mess activities.
2. These By-Laws apply equally to the Wardroom and Royal Artillery Park ("RA Park") locations and are applicable at all authorized functions both on and off-site.
3. Each member of the mess, whether Ordinary, Associate, or Honorary is responsible to ensure the propriety of conduct of themselves and their guests whenever they are participating in an authorized mess function.
4. The PMC may impose a restriction or penalty up to and including revocation of mess membership, revocation or restriction of mess privileges, deny or restrict access to the mess and/or attendance at mess functions of any mess member (Ordinary, Associate or Honorary) for cause including but not limited to; misconduct or infraction of any order or regulation with respect to mess life incurred by either the mess member or their guests in the mess. As appropriate, the PMC will report such restriction(s) or revocation to the member's Commanding Officer and/or the CFB Halifax Base Commander.

Dress

5. It is intended that the standard of dress be at a higher level than normal society considers adequate. Accordingly, regulations concerning the standards of uniform and civilian dress, and the occasions for their wear, laid down by the PMC, are to be implicitly followed by members and their guests.
6. Periodically, these Dress Regulations will be promulgated to all members, as well as being posted on notice boards.

By-laws and Policies

7. The By-Laws amplify the constitution
8. Policies amplify the By-Laws and may provide detailed direction to the membership, guests, and/or mess staff.

Membership - Ordinary

9. Each ordinary member is required to complete an IN and OUT routine according to Base procedures and, in addition, each ordinary member is to keep the Mess office and/or accommodation desk informed of any change of status such as:
 - a. Temporary absence,
 - b. Change of address,
 - c. Change in rank,
 - d. Change in office location; and,
 - e. Change in home or office telephone.
10. The following officers are **not** required to become members of the Mess:
 - a. Officers attached-posted or on temporary duty, exceeding 14 days, from ships in Halifax Harbour when they are still required for duty aboard their parent ships,
 - b. Officers attach-posted from ships in zero-manned refit, whether it is taking place in Halifax or not; and,
 - c. Officers on TD to the Halifax area for less than 14 days.

11. In accordance with PSP Policy Manual Chapter 9-1 paragraph 9, transfer of mess membership for valid reasons may occur with the approval of the PMC and the CO concerned.

12. Ordinary members shall exercise sole control over mess operations and shall enjoy all privileges of the Mess. They are eligible to serve on the Mess Committee and to attend and vote at General Mess meetings.

13. Ordinary members will not be issued a mess membership card but may be requested to present a valid Military Identification Card.

Membership – Associate

14. Associate membership is a privilege and not a right. They may assist sub-committees and attend General Mess meetings as guests.

15. The maximum number of Associate Members may be set from time to time by the Mess Committee. Associate membership is by application only.

16. Applications will be processed by the mess office and the Mess Committee Secretary. The PMC, VPMC, or the Associate Representative shall approve all Associate member applications.

17. Officers who retire from the Canadian Forces in the Halifax area, will be offered a 12-month free Associate membership to the CFB Halifax Officers' Mess. This will be processed by the mess accounts office and approved by the PMC or VPMC as members retire.

18. Social and Corporate Associate members may be admitted for a term not exceeding one year (without prejudice to renewal thereof for further one-year terms) and are to be sponsored by an Ordinary Member or the Associate Representative. When an application is received by the Mess Manager or Mess Committee Secretary, it shall be passed to the PMC, VPMC, or the Associate Representative who may grant a temporary Social or Corporate Associate membership. Temporary Social or Corporate Associate membership is valid until elected by majority vote of the Mess Committee at a regularly scheduled committee meeting.

19. Associate Members will be provided with an annual mess membership card (Calendar Year) and may be required, from time to time, to use it to identify themselves as members. The membership card is only valid for the year of issue.

Membership – Honorary

20. The maximum number of Honorary members may be set from time to time by the Mess Committee. Honorary members shall be accorded the privileges of the mess but shall not serve the mess in any capacity.

21. Honorary Members may attend General Mess meetings as a guest.

22. Honorary members are subject to annual confirmation by the Mess Committee and any new proposed individuals of distinction will be approved by the Mess Committee and presented for ratification at the next General Meeting of the mess.

