

CONSTITUTION
&
BY-LAWS



CHIEF AND PETTY OFFICERS' /
WARRANT OFFICERS AND
SERGEANTS' MESS
CFB HALIFAX

CONSTITUTION AND BY-LAWS
CFB HALIFAX
CHIEF AND PETTY OFFICERS'/WARRANT OFFICER AND SERGEANTS' MESS

These Chief and Petty Officers'/Warrant Officer and Sergeants' Mess Constitution and By-Laws are promulgated to amplify orders for the operation of that Mess. This Constitution is in accordance with CFP 262 and supersedes all previous Constitutions.

A.S Williams
Capt(N)
Base Commander
CFB HALIFAX

Amended 25 November 2020

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PART 1 – CONSTITUTION

Name

- 1.01 The name of the institution is “CFB Halifax Chief and Petty Officers/Warrant Officer and Sergeants’ Mess” hereafter referred to as “The Mess”. The abbreviated name shall be “C&POs’/WO&Sgts’ Mess”.

Authority for Establishment

- 2.01 The Mess is established under authority of QR&O 27.01 and DAOD 5045-0

Purpose and Operation

- 3.01 The Mess shall be operated in accordance with these regulations and orders as well as CFP 262 that governs the operation of Messes in the Canadian Forces, the instructions contained in the Constitution and the By-Laws that amplify it.
- 3.02 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 which apply.

Definitions

- 4.01 The term “Mess” means to include the dining room, bars, lounges, the games room and other common rooms or areas that are operated and administered to provide services to its members.
- 4.02 The term “Chief” means to include the ranks of Chief Petty Officer 1st and 2nd Class and the term “Petty Officer” means to include the ranks of Petty Officer 1st and 2nd Class. The term “Warrant Officer” means to include the ranks of Warrant Officer, Master Warrant Officer and Chief Warrant Officer.
- 4.03 The term Base Commander means Commanding Officer CFB Halifax and it shall mean the person authorized to establish a Mess or a person so delegated by him to act as Commanding Officer for the purpose of the Mess.
- 4.04 Unless the context otherwise requires, words imparting the masculine gender includes females.
- 4.05 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, directorates, private weddings and private luncheons which are not planned by the Mess Committee and not open to all members are not subsidized by Mess funds.

Membership

5.01 The membership of the Mess shall consist of Ordinary, Associate, and Honorary Members. Unless otherwise stated herein, Ordinary Membership shall continue during all periods such as leave, temporary duty and hospitalization.

(a) **Ordinary Members**

- (1) shall consist of all serving Regular and Reserve Force C&POs/WO&Sgts and senior non-commissioned members on establishment and administratively supported by CFB Halifax, excluding those that are granted authority by the Base Commander to be members of another Mess in the area;
- (2) may consist of members of the Regular Armed Forces of NATO and allied countries, holding rank equivalent to those of a Canadian Forces senior non-commissioned member who are serving in the vicinity and are employed in CFB Halifax;
- (3) every senior non-commissioned member of the Regular Force who is on temporary duty or posted for a period in excess of 14 days at a unit administered by CFB Halifax be an "Ordinary Member" and will pay Mess dues for the period of the attached posting or temporary duty; and
- (4) senior non-commissioned members of the Reserve Force who is contracted for a period in excess of 14 days or more to a unit administered by CFB Halifax shall be an "Ordinary Member" and will pay Mess dues for the period of the contract.

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

- (b) **Associate Members** of the Mess may be comprised of both Retired Military and Social Members.

- (1) **Retired Military** may consist of:

- (i) Senior non-commissioned members who were honourably released from the Regular Force and entitled to an immediate annuity;
 - (ii) Senior non-commissioned members who were released medically from the Regular Forces who are entitled to an immediate or deferred annuity; and
 - (iii) former senior non-commissioned members honourably released from the Reserve Force who have accumulated 12 years or more of service;
- (2) Retired Military members shall enjoy the privileges of the Mess, but with exception of the Ex-Officio Representative shall not serve on the Mess Committee or attend meetings. They may assist the Mess Committee or sub-committee but by doing so assume no responsibilities.
- (3) Senior non-commissioned members who retire from the Canadian Armed Forces with at least 20 years of service who have paid Mess dues to the CFB Halifax Chief and Petty Officers'/Warrant Officer and Sergeants' Mess for a minimum cumulative period of twelve months prior to retiring will also be provided a Gold Card which will grant them all of the rights and privileges of an Honorary Member for a period of one year from their retirement date. Upon expiration of their Honorary Member privileges, Gold Card members may:
- (i) continue as a Retired Military member by paying dues; or
 - (ii) be provided Mess privileges on an occasional basis without paying dues and be entitled to participate in mess leagues without paying league fees. However, participation at dance(s) or other Mess events where tickets are sold would only be permitted if guest tickets were purchased.
- (4) Personnel offered SRCP during their final years of service who were members of the Chief and Petty Officers'/Warrant Officer and Sergeants' Mess prior to accepting SRCP will be entitled to apply for Retired Membership status once they retire from the CAF. Members retiring under this plan are not entitled to Gold Card privileges.
- (5) an Ex-Officio shall represent active Retired Military Members on the Mess Committee. This representative will be appointed by the PMC.

- (6) The rate of subscription for Retired Military members will be 70% of the Social member rate (this rate will be prorated for those Gold Card Retired members whose Honorary Membership privileges expire after the anniversary date when Mess dues for the current year have already been paid).
- (7) **Social Members** may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for a further one year term(s)) upon recommendation and approval of the Mess Executive Committee and the approval of the Base Commander. Social Members may consist of: (GMM 22/10/14)
 - (i) civilian employees holding senior non-commissioned member status employed with DND or employed with the Regular Armed Forces of other NATO or allied countries and serving in the vicinity of CFB Halifax; and
 - (ii) any other civilian personnel who have current/past affiliation or interaction with the Mess.
- (8) Social Membership will terminate on the last day of March and renewal will commence on the first day of April each year; (GMM 19/03/08)
- (9) an Ex-Officio shall represent Social Members on the Mess Committee. This representative will be appointed by the PMC; and
- (10) Social Members shall enjoy the privileges of the Mess, but with the exception of the Ex-Officio Representative, shall not serve on the Mess Committee or attend meetings. They may assist the Mess Committee or sub-committee, but by doing so assume no responsibilities.

Note: The Associate Membership should not normally exceed 25% of the total Membership of the Mess. Consequently, Social Membership numbers will be reviewed, and limitations on applications for new Social Memberships will be set by the PMC, in consultation with the Mess Committee on an annual basis.

- (c) **Honorary Members** consist of personnel who through their current/previous service in the CAF or for other reasons stated in the following paragraphs meet the prerequisites for Honorary Members shall be accorded the privileges of the Mess but shall not pay Mess subscription or serve the Mess in any capacity;

- (1) a member of the Regular or Reserve Force of the Canadian Armed Forces are considered an Honorary Member of every Mess in the CAF appropriate to their rank except the Mess in which they are an Ordinary Member and in seagoing ships;
- (2) any distinguished person may be invited to become an Honorary Member of the Mess upon recommendation of the Mess Committee, majority vote of a General Mess Meeting and the approval of the Base Commander; and
- (4) the spouse of an Ordinary or Associate member who becomes deceased shall be offered an Honorary Membership for a period of one year immediately following the death of the member. They may be assessed a proportional share of expenses associated with any Mess function or entertainment to which they are invited and attend.

Mess Committee

6.01 The Mess will be administered by a Committee of Ordinary Members appointed by the Base Commander or elected by and from the Ordinary Members at a General Mess Meeting. The Committee is categorized in two parts and shall consist of:

- (a) Part 1 – The Executive
 - (1) President (PMC); and
 - (2) Vice-President (VPMC)
- (b) Part 2 – The Committee
 - (1) Assistant Entertainment Rep;
 - (2) Entertainment Chairperson;
 - (3) Games Chairperson;
 - (4) Membership Rep;
 - (5) Assistant Games Rep;
 - (6) Planning/Housing Rep;
 - (7) Secretary;
 - (8) Special Projects Rep;
 - (9) Advertising Rep;
 - (10) Social Members' Rep; and
 - (11) Retired Members' Rep.

