

FOREWARD

1. The CFB Halifax Fleet Club Constitution and By-Laws have been authorized and approved by the base commander, CFB Halifax
2. Nothing in the Constitution and by-laws is to be construed as superseding and order issued by higher authority
3. Suggestions for amendments or changes shall be forwarded to the Fleet Club President for consideration by the mess members and approved by the Base Commander, CFB Halifax.



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Captain (N)
Base Commander
Canadian Forces Base Halifax**

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Captain (N)
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**CANADIAN FORCES BASE HALIFAX
JUNIOR RANKS MESS/FLEET CLUB
CONSTITUTION AND BYLAWS**

April 2018

DISTRIBUTION LIST

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Base Commander
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JUNIOR RANKS MESS / FLEET CLUB CONSTITUTION

101. NAME

1. The name of the institute in the Jr. Ranks Mess/Fleet Club Atlantic CFB Halifax, Nova Scotia; hereafter referred to as "The Mess"
2. The Mess is divided into the following three rooms:
 - a. The name of the first room is the "Slackers" and consists of The Games room, Pub, Video Arcade and Dart Room;
 - b. The name of the second room in "MR. MACS" and consists of the lounge and dining room; and
 - c. The name of the third room is "The Bonnie Maggie room."

102. AUTHORITY FOR ESTABLISHMENT AND OPERATION

1. The Junior Ranks Mess is established under the authority or QR&O 27.01. It shall be operated in accordance with the regulations and orders governing the operation of messes in the CAF (Canadian Armed Forces), and the instructions contained in this constitution and the bylaws, which amplify it.

103. PURPOSE OF OPERATION

1. The Junior Ranks Mess shall be operated for the purpose of providing for the promotion of social and recreational activities for MCpl/MS, Cpls/LS and Ptes/AB/OS of the CAF serving in CFB Halifax, or its Lodger and Integral units in the Area.

104. PURPOSE OF CONSTITUTION

1. The purpose of the constitution is to detail the local regulations as they exist and to provide such amplifications of regulations and or as is considered necessary.

105. MEMBERSHIP

1. The membership of the mess shall consist of Ordinary, Associate and Honorary members.
2. The following persons are Ordinary members of the mess:
 - a. All MCpls/MS and below of the Canadian Regular Force and Primary Reserve in the greater Halifax/ Dartmouth who are borne on the establishment of CFB Halifax or its integral or Lodger units in the area, or who are serving at CFB Halifax on Temporary or Attached duty in excess of 14 days; and

- b. MCpls/MS and below of the CAF of other countries who are on exchange with or loan to the Canadian Forces, and who are employed at CFB Halifax or on one of its Integral or Lodger units.
- 3. Associated members of the mess may comprise of the following categories:
 - a. Retired;
 - i. Medically from the Regular Forces who are entitled to and immediate or deferred annuity, and
 - ii. MCpls/MS and below honorably/medically released from the Primary Reserve and who will have accumulated 12 years of service.
 - b. Working; and
 - i. DND civilian employees who are employed at CFB Halifax or its Integral or Lodger units;
 - ii. Teachers, Supervisors, inspectors and administrators employed in civilian schools sponsored by DND and Associated with the base; and
 - iii. Other civilians similarly employed at or in association with CFB Halifax or one of its Integral or Lodger Units.
 - c. Social;
 - i. Gentlemen and ladies that reflect the various business and professional interesting the area who may be nominated and accepted for a period of one year at a time. The number of Social Memberships shall not exceed 25% of Ordinary Members.
- 4. Honorary members comprise the following:
 - a. MCpls/MS and below of the Canadian Regular Force and Primary Reserve who are serving in ships and other Regular Force units in Canada;
 - b. Visiting Regular Force MCpls/MS and Below of the Armed Forces of other nations; and
 - c. Certain distinguished persons who hold particular office in government, and service association recognized by the mess.

An associate member as well as honorary member shall be accorded to the privileges of the mess but may not serve on the mess committee. They may assist the Mess Committee, but by doing so assume no responsibility.

106. DISCIPLINE

1. The PMC is responsible to the Base Commander CFB Halifax through the Accommodations and Messes Officer for the discipline of the mess members. All members and their guests shall obey the PMC's decisions. In the PMC's absence, discipline shall be the responsibility of the Executive Mess Committee during work hours or scheduled events and the MSOD (Master Seaman of the Day) after work hours.

107. SUSPENSION

1. Membership privileges may be suspended by the PMC for infractions of the mess rules. Reinstatement is subject to the approval of the mess committee when in appeal by the member is made through the members representative.

108. EXECUTIVE MESS COMMITTEE

1. The mess shall be managed by the Mess Committee, composed of the following:
 - a. President (appointed by the Base Commander CFB Halifax);
 - b. Vice President (appointed by Mess Membership);
 - c. 1st Vice President Fleet. (appointed my the Mess Membership, Halifax);
 - d. Entertainment Chairperson;
 - e. Secretary;
 - f. Financial advisor; and
 - g. Sports Chairperson.
2. The Mess Committee shall be responsible to appoint a Technical Chairperson, Advertising Chairperson and Security Chairperson.
3. SUPERVISORY OFFICER. The Base Commander CFB Halifax will appoint an officer to act in advisory capacity to the Mess Committee. The Supervisory Officer shall:
 - a. Assist and advertise the Mess Committee as Required;

- b. Be an Ex-officio member of the Mess Committee; and
 - c. Keep the Base Commander CFB Halifax advised of the affairs of the Mess.
4. Mess Manager is an ex-officio member.

109. MEETINGS

1. Mess Committee Meetings shall be held convened or at the call of the PMC to consider:
 - a. Approval of expenditures within Committee Authority;
 - b. Preparation and recommendation of budget forecast for approval of General Mess Meeting;
 - c. Review of Monthly Financial Statements and mess operation;
 - d. Review of Entertainment; and
 - e. All matters concerning the operation of the Mess.
2. General Mess meetings at the Discretion of the Base Commander CFB Halifax or at least once during each quarter as called by the PMC. General Mess meetings will consider the following:
 - a. Financial statements presented by the treasurer;
 - b. Proposed Mess Activities;
 - c. Election of Committee Members; and
 - d. Any other business concerning the Mess.