Mess Dues

23. Mess dues shall be approved by the Mess Committee for all classes of membership prior to 31 Oct CY.

24. All Regular Force officers shall pay mess dues via Pay Allotment and are responsible for ensuring monthly dues are paid.
25. All Reserve Force officers shall pay mess dues via Pay Allotment, personal cheque, or cash.
26. The annual dues for Officer Cadets will be in accordance with NPF regulations and orders.
27. Associate Members shall pay their dues either
 - a. annually in full by 01 Jan CY; or,
 - b. such other means as the Mess Committee shall determine from time to time.
28. Mess dues include an assessment for entertainment, the gift fund, and for general mess operations.

Finances

29. A budget shall be prepared which indicates the estimated monthly revenues from each source and expenditures for each operation of the Mess. It shall be presented for the approval of the membership at the first General Mess meeting immediately preceding the beginning, or within thirty days of the commencement of a new fiscal year.
30. The Mess Committee shall ensure that:
 - a. Income and expenses are monitored in accordance with the budget with significant deviations to be presented to the Mess membership at the first available General Mess meeting,
 - b. All private functions are to be assessed a surcharge as determined annually by the Mess Committee over the cost billed to the host/sponsor. This fee is designed to offset the wear and tear on the furniture and effects of the Mess. Applications for waiver of surcharge for private functions may be made by the OPI to the PMC through the Mess Manager,
 - c. Profits from bar operations accrue to the Mess. To the extent possible, bars shall be self-supporting with any losses to be solely due to circumstances beyond the control of the Mess. Such losses shall be subsequently authorized by the Mess Committee,
 - d. Income from an entertainment function, excepting bar profits, shall be used to defray the cost of that function to the extent possible,
 - e. Annually a review of obsolete furnishings and equipment is undertaken and the appropriate write-off action of any assets with a nominal value is considered,
 - f. Monetary gifts, bequests, and miscellaneous revenue shall accrue to the Mess in the normal course unless such gift or bequest includes specific instructions as to the desired use of the monies; and,
 - g. Floats and petty cash funds are established at various mess outlets and offices in accordance with current regulations.
31. The expenditure of mess funds for a new mess facility, modification or enlargement of an existing facility beyond normal maintenance, or the purchase of fixed assets for replacement or addition, shall be in accordance with CFP 110 (3) Chap 3. Approving authorities are to be in accordance with DAOD 9003-1
32. The PMC may spend up to \$2,500.00 for any item of a capital or general expense of a non-recurring nature required for the effective operation of the Mess.
33. The Mess Manager may spend up to \$1,000.00 for any miscellaneous or general expense of a non-recurring nature required for the effective operation of the Mess.

Gift Fund

34. A Gift Fund is established for the benefit of the members of the Mess to provide appropriate recognition of retirements, postings, family grief, hospitalization, etc. Only Ordinary Members are eligible for recognition of retirements or postings. Ordinary and Associate members are eligible for consideration for family grief and hospitalization recognition.

35. Annually, the Mess Committee shall establish individual limits so that the PMC, VPMC or the Mess Manager may authorize expenditures as follows:

- a. For the purchase of a retirement gift for an Ordinary Member retiring with not less than 20 years of service with the Canadian Forces and who has been a member of the Mess for at least 24 months,
- b. For the purchase of a memento for each Ordinary Member departing on posting who has been a Member of the Mess for at least 24 months. Posting gifts will consist of a range of products approved from time to time by the Mess Committee. These gifts will generally be available in the mess office, and may include prints, mugs, books, or plaques, etcetera,
- c. Family Grief and hospitalization:
 - (1) As a token of sympathy in the event of the death of a member, whether ordinary or associate. In accordance with the desires of the late member's family this could include: a floral tribute, an equivalent charitable donation to the Army at the Citadel Museum, Maritime Command Museum, CNMT Sackville, Shearwater Aviation Museum, Cancer Society, Heart and Stroke, NDWCC, etc.; and,
 - (2) To any ordinary or associate member who is admitted to hospital for more than 48 Hours,
- d. For the purchase of a gift for a departing Commander MARLANT, Base Commander, Brigade Commander, 5 Division Commander, or other Flag or General Officer at the discretion of the Mess Committee as part of a larger gift in conjunction with the other messes. This shall be in addition to any amount authorized above for either a retirement gift or a posting gift,
- e. For the purchase of a gift, or as part of a larger gift in conjunction with the other messes, upon the retirement or posting of the Formation Chief, Base Chief, or 5 Division Command Chief,
- f. A token of congratulations to be given to a member on the birth/adoption of a child in the form of a baby hamper or gift certificate,
- g. For a get-well gift for any mess staff member,
- h. For any member of the Mess on a special occasion not otherwise noted; and,
- i. Subject to the approval of the Mess Committee for the purchase of a memento for a departing PMC and VPMC. This shall be in addition to any amount authorized for either a retirement gift or a posting gift.