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6.02 The duties and responsibilities of each Committee Member are laid down in annexes attached to the By-Laws.

Meetings

7.01 Meetings shall be held as follows:

- (a) Executive Mess Committee Meeting monthly;
- (b) General Mess Meeting not less than twice yearly; and
- (c) Extraordinary Meeting at the call of the Base Commander, PMC or request in writing by 25% of Ordinary Members. Normally only one agenda item will be discussed at an Extraordinary Meeting.

7.02 Committee Meetings shall be held at the call of the President to consider:

- (a) approval of expenditures which come within Committee approval;
- (b) approval of financial statement; and
- (c) any other matters concerning the operation of the Mess.

7.03 General Mess Meetings shall be held at the call of the President to consider:

- (a) financial matters;
- (b) proposed Mess activities;
- (c) election of officers;
- (d) proposal book recommendations; and
- (b) any other business concerning the Mess.

7.04 The approved agenda for General Mess Meetings shall be posted at least two working days prior to the General Mess Meeting.

- 8.01 The CFB Halifax Chief Petty Officer (BCPO) is appointed Honorary PMC (HPMC) and acts in an advisory capacity to the Committee and as liaison officer between the Committee, through the Senior Administrative Officer, to the Base Commander.
- 8.02 Under provisions of A-PS-1100-001/AG-001 a Mess Manager is provided to the Mess for administration of Personnel Support Programs as directed by the Base Hospitality Service Officer (BHSO). Under the general direction of the Mess Committee, the Mess Manager is responsible for the planning, organizing, directing and controlling of Mess activities. The Mess Manager responds to technical direction of the BHSO who provides this direction on behalf of the PMC. The Mess Manager is an advisor to the Mess Committee, not a member.

By-Laws

- 9.01 In order to ensure the effective administration and operation of the Mess, more detailed rules, referred to as the 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.

Promulgation and Amendments to the Constitution

- 10.01 This Constitution shall be effective when approved at a General Mess Meeting and approved by the Base Commander, and shall supersede all previous constitutions and amendments on the date of such approval.
- 10.02 Proposals to amend the Mess Constitution shall be made in writing and 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 proposals shall be considered at the next General Mess Meeting.

Purpose

- 1.01 The purpose of these By-Laws is to locally apply the basic principles laid down in the Constitution, Non-Public Funds Accounting Manual, ASP 110 Personnel Support Program Manual and CFP 262 Mess Administration – in order to ensure the efficient administration and operation of the Mess.
- 1.02 These By-Laws shall come into effect and force when passed at a General Mess Meeting and approved by the Base Commander and shall supersede all previous By-Laws and amendments in effect at the date of approval.
- 1.03 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.

Dress

2.01 The following dress regulations will be observed in the Mess:

(a) Formal (Mess Dinners, Balls, etc)

- (1) Men – Uniform No. 2, 2B, Tuxedo (with miniature medals if applicable), or dress suit with shirt and tie; and
- (2) Women- Uniform No. 2, 2B, evening gown (with miniature medals if applicable), cocktail dress and or ensemble,

(b) Semi-Formal (Functions)

- (1) Men – Uniform No 3, suit or sports jacket with shirt and tie or turtleneck; and
- (2) Women – Uniform No 3, dress, pantsuit, suit,

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(c) Casual (for non-function occasions)

- (1) Men – military dress of the day, golf/dress shirt, sweaters, trousers (slacks/cords/jeans/Bermuda shorts (in good repair). There shall be no tank tops, flip-flops, spandex or sports wear worn in the Mess. However, the PMC may authorize sports attire immediately following a sporting event or during a sporting function at the Mess; and
- (2) Women – military dress of the day, blouses, shirts, sweaters, skirts/slacks (cords/jeans/Bermuda shorts (in good repair). There shall be no tank tops, tops showing midriff, spandex, flip-flops or sports wear worn in the Mess. However, the PMC may authorize sports attire immediately following a sporting event or during a sporting function at the Mess.
NOTE: Dress sandals may be worn in the Mess.

