
***REICHWALD
WARRANT OFFICERS' & SERGEANTS'
MESS***



CONSTITUTION AND BY-LAWS

Reichwald Warrant Officers' & Sergeants' Mess
Garrison Petawawa
13 Amiens Road, Building J-106
Petawawa, ON K8H 2X3

MESSES

Steeped in a rich military heritage and tradition, messes have been used by the Canadian Armed Forces (CAF) throughout Canada's history to foster morale and promote military values including camaraderie and unit cohesiveness. Messes give members a strong sense of commitment to the ideas, objectives and the basic responsibility expected of them within the CAF and set the standard for military service within Canada.

To this day, CAF messes retain a functional role as social and dining clubs, and are the centre of social life for units, stations bases and ships. They enhance the esprit de corps of units, lighten the load of demanding day-to-day work, give commanders an opportunity to meet socially with their troops, and enable CAF members of all ranks to create bonds of friendship and better working relations through an atmosphere of good fellowship.

MISSION AND VISION

Mission

Messes provide the environment for all CAF members to promote the traditions and values of Canadian Armed Forces duty. They promote courage, teamwork, discipline and honour. Messes serve to perpetuate the military ethos in the profession of arms, and are also an instrument of socialization for members and their families. Messes foster morale in both peace and war.

Vision

Messes, universal in relevance, will be flexible and adaptive to their memberships and military communities' needs thus allowing all members to identify with the unique aspects of Canadian military life. Messes are recognized as an important and relevant part of their members' personal and professional lives. Messes are to be supported by all levels of CAF leadership, and will be provided with public and non-public resources.

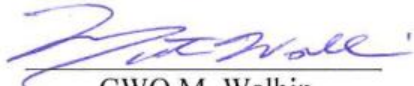
FORWARD

The Constitution and By-Laws contained in this publication were adopted by the membership at a General Mess Meeting and approved by the CO Ops Svcs.

It is the responsibility of all mess members to become familiar with the Constitution and By-Laws in order to ensure that all members are aware of and can benefit from their objectives.

Any amendments to this publication must be submitted in writing to the President of the Mess Committee (PMC) adopted at a General Mess Meeting and approved by the CO Ops Services.

The contents of this Constitution and By-Laws become binding once approved by the CO Ops Svcs.



CWO M. Walhin
RSM Ops Svcs
RSM of the Messes



LCol R.D. Raymond
CO Ops Svcs
CO of the Messes

Date: 27 Jan 16

AMENDMENTS

Date	Description	Inserted by
28/05/14	Associate Members 2.02 & 2.03	Beverly Payne
26/03/15	Associate Members 2.02	Sgt D.J. Brooks

REICHWALD WOs' & Sgts' MESS CONSTITUTION AND BY-LAW

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BATTLE OF THE REICHWALD

OPERATION VERITABLE 8-21 FEBRUARY 1945

THE BATTLE AREA

As it made ready to launch its Rhineland offensive, the First Canadian Army, not for the first time, faced a difficult and disagreeable battlefield.

In the succession of directives and orders, which were issued at all levels from army group on down to battalion; the oft-repeated phrase "to destroy the enemy between the Maas and the Rhine River" defined the battle area. At his final objective, General Crerar could contemplate a front of twenty miles between the two rivers. To reach their forward assembly areas in the restricted space above the Dutch town of Nijmegen, all formations of the 30th Corps except two Canadian Divisions already in position had to cross the Maas River, as well as the Maas-Waal Canal two miles west of Nijmegen. The movement would require a strict schedule of traffic control across only three bridges at the towns of Mook, Grave and Ravenstein.

THE ENEMY'S DEFENCES

The Germans had laid out their defenses in a business-like manner, exploiting the advantages of terrain favourable to them, and concentrating their strength where the country seemed most inviting to the attacker. They depended on three main fortified zones, each extending southward from their secure Rhine flank. The foremost ran across the western face of the Reichwald from Wyler on the Cleve Road to the Kiekberg woods east bank of the Maas River. In the First Canadian Army's sector, this formidable outpost to the main Siegfried defences was based on a double series of trenches, covered in front of the Reichwald by an anti-tank ditch. Villages and farmhouses had been converted into strong points, and connecting trenches from front to rear linked the whole into an elaborate defence system which extended in depth 2000 yards or more from the forward minefields to the rear fieldworks along the edge of the forest.

The enemy's third main barrier in the Canadian Army's path was the "Hockwald Layback" which consisted of two and sometimes three lines of entrenchments, from 600 to 1,000 yards apart. Between these lines ran an anti-tank ditch; and each trench system was further protected by a continuous belt of wire.

In recent months, the Germans had attempted to bind these various defensive positions into a single network in which a penetration at any point could be effectively sealed off.

The aim had best been achieved in the Reichwald area, which had been split into a series of self-contained boxes enclosed by stretches of trench, ditch or river. Further east, the emphasis had been on transforming the towns and villages between the West

Wall and the Hockwald Layback into individual islands of resistance, each encircled by elaborate trench works and anti-tank ditches.

PREPARATION

Great importance was placed on the effect of the tremendous opening barrage to be delivered from 1,050 guns, to which was to be added just before the attack, the combined fire power of four divisions. To keep all this going over half a million rounds of 350 different types were moved up to the gun sites. As General Crerar put it to war correspondents the day before the battle their total weight was "equivalent to the bomb-drop of 25,000 bombers."