110. AMMENDMENTS TO THE CONSTITUTION AND BYLAWS

1. Proposals to amend the Constitution and bylaws shall be written and submitted to the PMC to be Posted for 30 days or more; the Proposal shall be considered at the next General Mess meeting. Amendments will be approved by the majority vote and be approved by the Base Commander CFB Halifax Prior to taking effect.

111. MESS BYLAWS

1. The bylaws will be drawn up and approved by a majority vote of the members present and be approved by the Base Commander CFB Halifax before taking effect.

112. FINANCES

1. The Mess Committee may authorize the PMC to spend up to \$1000.00 for any non-recurring item, project or occasion without prior approval. All such expenditures should subsequently be recorded at the next Mess Committee Meeting.
2. The Mess Committee may authorize all expenditures of a capital or non-recurring nature not exceeding \$5000.00 for any Project.
3. A general mess meeting must be held, and a majority vote recorded, to authorize any expense and capital non-recurring expenditures in excess of \$5000.00 for any one item or project subject to the approval of the Base Commander CFB Halifax.
4. The Mess Manager is authorized to incur and approve all expenditures incurred in the normal operation of the Mess. These Expenditures are to be reviewed by the Mess Committee Monthly.
5. Mess is an independent financial institution exclusive from Base Funds. Sources of revenue for the mess are; Dues, Gifts, Donations, Bar Profit, Surcharges on premiere Entertainment and sports ticket sales.

113. INSURANCE

1. The Mess assets are covered by the Canadian Forces Central Fund Consolidated Insurance Plan.
2. The Mess assets, furniture and fixtures, stock and equipment shall be verified at least once every year.

114. TOKEN OF SYMPATHY

1. The Mess will offer a token of sympathy in the form of flowers or donations on an amount set at \$100.00 to the next of kin for a deceased member.

115. HOSTING

1. The Mess will have a Hosting account with an amount of \$750.00 a month, approved by the General Membership for the fiscal Year.
2. The Mess will use this account for:

- a. Official Functions;
- b. Hosting Mess Guests;
- c. Hosting a function is designed to introduce new members to the facilities offered by the Mess; and
- d. Hosting any person doing business with the Mess, if such hosting is deemed to be the interest of the Mess.

116. HOSPITAL COMFORTS (Covered by CFPSA/MFRC)

- 1. The Mess will offer Hospital Comfort to Ordinary Members in the form of TV rental, Flowers or fruit basket during their stay in hospital.
- 2. Members must be Ordinary Members at the time of their hospitalization.
- 3. Members will pay for the TV rental, flowers and fruit basket and submit a receipt to the Mess for reimbursement of up to \$100.00 per hospital stay exceeding 3 days or more.

117. DEPARTURE GIFTS

- 1. When an Ordinary Member is posted out of the Formation and is clearing out of the Fleet Club they are entitled to the following:
 - a. (1) 1 Complete Year \$20.00;
 - b. (2) 18 months – 2 yrs \$30; and
 - c. (3) 2 plus Years \$50.00.
- 2. The value of the gift is the dollar value of the memento the member may choose from the Fleet Club Gift Locker.

118. RETIREMENT GIFTS

- 1. When an Ordinary Member or an Honorary Member retires from the Canadian Forces as a MS or below with 20 years of service or more; the PMC or a member of the Executive Mess Committee will present this Membership card at the member's retirement function. Any member retiring shall be granted a gift of their choice not to exceed \$250.00.

119. SPONSORSHIP OF FLEET CLUB TEAMS

1. The Fleet Club will encourage and support our membership in the sporting community. The Fleet Club may control team Uniforms and Registration Fees if the team in question meets the following criteria:
 2. The team must hold try-outs for the entire mess membership;
 3. Ordinary Members have the first shot at all the positions on the team;
 - c. The team must be comprised of at a minimum 51% Ordinary, honorary or associate members;
 - d. All equipment and Uniforms purchased by the Fleet Club on behalf of the team is the property of the Fleet Club;
 - e. This equipment and the Uniforms will be returned in good condition to be stored in the Fleet Club Sports Locker at the end of the season. If the equipment is not returned in good condition, the team is responsible to replace damage, lost or stolen items; and
 - f. Requests for team, support MUST be submitted in writing to the PMC prior to the November Budget Meetings.

120. TESTIMONIAL FUND

1. A Testimonial Fund is established for the benefit of the members of the Mess to provide appropriate recognition of retirements, postings, family grief, and hospitalization. A monthly Testimonial Fund assessment, at a rate fixed from time to time by the Mess Committee, shall be charged to all Ordinary and Associate Members. Only Ordinary Members are expected to contribute towards the purchased of departure gifts on posting of Ordinary Members.
2. The PMC or the Mess Manager may authorize expenditures from the fund up to, but not exceeding, the amounts shown below:
 - a. \$100.00 as a token of sympathy in the event of the death of a Member. This may be a floral tribute or an equivalent charitable donation, in accordance with the desires of the late Member's family;
 - b. \$250.00 for the purchase of a retirement gift for an Ordinary Member retiring with not less than 20 years of service with the Canadian Forces;
 - c. \$50.00 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;

- d. \$250.00 for the purchase of a memento for a departing PMC. This shall be in addition to any amount authorized about for either a retirement gift or a posting gift;
- e. \$300.00 for the purchase of a gift for a departing Commander, MARLANT or \$300.00 for the Base Commander or LFAA Commander. This shall be in addition to any amount authorized above for either a retirement gift or a posting gift;
- f. \$150.00 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 / Fleet Chief; and
- g. \$50.00 token of congratulations to be given to a member on the birth / adoption of a child.
- h. \$50.00 token of sympathy in the event of a death of a members NOK (Next Of Kin) form currently used in the CAF. This may be a floral or equivalent charitable donation of the member's choice.
- i. \$200.00 for the purchase of a gift for a visiting foreign military or a ship.

Posting gifts will consist of a range of products approved from time to time by the Mess Committee. They may include prints, mugs, books, plaques, coins or gift cards. These gifts will be available in the Mess office. Due to the size of the Mess membership, normally the presentation of these gifts will be the responsibility of the Mess Member's unit or section.