- 2.02 Military dress shall be in accordance with Dress Regulations as published in the Routine Orders. Retired members must obtain approval IAW QR&O 17.06(3), through the PMC, prior to wearing a uniform.
- 2.03 Members and guests will use the cloakroom to hang their outer garments such as parkas, raincoats and jackets. Headdress, side arms and webbing equipment (MPs exempt) shall not be worn in the Mess.
- 2.04 Each member is responsible to ensure that their guests abide by these By-Laws.

Mess Discipline

- 3.01 The PMC is responsible to the Base Commander through the BCPO for the maintenance of Mess discipline. In the absence of the PMC and VPMC, the senior member in rank present will be responsible to the PMC for maintenance of Mess discipline and observance of Mess orders.
 - 3.02 The Mess staff shall not be censured directly by members. Complaints will be made in writing to the PMC.
 - 3.03 With the exception of certified Service dogs, Dogs, cats or other pets shall not be permitted in the Mess.
 - 3.04 Accidental damage caused by a member or their guest will be borne by the Mess. Damage caused by a wilful or negligent action of a member or their guest will be the responsibility of the member concerned and full restitution will be made.
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- 3.05 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 Nova Scotia Provincial Liquor Act to receive or consume intoxicants within the Mess.

Suggestions and Complaints

- 4.01 Any suggestions or complaints regarding the management of the Mess shall be made via email to the Executive. Any suggestions or complaints regarding the Mess staff, or of a confidential nature shall be made in an email directly to the PMC.

Mess Bar

- 5.01 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, wine, or malt liquors to a person who is not an Ordinary, Associate, Honorary or Retired Member or an invited guest of the Mess. Spirits will not be sold by the bottle except wines.
- 5.01 Unknown Ordinary, Associate, Honorary or Retired Members may be required to produce evidence of membership before being extended the privileges of the bar.
- 5.02 Except for stocktaking and inventory checks, no member of the Mess will be allowed inside the Mess bar.
- 5.03 The selling price of goods as set forth by the Base Commander or as approved by the Mess Committee will be posted in the Mess.
- 5.04 All sales will be on a cash basis.
- 5.05 The Mess will abide by the Provincial Liquor Laws.

Cashing of Cheques

- 6.01 There will be no cheque cashing privileges.

Bar Hours

- 7.01 The times at which the bar will be open shall be decided by the Mess Committee and approved by the Base Commander. The hours of operation shall be posted in the Mess.
- 7.02 The PMC and VPMC shall have authority to extend bar hours. Bar extensions are not applicable to private functions.

Expenditures

- 8.01 The Mess Committee is empowered to:
- (a) authorize all recurring expenditures of the Mess and all expenditures of a capital or non-recurring nature up to \$5,000.00;
 - (b) PMC \$1,000.00 (per single item);
 - (c) amounts in excess of \$5,000.00 shall be presented to a General Mess Meeting for ratification prior to submission to the Base Commander for approval;
 - (d) authorize expenditures up to the budgeted amount as per the approved Mess fiscal budget; and
 - (e) bar cards are authorized for use by the PMC / VPMC and Entertainment Chairperson. Expenditures of each of the three cards are not to exceed the amount approved by the General Mess Members as prescribed in the C&POs' Mess budget for each month.

Gift Fund

- 8.02 This fund shall be administered as:
- (a) The Gift Fund shall be funded from direct contributions from Ordinary Mess Members and shall not be created or replenished by transfer from other accounts;

- (b) The portion of Mess dues to be contributed to the Gift Fund shall be the amount recommended by the Mess Committee. Any change from the established amount will require approval of the membership at a General Mess Meeting;
- (c) The PMC may authorize expenditures from the Fund up to but not exceeding \$50.00 as a token of sympathy in the event of the death of an Ordinary Member. This expenditure may be in the form of a gift or a cash donation to a benevolent or charitable organization in accordance with the wishes of the family; and
- (d) The PMC may approve the cost of a token of sympathy for a member of the Mess staff or other special status person associated with the Mess.

Testimonial Fund

8.03 A Testimonial Fund is established to draw upon the Gift Fund for the benefit of the Mess to provide appropriate recognition of retirements and postings for the following personnel:

- i. Commander MARLANT;
- ii. Base Commander;;
- iii. LFAA Commander;
- iv. Formation CPO;
- v. Fleet CPO;
- vi. Base CPO;
- vii. LFAA CWO; and
- viii. Mess Executive. This shall be in addition to any amount authorized for a retirement gift from the Mess.