36. Expenditures for retirement gifts may be for any item, portion thereof or reimbursement up to the authorized amount. Normally the selection and presentation of gifts will be organized by the member's unit, considering the member's desires. When feasible or appropriate, this gift will be presented at a special, or already planned mess function, to encompass the widest possible recognition by Mess members. Payment will be made by the Mess Office will not exceed the overall approved, individual, limit on presentation of a receipt and appropriate information denoting the officer to whom the gift is being presented.

Mess Property

37. All public and non-public property of the Mess is to be maintained and accounted for in accordance with current regulations.

38. The King's Colours and/or Regimental Colours, certain trophies, artefacts, and valuable items of art, silver, and crystal are to receive particular attention. Special arrangements are to be made by the Mess Manager concerning their display, use, maintenance, and security.

39. Mess property is not to be permanently removed from the Mess. China, glassware, and candelabras, etcetera, which are the property of the Mess, may be loaned to members on the authority of the Mess Manager, provided it is not otherwise required for mess use. Requests to borrow Mess property or other items are to be referred to the PMC or VPMC.
40. The cost of repairs to or replacement of mess property will be charged as follows:
- To the Mess, if the loss or damage is due to an accidental act of a member or member's guest,
 - To a member, if the loss or damage is due to a wilful or negligent act by the member or the member's guest; or,
 - To the unit if the loss or damage occurred while in their possession.

Entertainment

41. An entertainment bulletin containing information about scheduled functions will be distributed to all members at regular intervals.
42. The PMC is to be consulted for all functions
43. Bookings for Formation/Division/Base/Brigade functions will normally be directed by the appropriate authority in so far as time and place are concerned.
44. The Mess Manager, the Mess Committee or the Entertainment Sub-Committee will make bookings for mess functions.
45. Bookings for private functions may be arranged through the Mess Manager or one of the Function Co-ordinators.
46. Command functions are those for which the host is the Commander, Maritime Forces Atlantic, Commander, 5th Canadian Division, or their respective representatives.
47. A Command function is an official function, and for such service staff are on duty, overtime charges for civilian staff are to be paid by the Crown, and any service band will perform without charge.
48. Event and/or Hospitality requests for such a function may be submitted and approved IAW FAM 1017-1. In addition, Representational Expenses may be used to meet hospitality, hosting, or protocol obligations of the Commander provided the expense does not qualify for reimbursement from public funds. Remaining costs, other than above, may also be borne by the hosts present.
49. Base Halifax functions are those for which the host is the CFB Halifax Base Commander or their representative. A Base/Division function is an official function, and for such service staff are on duty, overtime charges for civilian staff are paid by the Crown, and any service band performs without charge.
50. Brigade functions are those for which the host is the 36 Brigade Commander or their representative. A Brigade function is an official function, and for such service staff are on duty, overtime charges for civilian staff are paid by the Crown, and any service band performs without charge.
51. The cost of a mess function is borne by the Mess entertainment funds and, if required, by those members present. Such a function may be open to members and their guests, with the only limitation being space available.
52. Functions known as "Weepers", "TGIF", "Happy Hours", "BBQs", "Gratis Growlies" and "Super-Weepers" are of particular significance to members alone, and therefore should not be used as vehicles for the entertainment of friends and relations. Members who wish to invite family and/or friends may do so for a nominal fee, for a limited number of these events (i.e., Superweepers, Pub Nights, TGIF or Weepers).

Mess Dinner Procedures

53. While the general procedure for a mess dinner is given in CFP 262, chapter 5, it is the intention that mess dinners conducted by Navy Officers would normally be conducted in accordance with naval custom. Mess dinners conducted by Army Officers would normally be conducted in accordance with appropriate army traditions.