Expenditures for retirement's gifts may be for any item, or portion thereof, up to the authorized amount.

JUNIOR RANKS MESS/FLEET CLUB BYLAWS

201. GENERAL

- 1. These bylaws amplify the Mess Constitution. Where applicable, reference is made to the appropriate paragraph of the mess constitution.

202. MEMBERSHIP (CONSTITUTION ART 105)

- 1. Ordinary members shall enjoy full privileges of the Mess in they:
 - a. May attend all functions charged against Mess funds; or

- b. May sponsor five guests.
- 2. Have access to all Mess facilities subject to the regulations in force concerning each facility.
- 3. The Executive Mess Committee Members are obliged to assist the PMC in that they shall carry out duties as detailed and directed by the BCPO.
- 4. Ordinary Members are eligible to serve on the Mess Committee, attend Mess Committee Meetings and vote as Mess members.
- 5. Ordinary members will be charged a Mess subscription as determined by a General Mess Meeting, and approved by the Base Commander CFB Halifax.
- 6. Payment of Mess Dues:
 - a. Member is TD 01-16 Jul, Losing unit keeps charging mess dues as usual. Gaining unit does not charge mess dues;
 - b. Member is TD 16 Jul -12 Aug, losing unit charges mess dues from 01-31 Jul, gaining unit charges mess dues 01-31 Aug, losing unit reinstates mess dues for 01 Sep; and
 - c. Member is Attached Posted 15 Jul -01 Nov, losing unit charges mess dues 01-31 Jul, gaining unit charges mess dues 01 Aug -30 Nov, losing unit reinstates mess dues 01 Dec.
- 7. It is the responsibility of each Ordinary member to ensure that the Mess Manager is informed of any change in the members' status such as:
 - a. Reporting IN/OUT;
 - b. Temporary absences;
 - c. Release From CF;
 - d. Promotion to Rank above MCpl/MS; or
 - e. Mailing Address.
- 7. Applicants for Associate membership as per Art. 105 para 3 of the Constitution shall be sponsored. All applicants for the Associate membership shall be posted on the notice board for at least 30 days, to allow Mess members to challenge such applicant prior to consideration by the Mess Committee. Members challenging such applications shall forward in writing to the PMC the reason or reasons for

such a challenge. The approval or Non-approval of applicants will be posted on the notice board for seven days after the monthly Mess Committee Meeting.

8. Associate memberships will be reviewed annually by 31 March. Associate member desiring renewal of their membership must submit a renewal together with payment due by 01 February. Associate members not complying with the deadline date will have to resubmit an application (refer to para 7). Associate membership fees will be set at \$180.00 a year or prorated if they join throughout the year and payable at the beginning.
9. Retired memberships will be reviewed annually by 31 March. Retired member desiring renewal of their membership must submit a renewal together with payment due by 01 February. Retired members not complying with the deadline date will have to resubmit an application (refer to para 7). Retired membership fees will be set at \$72.00 a year or prorated if they join throughout the year and payable at the beginning.
10. Associated members of the Mess will enjoy the privileges of the Mess. Associated members shall be accorded the privileges of the Mess, but shall not be eligible to serve on the Mess Committee. They may, however, assist a sub-committee, and attend General Mess Meetings, but will not have a vote.
11. Associated members shall be accorded the privileges of the Mess, but shall not be eligible to serve on the Mess Committee. They may, however, assist a sub-committee, and attend General Mess Meetings, but will not have a vote.
12. Honorary Members may be assessed a proportionate share of expenses associated with any mess function or entertainment they attend.
13. Associate and honorary membership may be cancelled or suspended by the Mess Committee at any time such cancellation is warranted.
14. All members, upon request, will be required to identify themselves prior to admittance into the mess.
15. Where feasible, lists of members shall be maintained by the Mess Office and be available to members upon requests.

203. ELECTION OF THE MESS COMMITTEE MEMBERS (CONSTITUTION ART 108)

1. The eligible voting members of the Mess shall nominate members in good standing by proposing of a candidate by one member, and seconding the Nomination by another member. Only member in good standing have the right to vote. Elections shall be held IAW ANNEX A, para 19-20.

2. Appointed members shall remain in the office at the discretion of the Base Commander CFB Halifax.
3. Vacancies are to be filled by appointment of the PMC until the next General Mess Meetings.
4. Sub-Committees may be appointed by the PMC for specific purposes from time to time. If practical, each Sub-Committee should be chaired by a member of the Mess Committee.

204. AREA ALLOCATION

1. The Mess is available for use by all members and their guests only unless otherwise specified. Facilities of the Mess may be allocated for ship's social, weddings, etc with the prior permission of the Mess President. The Mess will entertain requests from outside organizations, provided the Mess is not being utilized for Mess/Military functions.
3. The area behind the bars and kitchens and storage spaces are out of bounds to all personnel not specifically assigned to duty therein.

205. SERVICE ENTRANCE AREA

1. This area is for use by employees and suppliers only. Members are not to use this area as a gangway unless authorized by the PMC.

206. GUESTS

1. Visitors and guests may be invited into the Mess in accordance with the following rules:
 - a. Guests shall be categorized as;
 - i. Mess Guests – a Mess guest is a person or persons who the Mess, is an entity, has social or public obligation to entertain and for whom the member is financially responsible, and
 - ii. Personal Guests – a guest of a member is a person who a member of the Mess invites to the Mess and for whom the member is responsible.
2. Guests shall be the sole responsibility of their sponsors while in the Mess.
3. All members sponsoring guests shall sign the Guest Book on entering the Mess.
4. Civilian guests' dress must conform to the rules for members.