The PMC or the Mess Manager may authorize expenditures from this fund up to but not to exceed \$200.00.

Charity Fund

8.04 This fund shall be administered as:

- (a) The Charity Fund shall be funded from direct contributions by Ordinary Mess Members and shall not be created or replenished by transfer from other accounts;

- (b) The portion of Mess dues contributed to the Charity Fund shall be the amount recommended by the Mess Committee. Any change from the established amount will also require approval of the membership at a General Mess Meeting;
- (c) The Mess Committee will review any written request from Ordinary Mess Members applying for support and/or sponsorship for a dependant who participates in an organized event sponsored or run by a charitable organization; and
- (d) The Mess Committee may contribute the funds in the Charity Fund to a charitable organization for the betterment of CF members on a case by case basis.

Retiring Members

- 9.01 From the Retirement Fund, retiring members are entitled a gift of their choosing not to exceed \$100.00. Reimbursement shall be made to the member upon presentation of a receipt to the Mess Manager. (GMM 22/10/14)
- 9.02 Retirees must have met the definition of Retired Military as per Article 5.01, and one or more of the following:
 - (a) 20 years service (five years with CF);
 - (b) completion of Regular Force Terms of Service;
 - (c) medical release; or
 - (d) special circumstances as determined by the Mess Committee.

Guests

- 10.01 Guests will be of two categories as follows:
 - (a) 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
 - (b) Personal Guests – A personal guest is a person who a member of a Mess invites to the Mess and for whom the Mess member is responsible.

- 10.02 It is the duty and responsibility of each member to make Mess guests welcome and to ensure their needs are met.
- 10.03 The number of personal guests normally permitted at any given social function and/or non-social function by an Ordinary Member is five. Associate and Honorary Members are permitted three (or as promulgated by the PMC).
- 10.04 The number of guests permitted to social functions, where limited facilities exist, will be determined by the Mess Committee. Guests are not permitted during designated TGIF (ie: TGIF 1600-1900hrs). Mixed TGIFs will be as designated by the PMC.
- 10.05 Guests must be of age as described under Nova Scotia Liquor Act Regulations.

Employees and Wages

- 11.01 The number of employees for the Mess and their duties shall be determined by the Mess Manager and approved by the Mess Committee. The salaries and wages shall be determined by the NPF Employee Wages Review Board and approved by the Base Commander.

Membership Subscription

- 12.01 Every Ordinary and Associate member shall pay a monthly or yearly subscription to the Mess.
- 12.02 The rate of subscription for Ordinary and Associate members shall be fixed at a General Mess Meeting and approved by the Base Commander.
- 12.03 Every member of the Mess shall pay their Mess dues on or before:
- (a) the fifteenth of the month following that in which their dues were effective;
 - (b) the date they cease to be a member; and
 - (c) payment for Associate Members shall be made annually by cash or cheque.

- 12.04 A senior non-commissioned member in transient over 14 days shall pay Mess dues 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.
- 12.05 Membership dues for Associate Members must be paid within thirty 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 6 month period has passed.
- 12.06 Non-members of the Mess, other than spouses of Mess members who wish to participate in an organized Mess League, shall be required to pay a League Fee. This fee will be fixed at a General Mess Meeting and be approved by the Base Commander.

Financial

- 13.01 All funds and other assets received by the Mess shall be accounted for by the financial records of the NPF Accounting Section.
- 13.02 All money received shall be deposited without deduction for any purpose whatsoever. Deposits shall be made each day, insofar as it is possible. Except for the current days' receipts, all cash on hand on the last banking day of the month will be deposited on that day.
- 13.03 Mess funds shall be accumulated only in the amount sufficient to:
- (a) meet continuing and future obligations; and
 - (b) establish an adequate reserve for:
 - (1) replacement of assets on inventory; and
 - (2) capital outlay in a normal year.
- 13.04 The funds of the Mess may be expended only for the immediate benefit of the members of the Mess.
- 13.05 Payments shall be made by cheque except that settlement may be made in cash (petty cash fund) for those items in an amount as approved at the Annual General Mess Meeting.