54. Normally, Naval customs will be observed in the Wardroom and Army traditions will be observed at RA Park.

Private Functions

55. Mess facilities are available to the membership should they wish to sponsor a private function.

56. Private functions are normally those for which the host is a member of the Mess, but not to the exclusion of a non-member request provided the PMC or VPMC specifically approves the use and designates a suitable host who is a member of the Mess. The host must be present for the entirety of the event,

57. The total cost of a private function is the responsibility of the person organizing it, although the Mess may undertake to collect the cost shares of those attending from those who are members, if considered appropriate. 100% pre-payment 14 days prior to the function is expected. Members shall apply for approval to hold private functions to the PMC or PMC RA Park through the Mess Manager.

58. There are no timing restrictions for booking a private function and once booked the event will only be cancelled if there is some extenuating circumstance (i.e., the host is no longer a member of the Mess).

59. Booked private functions are not subject to arbitrary cancellation or “bumping”.

60. Depending on the lead time, the pricing and attendance for private functions may be “adjusted” up to 14 days prior to the function.

Bar Operations

61. The provisions of the Nova Scotia Liquor Control Act and its regulations are to be followed. Insofar as bar areas are concerned, the provisions of the Nova Scotia Liquor Control Act are to be observed. Persons less than 19 years of age are not permitted to be served alcohol.

62. The times, during which the bar may be open, as approved by the CFB Halifax Base Commander, will be posted, as well as being recorded in the entertainment bulletin. The bar may be kept open beyond the normal closing time, with the consent of the serving staff on duty and on the authority of the Formation/Division/Base Commander, the PMC, or the VPMC.

63. Sales at cost price are normally made only to Command, Base/Division, Base/Brigade and Mess entertainment functions, but the PMC, at their discretion may allow sales at an adjusted selling price to specific private entertainment functions. All other bar sales are made at the posted selling price.

64. The Mess Committee, at least annually, within a gross trading profit expressed as a percentage, shall approve the selling price of each commodity sold by the bar. A detailed price list is to be available, and an abbreviated price list posted.

65. Alcohol shall not be served, exchanged, or given to any individual who appears intoxicated or to any mess staff unless the staff member is attending where the serving of alcohol is customary (Mess dinner toast to chef or piper, etc.)

66. All purchases at the bar will be by cash, debit card, credit card or bar card (“chit”).
67. Upon request, a small bar stock shall be maintained separately, and replenished as necessary, for use in the Skeena and Saguenay Suites. Standard bar prices shall apply to any bar stock provided.
68. The Mess Manager is to ensure adequate control of the bar stock.

Tabs and Bar Cards (Chits)

69. A bar tab is the responsibility of the mess member. It must be:
- Only available for a single event or function at the discretion of the bar staff,
 - Supported by a valid credit/debit card held by the bar staff,
 - Paid in full at the conclusion of the event or function; and,
 - Referred to the Mess Manager or a Member of the Mess Committee if it remains unpaid.
70. A bar tab is only available to guests with the pre-approval of the Mess Manager or member of the Mess Committee.
71. A bar card (chit) is a signed note permitting the purchase of complimentary beverages from the bar.
72. Bar cards are available to individuals as outlined in the Constitution article 23 in support of hosting duties for special guests and visiting dignitaries. Bar cards are not transferrable
73. The Mess Committee shall:
- Establish individual, monthly/annual bar card limits
 - Ensure that bar cards used are paid in a timely manner
 - On the recommendation of the Mess Manager, refer any perceived abuses to
 - the PMC for the Bull Sub, or Senior-Sub,
 - the CFB Halifax Base Commander for the PMC,
 - the Commander, Maritime Forces Atlantic for the CFB Halifax Base Commander; and,
 - the Deputy Commander, RCN for all Flag/General Officers.
74. The use of bar cards by the Bull Sub and Senior Sub shall be in accordance with specific direction of the PMC or VPMC.

Bull Sub and Senior Sub

75. The Wardroom Bull Sub shall be appointed by the PMC, and the RA Park Senior Sub shall be appointed by the VPMC. The Bull Sub and Senior Sub bar cards may be used at either location.
76. The decision to use the Bull Sub or Senior Sub bar card is at the discretion of the appointed member. To initiate their respective bar card (“chit”), the Bull Sub or Senior Sub is required to contact the mess manager in advance. The mess manager will notify the scheduled bartenders and provide them the name of either the Bull Sub or Senior Sub as well as the usage limits.