5. A member of the Executive Mess Committee has the right to refuse entrance to anyone, whether guests or members.
6. All guests must be over 19 years of age or over. Guests may be required to prove their age on entry of the Mess. The only acceptable identification for a guest is a valid driver's license or a government issued picture I.D.
7. Children are not permitted in the Mess, except for special organized functions with in the Mess.
8. Animals are permitted into the Mess if they are:
 - a. Military Police dog;
 - b. Provincial or Federal emergency services dog; or
 - c. Registered Service Animal under the Provincial authorities.
9. Currently serving Commissioned Officers and Sr. NCMs shall not be invited into the Mess unless the invitation is sanctioned by the PMC or VPMC.
10. In the event of marriage, civil union or common-law status between CAF members of different ranks, the spouse holding the higher rank may attend functions with their spouse at the Mess of the spouse of the lower rank, provided permission is received from the PMC or VPMC.

207. DRESS REGULATIONS

1. Dress in the Mess is relaxed but it is to be of a high standard. Blue jeans, running shoes, and shorts may be worn but must be clean and in good repair.
2. Clothing must not be offensive and will be of a conservative fashion.

208. SUSPENSION AND LOSS OF PRIVILEGES

1. The PMC is responsible for discipline in the Mess and the outside area surrounding the Building.
2. The PMC may impose such penalties/suspensions as necessary to any member for infractions of the rules and bylaws. The PMCs decision at the time of the incident is final. However, appeals against judgment may be made to the Executive Mess Committee through their ship or unit representative, by written memorandum.

3. Incidents involving members or their guests will be referred to the Base Commander CFB Halifax of the individual concerned for disciplinary action if warranted.

209. CONDUCT IN THE MESS

1. Conduct in the Mess shall be of the highest standard. Normal rules of courtesy and good manners apply.

210. BAR OPERATIONS

1. The times at which the bars will be open shall be decided by the Mess Committee and approved by the Base Commander CFB Halifax. The hours of operation shall be posted in the Mess. The Mess shall be cleared one half hour after the bar is closed.
2. The PMC or VPMC if present in the Mess, may extend the bar by one hour provided the number present warrants an extension. This must be in concurrence with the duty bartender. For formal functions and with the verbal approval from the Base Commander two working days prior, the PMC or VPMC may extend the bar beyond the one hour extension.
3. The bar may remain open at the other than posted times on special occasions with prior approval of the Base Commander CFB Halifax.
4. Retail prices of merchandise shall be determined by the Executive Mess Committee subject to approval by the Base Commander CFB Halifax. A current list showing the approved prices of merchandise shall be posted in the Mess bars.
5. Alcoholic beverages shall not be served, exchanged or given to any individual not a member of the Mess except to guests of members for their consumption in authorized areas.
6. Under no circumstances will food or alcoholic beverages be brought into the Mess for private functions.
7. Personal alcohol will not be brought into Slackers, T.V. room, Mr. Mac's, Bonnie Maggie or the patio(s).
8. Alcoholic beverages shall not be served to minors or members under the age 19.

211. COMPLAINTS AND SUGGESTIONS

1. Any suggestions or complaint regarding the management of the Mess is to be made in writing to the PMC. The PMC or delegate will enter a reply indication action taken or proposed. If a member is not satisfied with action taken by the

PMC or delegate, that person may submit a memorandum outlining the circumstances to the Formation Messes Manager.

2. Except to avert a situation that may result in embarrassment to members or guests, or to prevent loss or damage to Mess property, members will not rebuke or enter into arguments with any employee of the Mess.
3. No Mess member shall censure or give orders to any employee of the Mess in regards to their duties.

212. GAMBLING

1. Gambling is not permitted in the Mess.

213. LOSS OR DAMAGE OF PERSONAL PROPERTY

1. The Mess will not be responsible for loss or damage to personal property unless such loss or damage is the result of proven negligence of a member or members of the Mess staff.
2. The Mess will not be responsible for loss or damage to motor vehicles or the contents thereof, whether or not such vehicles are parked in authorized parking areas.

214. EMPLOYEES

1. The Mess Manager is a PO2 /Sgt billet and the Bar Supervisor is a Civilian with the remaining positions hired as civilians. CFP 110(3) Chapter 9 governs the civilians. The following are approved in full time positions, statement of duties

Are held by the NPF Personnel Manager:

- a. Managing Supervisor (Mess Manager);
- b. Bar Supervisor (Admin Assistant);
- c. Bartenders; and
- d. Cleaner /General Duties.

215. WAGES

1. The Base sets wage rates.

216. MEMBERSHIP DUES

1. Membership dues, subscription and special assessments are to be established at the General Mess Meetings.

217. TRADING ACTIVITY

1. All basic operations are by cash, credit card or interac (direct debit). The Mess Administration is to provide receipts for all transactions taken for functions such as cheques or receipts.

218. MESS ENTERTAINMENT

1. Most functions are self-supporting; however, the Mess will subsidize those functions approved by the Mess in the budget General Mess Meeting.

219. MEETINGS

1. Mess Committee Meetings are to be held at least monthly.
2. General Mess Meetings are to be held once during every three-month period.
3. Extraordinary General Mess Meetings are as required at the call of the Base Commander CFB Halifax, Supervisory Officer, or PMC, or at the request in writing of 25 percent of the total membership.
4. The conduct of meetings 1., 2., 3., and for will be in accordance with Annex A.

220. METHOD OF NOTIFYING MEMBERS OF MESS ACTIVITIES

1. Members will be advised of Mess activities through the Entertainment Bulletin, and a monthly calendar in the Mess. In addition, special functions may be advertised on bulletin boards as in routine orders.