- 13.06 The Mess Manager is authorized to hold a Petty Cash Fund in an amount as approved at the Annual General Mess Meeting for payment of laundry and express charges, etc... All expenditures are to be approved by the PMC or VPMC.
- 13.07 The Bartender is authorized to hold a Change Fund in an amount as approved at the Annual General Mess Meeting.

Mess Meetings

- 14.01 There will be a General Mess Meeting at least twice yearly at which all Ordinary Members should attend.
- 14.02 A General Mess Meeting shall not be competent or valid unless a quorum is present. A quorum shall not be less than 15% of the Ordinary Membership or as determined by the PMC.
- 14.03 All General Mess Meetings will be held in the Mess or in a place specified by the PMC at a time and date to be published in Routine Orders.
- 14.04 The order of a General Mess Meeting will be:
- (a) meeting called to order;
 - (b) signing-in register of all attending members;
 - (c) ratification of the minutes of the previous meeting;
 - (d) presentation of a financial statement;
 - (e) PMC report;
 - (f) Sub-Committee Reports (membership, hospital, games, and entertainment);
 - (g) Old business;
 - (h) New business, includes elections of officers and approval for Associate and Honorary membership (if a subject of major importance, such as an amendment to the Constitution or By-Laws or a proposal which requires study is to be introduced as new business, it is normal to require prior notice to enable the Committee to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask); and
 - (i) Adjournment.

- 14.05 Extraordinary Meetings (normally held to discuss one agenda item) may be called as required by:
- (a) The Base Commander;
 - (b) The PMC; or
 - (c) a signed request of 25% of the Ordinary members.
- 14.06 The Rules of Parliamentary Procedures as outlined in CFP 262 Chapter 3 Annex B should be used for proper conduct of Mess Meetings.
- 14.07 Members who wish to submit an item for a General Mess Meeting agenda will do so by publishing the item, at least four days prior to the Mess Meeting, in the motion book, which is prominently displayed at the Bar. All motions will be seconded and signed.
- 14.08 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.
- 14.09 All motions made at a 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.
- 14.10 Proceedings of all Mess Meetings shall be recorded by meeting minutes in detail by the Secretary. They shall be signed by the PMC, Secretary and submitted for approval to the Base Commander or his delegated officer before action is taken to implement items authorized at the meetings, as recorded in the minutes.
- 14.11 All remarks at a General Mess Meeting shall be addressed to the Chairperson only when standing.
- 14.12 Except as stipulated in para 14.14 of the By-Laws, all motions are decided by 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 as in use of ballots or a show of hands. Members cannot be compelled to vote on a motion however, they should be encouraged to do so.

- 14.13 The PMC may exercise his own vote as a member as long as he votes at the same time as the members but as a general rule he refrains from doing so. Except for his vote as an Ordinary Member, he does not have an extra or casting vote in the event of a tie.
- 14.14 Secret ballots may be demanded by the Chairperson or may be approved by the members as a result of a secondary motion.
- 14.15 Immediately prior to taking a vote on any matter, the Secretary shall read clearly the terms of the motion to be voted on.

Types of Motions

15.01 Motions are of two kinds, main and secondary. They can be described as follows:

- (a) Main Motion – introduce a subject to the Meeting. It is amendable and debatable. It is quite proper for any member who is in favour of the motion, to present all arguments they can think of which seems to make the action advisable, and to present these arguments as persuasively as possible. The opponents have the same privilege. The Chairperson must however, remain absolutely impartial; and
- (b) Secondary Motion – during discussion 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:
- (1) an amendment to the main motion or an amendment to an amendment; or
- (2) 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,

- (3) 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 prior to reaching the main motion that amended motion becomes effective and all other defeated.

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

Mess Dinners

16.01 Mess Dinners (at a cost determined by the Mess Committee) should be held once per quarter (or as promulgated by the PMC). The inclusion and percentage of Associate/Honorary/Retired Military Members in attendance will be at the discretion of the PMC.

16.02 Procedures and protocol for Mess Dinners and other social functions, such as formal balls, dining-ins, mixed dinners, etc...will be carried out in accordance with guidelines published in CFP 262 Chapter 5.