Mess Manager and Staff

77. The Mess Manager is the focus of all day-to-day operations and members should deal with the Mess Manager concerning any matter affecting normal mess activities.
78. Separate Function Coordinators are established to oversee specific functions at the Wardroom and RA Park under the direction of the Officers’ Mess Manager.

79. Additional civilian personnel may be hired by the Mess as required, and in accordance with current regulations. Within this framework, it is intended that the Mess Manager act as the on scene co-ordinating authority with respect to employee practices, to ensure that effective service is provided to members.

Mess Committee

80. The PMC is appointed by the CFB Halifax Base Commander in accordance with the Constitution Article 26.

81. The Vice PMC is appointed by the Commander, 5th Canadian Division and confirmed by the CFB Halifax Base Commander. They will act as PMC RA Park.

82. The Secretary, Treasurer, and a representative of the Associate Members are appointed by the CFB Halifax Base Commander upon the recommendation of the PMC

83. An additional five members may be elected or appointed and will carry out duties that may include:

- a. Entertainment sub-committee chair/member,
- b. Bull Sub,
- c. Senior Sub,
- d. RA Park sub-committee chair/member,
- e. Sports sub-committee chair; and,
- f. Members at Large.

84. The normal length of service for all members of the Mess Committee except the PMC, Vice PMC and Associate Representative is one year unless a posting precludes this. Members may be re-elected/reappointed. If a vacancy occurs, the PMC may appoint a provisional member, whose selection will be elected or confirmed at the next General Mess meeting.

85. The following shall serve with the Mess Committee in an *ex officio* capacity:

- a. Mess Manager,
- b. Function Co-ordinator, RA Park; and,
- c. Function Co-ordinator, Wardroom

86. No member of the Mess shall receive any remuneration, whether in cash, in services, or in kind, due to their appointment or election to the Mess Committee or a sub-committee.

87. Notwithstanding the above, no one should be "out of pocket" due to work or purchases on behalf of the Mess. To this end, any member, including members of the Mess Committee and subcommittees, may be reimbursed for actual and reasonable expenses incurred as result of performing an authorized mess duty, on presentation of a signed statement to the Mess Manager. The PMC will review such statements and may request an accounting from such member. The Mess Committee will review such statements from the PMC.

Meetings

88. The order of business at General Mess and Mess Committee meetings **should** follow this agenda:

- a. Call to order//Confirmation of quorum,
- b. Reading/tabling of prior meeting minutes,
- c. Old unresolved business or business arising from the previous meeting,
- d. Official Correspondence,
- e. Financial Report,

- f. Reports:
 - (1) Entertainment,
 - (2) Sports Co-ordinator,
 - (3) Associate Representative,
 - (4) VPMC; and
 - (5) PMC,
- g. New Business (including elections & Honorary memberships); and,
- h. Adjournment.

89. A quorum for any meeting of the Mess Committee shall be 50% of the appointed and elected representatives, minimum of three (3), and including either the PMC or Vice PMC.

Guests

90. Members may entertain guests in the Mess and at functions at their own expense subject to any restriction on function, numbers, times, or locations that may apply.

91. Each member has a duty to make guests welcome and particularly to assist in ensuring that guests of the Mess are suitably attended.

92. Members will be responsible for the conduct of their guests and are to ensure that their guests conform to dress regulations and to the standards of behaviour appropriate to an Officers' Mess.

Pets

93. Pets are not to be brought into the Mess. Service dogs are authorized access to the mess; however, they are not permitted in food preparation areas.

Notices

94. Notice boards are maintained near all public areas. In addition, the monthly entertainment bulletin, Routine Orders, e-mail announcements and special message traffic may contain mess information.

95. The Mess Manager must approve all notices for display in the Mess.

Smoking

96. Smoking is not permitted anywhere inside the Wardroom or inside RA Park.

Amendments to Constitution and By-Laws

97. A proposed amendment to the by-laws for consideration at a Mess Committee meeting will be discussed with the PMC or VPMC and circulated to the Mess Committee members in advance of a Mess Committee meeting.

98. If approved, the amended by-laws will be promulgated to the general membership at the next General Meeting.

99. The approval of any amendment to the by-laws shall be by unanimous consent of the members present at the Mess Committee meeting.