221. RETENTION AND DESTRUCTION OF MESS DOCUMENTS

1. The policy regarding the retention and /or destruction of Mess Documents is contained in DNDP 11.

222. MESS ADMINISTRATION

1. Mess Administration shall be in accordance with CFP262, CFP 110(2), CFP 110(3), and CFP 105

223. FURNITURE AND EQUIPMENT DISPOSAL

1. **Obsolete, worn out, or no longer required furniture and equipment will be disposed of in a manner considered most beneficial to the Mess by consideration of the following courses of action:**
 - a. **Trade-in on a new or replacement item;**
 - b. **Sale to another mess or institute;**
 - c. **Sale to the highest bidder through advertising or auction; and**
 - d. **Destruction;**

224. CONDUCT OF MEETINGS

1. **Meetings will be conducted as per Annex A to these Bylaws.**

225. TERMS OF REFERENCE

1. **Terms of reference are attached as annexes as follows:**
 - a. **Annex B – Supervisory officer;**
 - b. **Annex C – President of the Mess Committee;**
 - c. **Annex D – Vice President of the Mess Committee;**
 - d. **Annex E – Secretary of the Mess Committee;**
 - e. **Annex F – Financial Advisor;**
 - f. **Annex G – Entertainment Chairperson;**
 - g. **Annex H – Sports Chairperson;**
 - h. **Annex I - Media Representative;**
 - i. **Annex J – Mess Manager;**
 - j. **Annex K – Member of the Executive Mess Committee (during working hours /mess functions) or Master Seaman of the Day (after work /mess hours);**
 - k. **Annex L – 1st Vice President of Mess Committee;**
 - l. **Annex M – Technical Chairperson;**

- m. **Annex N –Advertising Chairperson;**
- n. **Annex O – Events Coordinator; and**
- o. **Annex P – Security Representative.**

**ANNEX A
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX A
CONDUCT OF MESS MEETINGS**

Introduction

1. General Mess Meeting 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.
2. If the General Mess Meetings are to be conducted in a manner, which will result in the accuracy of business, economy of time, uniformity, and impartiality, they should be conducted in accordance with the parliamentary procedure.

Purpose

3. This annex outlines the responsibilities of the PMC in conducting mess meetings, parliamentary procedure insofar as it applies to such meetings, and the types of, and methods of dealing with motions.

President of the Mess Committee: Responsibilities

4. The Control of the Mess Meeting rest with the PMC and the Success or failure of the meeting depends to a great extent on their preparation and planning and on leadership qualities and methods. To carry out responsibilities at a Mess Meeting, the PMC should:
 - a. Be familiar with mess rules and regulations and the constitution and bylaws of the Mess;
 - b. Know, and follow, the order of business for the conduct of the Mess Meeting;
 - c. Conduct the meeting in accordance with parliamentary procedure and be familiar with their duties and presiding officer in respect of the validity of motions, or amendments thereto, and the control of debate.
 - d. Ensure that each member has an opportunity to express their views but is not allowed to abuse the rights by being repetitious;
 - e. Ensure that all remarks are addressed to the chair and not directly discussed by two or more members; and

5. Ensure that the only one Speaker has the floor at a time and that the speaker is not interrupted otherwise that permitted by the rules of order.

Order of Business

6. 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 a normal order of business:
 - a. Call to order;
 - b. Roll calls if necessary;
 - c. Reading of minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading dispensed with);
 - d. Approval of the minutes;
 - e. Reports of;
 - i. The PMC,
 - ii. The Secretary, and
 - iii. The Financial Statement.
 - f. Reports of sub-committees;
 - g. Old Business arising out of previous meeting;
 - h. New business; and
 - i. Adjournment.
7. If a subject 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 want to ask.

Making a Motion

8. A motion is a proposal that the Mess takes action, or that it expresses itself as holding certain opinions. Any member of the Mess except the PMC may make a motion. To makes a motion, a member first obtains recognition from the PMC by standing and waiting until acknowledgment by him. If two or more members rise at approximately the same time, the PMC must use discretion as to which person will be recognized first. Members must always address the chair.

9. Prior to making a motion, the member should have formulated the correct wording of the proposal he or she wished to bring to the attention of the meeting. He or she says, after being recognized or obtaining the floor. "I move that..." or "I move that to..." for sake of absolute accuracy a motion may be put in writing, read by one who proposes it, and handed to the secretary. Whatever the practice, it is very important that all understand the exact wording of the motion. To make this clear, the PMC must repeat the motion, inquiring from the proposer if the wording is correct.

Seconding a Motion

10. A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. If a motion is not seconded, no notice whatever need be taken of it by the PMC; but for the sake of fairness to all, the PMC may say, "It has been motioned that.....Is the motion seconded?" If no seconding is forthcoming, the PMC says, "the motion cannot be considered" and proceeds with business as before.
11. Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one member other than the proposer. It is customary for the proposer to rise, but it is not necessary for the seconder to rise although, in a large group, it may be advisable.

Legality of a Motion

12. 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.
13. When a motion has been made, the PMC must consider it to determine whether it is in order for presentation and discussion by the meeting. The PMC may do this before or after it is seconded. If the PMC considers a motion in order, he will repeat to the meeting and invite discussion thereon. If the PMC considers a motion not in order, they will rule the motion out of order and advise the member of their reason for doing so.
14. Any member, other than a committee member, may challenge the PMC to approve that the ruling is in accordance with regulations, orders or rules. If there is still dissatisfaction with the ruling, or is a question of interpretation of rules and regulations arises; the validity of the ruling may go to the vote of the meeting.

Debating a Motion

15. Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted on. When moved, seconded, and stated by the PMC, a motion cannot be withdrawn or ignored, except where the original mover asks for permission from the

meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.

Voting

16. All motions are decided by a majority vote of the ordinary members present. This is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning of majority, equal votes defeat a motion. The system of voting is decided by the local custom, e.g., use of ballots, show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.
17. The PMC may exercise their own vote as a member, but as a general rule should refrain from doing so. Except for their vote as an ordinary member, he does not have an extra or casting vote in the event of a tie.

Types of Motions

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

Main Motions

19. A main motion is one, which introduces a subject to the meeting. It is debatable and amendable, i.e., the opinions of those present may express in regard to it, not only by their votes, but also by their words. Expression of opinion by members in orderly debate serves the purpose of not only clarifying the issue, but also influencing undecided members. It is quite proper for any member in favor of a motion to present all the arguments that seem to make the action advisable, and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the PMC must remain absolutely impartial.

Secondary Motions

20. In most instances, a main motion will be proposed, seconded, discussed and voted on without complications. But, this is not always the case. During discussion, various questions may arise which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary (subsidiary) motions and may take the form of:
 - a. An amendment to the original motion, or an amendment to an amendment (see appendix 1 for example); or
 - b. A motion to:
 - i. Defer the subject of original motion temporarily or indefinitely;

- ii. Refer the subject of the original motion for further study; and
- iii. Limit time for debate of a motion.

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

Nominations

23. Nominations at a Mess Meetings are normally made from the floor. No seconder is required. In some Messes, nominations are proposed by a nominating committee but in such cases, additional nominations can be made from the floor. Before closing nominations, the PMC should inquire if there are any further nominations, and if there is no response, the PMC declares nomination closed. In some Messes, nominations are closed on a motion from the floor but such a motion is not in order until a reasonable time has been given. It is preferable that the PMC declare nominations closed when satisfied that there are no further nominations.

24. Nominees identified at the general mess meeting will observe the following procedure:

- a. Interview with the PMC with respect to terms of service;
- b. Seek and receive divisional approval;
- c. Work with the committee for which the number is seeking the position; and
- d. The nominees that have met these criteria will be subjected to a vote at the next General Mess Meeting.

**APPENDIX 1
ANNEX A**

**APPENDIX 1 TO ANNEX A
PARLIAMENTARY PROCEDURE**

TABLES OF RULES REGARDING MOTIONS

Class of Motion	Debating	Amendable	Second Required	Interrupt speaker to move
Main Motion	Yes	Yes	Yes	No
Primary Amendment	Yes	Yes	Yes	No
Secondary Amendment	Yes	No	Yes	No
Subsidiary Motions	Debatable	Amendable	Second Required	Interrupt speaker to move
Postpone Indefinitely	Yes	No	Yes	No
Postpone to a Definite Time	Yes	Yes	Yes	No
Refer to Committee	Yes	Yes	Yes	No
Limit Discussion	No	Yes	Yes	No
Incidental Motions	Debatable	Amendable	Second Required	Interrupt speaker to move
Withdraw a Motion	No	No	No	No
Appeal President's Decision	Yes	No	Yes	Yes
Object a Motion	No	No	No	Yes
Request Information	No	No	No	Yes
Nominations	No	No	No	No
Close or Reopen Nominations	No	Yes (as to time)	Yes	No
Privileged Motions	Debatable	Amendable	Second Required	Interrupt speaker to move
Take a Recess	No	Yes	Yes	No
Adjourn	No	No	Yes	No
Fix Time to Adjourn	No	Yes	Yes	No
Reconsider a previous Motion	Yes	No	Yes	Yes

**ANNEX B
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX B
TERMS OF REFERENCE
SUPERVISORY OFFICER**

Section: Base services
Rank: Lt/SLT, Capt/Lt (N) or FMM (CPO2)
Responsible to: The Base Commander CFB Halifax and BAdmO

DESCRIPTION OF DUTIES

To supervise the Junior Ranks Mess in accordance with CFP 262.

Duties

1. Acts as liaison between the Base Commander CFB Halifax and the Mess.
2. Shall be “ex-officio” member of the Mess Committee and shall attend General, Extraordinary, and Executive Committee Meetings.
3. Shall not have voting privileges.
4. Shall assist the PMC in ensuring that Mess Meetings are conducted in an orderly manner in accordance with the regulations and that proper Mess quorum is present.
5. Shall Ensure that all business transacted is in the best interest of the membership.
6. Shall ensure that the Mess Committee receives support in the effective management of the Mess and shall act as liaison between the Mess Committee and Branch Heads.
7. Shall Monitor the financial status of the Mess operation, paying particular attention to the following:
 - a. Budget preparation;
 - b. Budget control, to ensure expenditures are within the budgeted amounts;
 - c. Ensuring a proper level of bar merchandise is maintained;
 - d. Pursuing the Monthly Financial Statements prepared by the NPFAO to ensure the Mess is operating in an efficient manner; and

- e. **Ensuring that all expenditures are in accordance with the appropriate Forces regulations, and as approved by the Mess Members.**

**ANNEX C
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX C
TERMS OF REFERENCE
PRESIDENT OF THE MESS COMMITTEE**

Responsible to: Formation Messes Manager

Responsible for: Mess Committee

Rank: MCPL/MS

DESCRIPTION OF DUTIES

1. The PMC shall be responsible to the Base Commander CFB Halifax through the Formation Messes Manager For:
 - a. Handling Mess Correspondence in accordance with Base policies and directives, maintaining mess files and keeping membership informed;
 - b. Recording those attending Mess social functions with number of guests of each member;
 - c. Initiating proposals for work, obtaining estimates of proposed work, preparing work orders, and ensuring that jobs are completed (through Mess Manager);
 - d. Maintaining the master copy of the Mess Constitution and Bylaws, initiating amendments and presenting amendments to the mess Constitution and Bylaws to the Mess Committee;
 - e. Ensuring that statements of duties exist for all members of the Mess Committee
 - f. Announcing Mess Committee meetings and General meetings;
 - g. Ensuring the Control and accuracy of Mess Property including Furniture, Fixtures, and Equipment (both public and non-public);
 - h. Ensuring Mess activities and events are arranged in accordance with Committee plans;
 - i. Monitoring and assisting in the control of expenditures, ensuring financial authority is correct for expenditure and that the expenditure is within the approved Budget and in accordance with appropriate Forces regulations;

- j. Assisting in the preparation of the annual budget;
- k. Oversee arrangements for the entertainment (bands, etc), controls the entertainment budget;
- l. Co-ordinating general activities in conjunction with the chair people of the entertainment, sports, special events, or any other committee as required.
- m. Reporting to the FMM and irregularities;
- n. The functional control of the Mess Organization, that is, the President is responsible for implementing aims and objectives of the Mess. The technical direction (where specific direction is issued as to ensure adherence and conformity to regulations in order to support the achievement of the aims and objective of the Mess) is the responsibility of the FFM;
- o. The scrutiny and reporting of unpaid Mess accounts;
- p. Behavior and conduct of Mess members using the facilities;
- q. Ensuring observance of Mess rules;
- r. Introducing new recruits, student's new personnel and ship's companies to the Mess and to Mess Regulations as a part of the Base Reception Procedures;
- s. Fire Warden duties for the Mess;
- t. Security officer duties for the Mess, and is responsible for the briefing and conduct of the Duty PMCs; and
- u. Attend scheduled events when possible.

Dress

- 2. Will wear a high standard of civilian dress and uniform for official Functions.

Hours of Work

- 3. The unique nature of the position of president of the Mess Committee does not have fixed or firm hours of work but it is required that a minimum of 40 hours per week will be worked. Normally it is expected that the president will work 0800 to 1600 hours daily and shall attend all official Mess functions and attend as many other activities and events as is deemed necessary from time to time.

**ANNEX D
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX D
TERMS OF REFERENCE
VICE PRESIDENT OF THE MESS COMMITTEE**

Responsible to: The Mess President

DESCRIPTION OF DUTIES

1. The VPMC shall:
 - a. Assist the PMC in the performance of presidential duties;
 - b. Assume the responsibilities of the PMC during and period when the PMC is not available;
 - c. Perform duties assigned by the PMC;
 - d. Be present at all General and Executive Mess Committee Meetings; and
 - e. Attend scheduled events when possible.

**ANNEX E
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX E
TERMS OF REFERENCE
SECRETARY OF THE MESS COMMITTEE**

Responsible to: The Mess President

DESCRIPTION OF DUTIES

1. The duties of the Mess Secretary are:
 - a. Prepare agenda for Mess Committee and General Mess Meetings;
 - b. Record the minutes of Mess Committee and General Mess Meetings and submit typewritten minutes for approval;
 - c. Post, distribute, and retain minutes as required;
 - d. Attend all General and Executive Mess Committee Meetings;
 - e. Attend scheduled events when possible;
 - f. Conduct all Mess correspondence as directed by the PMC; and
 - g. Perform duties as assigned by the PMC.

**ANNEX F
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX F
TERMS OF REFERENCE
FINANCIAL ADVISOR**

Responsible to: The Mess President and FNPFA

DESCRIPTION OR DUTIES

1. The Financial Advisor is responsible for:
 - a. Providing financial advice in accordance with NPF directives;
 - b. Submission of Financial Statements to the Mess Committee; and
 - c. Attending all General Mess Meetings.

**ANNEX G
TO JUNIOR RANKS MESS BYLAWS**

DATED OCTOBER 2017

**ANNEX G
TERMS OF REFERENCE
ENTERTAINMENT CHAIRPERSON**

Responsible to: The Mess President

DESCRIPTION OF DUTIES

1. The entertainment chairperson is responsible for:
 - a. The development of and implementation of the complete entertainment program;
 - b. Arranging the hiring of bands, entertainers, etc;
 - c. Exercising strict control of all funds allocated for entertainment purposes;
 - d. Ensuring all accounts received for entertainment expenses are certified to the effect that the services have been performed prior to payment;
 - e. The judicious control of ticket sales for entertainment functions, ensuring that the number of people attending does not exceed that authorized by the Fire Marshall and that all funds derived from ticket sales are submitted to the Mess Manager;
 - f. Ensuring that entertainment functions receive sufficient publicity making use of the media available;
 - g. Attending all General and Executive Mess Committee Meetings;
 - h. Preparation of an Entertainment Budget;
 - i. Performing duties as assigned by the PMC; and
 - j. Attend scheduled events when possible.

**ANNEX H
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX H
TERMS OF REFERENCE
SPORTS CHAIRPERSON**

Responsible to: The Mess President

DESCRIPTION OF DUTIES

1. The Sports Chairperson is responsible for:
 - a. Organizing and conducting competitive games and /or competition as decided by the Mess Committee;
 - b. The administration and accounting of all funds pertaining to games;
 - c. The care and engraving of all Mess Trophies;
 - d. The Purchase, through the Mess Manager, of prizes and trophies for competitions and games as approved by the Mess Committee;
 - e. Attending all General and Executive Mess Committee Meetings;
 - f. Performing all duties as assigned by the PMC; and
 - g. Attend scheduled events when possible.

**ANNEX I
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX N
TERMS OF REFERENCE
MEDIA REPRESENTATIVE**

Responsible to: Mess President

DESCRIPTION OF DUTIES

1. The Media Representative is responsible for:
 - a. The liaising with the various Committee Chairperson Regarding the Production and timely distribution of media relations for the various Mess events. Including the Productions of monthly Mess calendars and newsletters, ensuring the distribution of this advertising throughout the base and fleet;
 - b. Update and liaise with the Advertising Representative on social media with upcoming events;
 - c. Ensuring that advertising correspondence to DND print Media is accurate and produced in a timely manner;
 - d. Ensuring that all bulletin/advertising boards are maintained;
 - e. Preparation and maintenance of Advertising Budget;
 - f. Attending all General and Executive Mess Committee Meetings;
 - g. Performing duties as assigned by the PMC; and
 - h. Attend scheduled events when possible.

**ANNEX J
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX J
TERMS OF REFERENCE
MESS MANAGER**

Responsible to: Mess President and Formation Messes Manager

DISCRIPTION OF DUTIES

1. The Mess Manager performs the following specific duties:
 - a. Maintains up-to-date Mess policy file containing pertinent directives form the Base Commander CFB Halifax, PMC, FMM, and extracts from approved Mess Committee and General Mess Meeting minutes;
 - b. Assists the Mess Secretary and PMC;
 - c. Complies and distributes membership accounts, accepts payments, and issues receipts;
 - d. Prepares return as required by the FNPFAS and FMM;
 - e. Maintains the petty cash account;
 - f. Approves Mess Overtime worksheets;
 - g. Sign members reporting in, issues Mess cards;
 - h. Handles Mess correspondence, maintain an appropriate filing system, keeps bulletin boards current;
 - i. Prepares work request, obtains estimates, and ensures jobs are completed;
 - j. Prepares detailed financial reports for functions held in the Mess;
 - k. Maintains an efficient Mess office operation;
 - l. prepares requests for cheques, purchase orders and requisitions;
 - m. Accepts and accounts by receipt for monies from Mess functions;
 - n. Supervises personnel employed in Mess other than cleaning staff;

- o. Completes appropriate work performance reports and assessments;
- p. Attends, or delegates their representative to attend, all Mess Committee authorized functions and all major social functions to supervise Mess staff and general arrangements;
- q. Implements and supervises a training program for all Mess employees;
- r. Supervises work scheduling and disciplining of all Mess Staff;
- s. Supervise bar operations as directed by the PMC and FMM;
- t. Ensures statements of duties exist for all employees of the Mess;
- u. Co-ordinates general activities in conjunction with the Chairperson of entertainment, sports, special events, or any other Committee or member as required;
- v. Ensures a high degree of cleanliness is maintained within the Mess, the Surrounding exterior areas, and on the grounds of the Mess;
- w. Ensure that Mess equipment is maintained;
- x. Ensures that the décor and appearance of the Mess is maintained;
- y. Reports to the PMC or FMM any irregularities that come to their attention;
- z. Attends Mess Committee Meetings;
- aa. Certifies and signs spoilage registers;
- bb. Controls the sale of all tickets;
- cc. Monitors all official stock checks and conducts internal stock checks as required;
- dd. Verifies the PMC's Chit/hosting shit daily reporting and irregularities to the FMM; and
- ee. Hires casual help (bar stewards, waiters, etc.) as required to support special Mess functions.

Dress

- 2. Will wear a high standard of civilian dress and uniform for official functions.

**ANNEX K
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX K
TERM OF REFERENCE
MEMBER OF THE EXECUTIVE MESS COMMITTEE (DURING WORKING HOURS
/MESS FUNCTIONS) AND
MASTER SEAMAN OF THE DAY (AFTER WORK /MESS HOURS)**

Responsible to: The Mess President

Responsible for: The overall discipline of the Mess and other responsibilities as promulgated

DESCRIPTIONS OF DUTIES

1. The following duties and responsibilities are promulgated for the MSOD (Master Seaman of the Day) /Executive Mess Committee Member:
 - a. Will ensure that all civilians are properly signed in;
 - b. Will ensure that no under age guests enter the premises. A valid drivers license, military I.D. or government photo identification must be shown upon request;
 - c. Required to meet the POOD (Petty Officer of the Day) and/or OOD (Officer of the day);
 - d. Deal with all members and guests in a diplomatic, firm but tactful manner;
 - e. Prior to leaving, will make rounds throughout the Mess to ensure that no person has been left behind; and
 - f. Enter pertinent comments in the Mess log on completion of their tour of duty, report any incidents to the PMC.

Dress

2. Dress shall always be the authorized seasonal dress uniform or identified by a Fleet Club Atlantic staff shirt.

**ANNEX L
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX L
TERMS OF REFERENCE
1ST VICE PRESIDENT OF THE MESS COMMITTEE**

Responsible to: Mess President

DESCRIPTION OF DUTIES

1. The 1st Vice President Shall
 - a. Assist the PMC in the performance of their duties;
 - b. Perform duties assigned by the Mess President;
 - c. Attending all General and Executive Mess Committee Meetings;
 - d. Directly liaison with PMC's of all ships within the formation;
 - e. Be responsible for liaising and distribution of information to visiting ships; and
 - f. Attend scheduled events when possible.

**ANNEX M
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX M
TERMS OF REFERENCE
TECHNICAL CHAIRPERSON**

Responsible to: Mess President

DESCRIPTION OF DUTIES

1. The Technical Chairperson is responsible for:
 - a. The liaising with the various Committee Chairperson' and the Mess Manager to ensure that all technical requirements for Mess and private functions (including DJ, sound, lighting) are met and Supported;
 - b. Providing first line maintenance of all technical, sound, lighting and DJ equipment held by the Mess. Ensuring that all updating and future requirements are brought to the attention of the PMC;
 - c. Ensuring that staffing of personnel for events, which require DJ, lighting or sound support. Ensuring proper training is received and prompt payment of salaries where required;
 - d. Attending all General and Executives Mess Committee Meetings;
 - e. Performing such other duties as assigned by the PMC; and
 - f. Attend scheduled events when possible.

**ANNEX N
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX N
TERMS OF REFERENCE
ADVERTISING REPRESENTATIVE**

Responsible to: Mess President

DESCRIPTION OF DUTIES

1. The Advertising Representative is responsible for:
 - a. The liaising with the various Committee Chairperson Regarding the Production and timely distribution of advertising for the various Mess events. Including the Productions of monthly Mess calendars and newsletters, ensuring the distribution of this advertising throughout the base and fleet;
 - b. Ensuring that advertising correspondence to DND print Media is accurate and produced in a timely manner;
 - c. Ensuring that all bulletin/advertising boards are maintained;
 - d. Preparation and maintenance of Advertising Budget;
 - e. Attending all General and Executive Mess Committee Meetings;
 - f. Performing duties as assigned by the PMC; and
 - g. Attend scheduled events when possible.

**ANNEX O
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX O
TERMS OF REFERENCE
EVENTS COORDINATOR**

Responsible to: Mess President

DESCRIPTION OF DUTIES

1. The Events Coordinator is responsible for:
 - a. The liaising with the various Committee Chairperson regarding upcoming Mess events. Talk to Mess members and liaise with the PMC on new or successful event activities;
 - b. Ensuring that the events cater to the common or majority interests of the Mess;
 - c. Conduct research and provide a minimum of three quotes for possible events;
 - d. Attending all General and Executive Mess Committee Meetings;
 - e. Performing duties as assigned by the PMC; and
 - f. Attend scheduled events when possible.

**ANNEX P
TO JUNIOR RANKS MESS BYLAWS
DATED OCTOBER 2017**

**ANNEX P
TERMS OF REFERENCE
SECURITY CHAIRPERSON**

Responsible to: Mess President and the Master Seaman of the Day

DESCRIPTION OF DUTIES

1. The Security Chairperson is responsible for:
 - a. Liaising with the various Committee Chairperson regarding security/doormen for the various Mess events;
 - b. Providing a security supervisor for large events (events that require 5 or more doormen);
 - c. Providing minimum one staff member for all organized Mess events;
 - d. Maintenance and security for any security equipment that is required in the performance of their job;
 - e. Attending all Mess Committee Meetings;
 - f. Performing duties as assigned by the PMC;
 - g. Attend scheduled events when possible;
 - h. No on duty volunteer member will consume alcohol; and
 - i. If an incident arises, inform the MSOD and or the Military Police and report to the PMC all occurrences.