Supplies of many different kinds had to be found, from anaesthetics and blood plasma to 8,000 miles of four different kinds of cable. Ten thousand smoke generators had to be added to the standard table of smoke stores because of the necessity of concealing the movement of amphibious vehicles. Astronomical numbers were commonplace; 1,000,000 gallons of fog oil, 750,000 maps, 500,000 aerial photographs.

As the battle formation and their supporting troops moved into the constricted assembly area the concentration of mouths to feed placed a great strain on the quartermaster's department. Nevertheless the final figure for food in the forward dumps reached nearly two and a third million rations – Napoleon would have approved.

FIRST CANADIAN ARMY GOES INTO GERMANY

The offensive opened early on 8 February 1945. Luckily, the weather was favourable to air support. During the night the waiting troops had heard up to 769 heavies of Bomber Command roaring overhead on their missions of destruction against the towns of Cleve and Goch. Then 95 Stirlings and Halifaxes from No. 38 Group R.A.F. unloaded more than 400 tons of bombs on the hamlets of Weese, Udem, and Calcar. The flashes of the explosions and the fires which they started could be plainly seen by the soldiers in their assembly areas west of the Reichwald. At five in the morning the artillery preparation began.

As we have noted, the artillery support for Operation "Veritable" had been planned as a major battle-winning factor. The concentration of fire which fell on the German 8th Division that day was probably not equaled on a similar front during the entire war in the west.

It was calculated that 1,034 guns- one third of them mediums, heavies, and super-heavies- were engaged in the bombardment. Seven divisional artilleries, five Army Groups Royal Artillery, and two anti-aircraft batteries struck this massive blow, which was designed to harass the enemy's headquarters and communications, silence his batteries and mortars and smash his troop positions, destroying his forces and demoralizing survivors. In five bombardments during the day an average weight of more than nine tons of shells was to burst on each of 268 targets. The cannonade was augmented by four divisional "Pepper Pot" groups, which swept the front continuously with the coordinated fire, at relatively short range, of all available tank guns, anti-

aircraft guns, medium machine guns and heavy mortars. Rocket salvos from the 12 projectors of the 1st Canadian Rocket Battery saturated thirteen targets in and about the German forward positions.

CONCLUSION

The Battle of Reichwald (Operation Veritable) was the last major operation of WWII that involved Canadian troops. In this operation, Canadian troops crossed the Dutch border to fight on German soil.

Over 200,000 troops were involved which included the 1st Canadian Army under the command of the Canadian General Crerar. During Operation Veritable, two Victoria Crosses were awarded to Canadian soldiers.

On the night of 25-26 February 1945, Sgt Aubrey Cosen of the 1st Battalion Queen's Own Rifles of Canada led his platoon against a defensive position near the hamlet of Mooshof, Germany. Although he was successful in clearing the position, Sgt Cosen was killed in this action. For conspicuous bravery and leadership he was awarded the Victoria Cross posthumously.

Three days later at the hamlet of Xanten, again in Germany, Major Frederic Tilston of the Essex Scottish Regiment continued to lead his company after being wounded three times. As a result of his wounds he had both legs amputated. For his outstanding valour he too was awarded the Victoria Cross.

There were only 16 Victoria Crosses awarded to Canadian soldiers during WWII. Sgt Aubrey Cosen and Major Frederic Tilston were unique as they won their Victoria Crosses on German soil.

The members of the Reichwald Mess should be very proud to have their mess named after such a victorious and hard fought battle that yielded two Victoria Crosses, the highest decoration for gallantry that a Canadian could receive.

LEST WE FORGET

**THE LEVESQUE LOUNGE in honour of
CWO (AURELE) LEVESQUE, MM BAR, CD**

Aurele Levesque joined the military 13 January 1943 in Quebec City and was sent to the Royal Canadian Infantry Corps (RCIC) with the reinforcement group for the Royal 22nd Regiment. After six months of intense training he was immediately put on a Junior NCO course and deployed to Avellino, Italy via London, England as a Royal 22nd Regiment (R22eR) infantryman.

During the Italian Campaign, he volunteered to join the first Special Service Force, better known by the enemy as the Black Devils, in January 1944. He was sent to Anzio, Italy as replacement troops and it was the Black Devils that pushed throughout Italy with the Fifth US Army to liberate Rome while the Seventh US Army pushed for the liberation of Southern France from Nice to Menton. He was promoted into the Sergeants' Mess on 24 August 1944 and saw the disbanding of the first Special Service Force on 5 December 1944. After this, he was offered American citizenship but declined and returned to the Canadian Forces in Italy and served with the Princess Louise's Dragoon Guards (PLDG), an armoured unit that was an infantry unit at that time. He again saw action in Italy and Holland and subsequently moved to le Regiment de la Chaudiere.

On completion of the war in Europe he was in Holland and returned to the R22eR in Debert, NS. Realizing that he was a career soldier he spent seven years as a Sgt instructing in the School of Infantry in Borden, Ontario. At that time he was promoted to WO and sent to start a 10 year posting with the Canadian Guards starting in Valcartier and finishing in Petawawa. During that time, he was promoted to MWO or WO2.

On posting back to Quebec, he was promoted to RSM or WO1 in July 1965 and employed with the Quebec Militia District. In 1966-67, Canada's Confederation year, he was appointed as the RSM of the Canadian Armed Forces Tattoo and traveled across Canada with the tattoo.

On posting to Camp Petawawa in 1971, CWO AJ Levesque was re-badged to the Royal Canadian Regiment and appointed as the Mobile Command CWO. He was also given additional appointments in Petawawa; as the Base CWO, CWO 2 Bde and Mobile CWO at the same time until 1973 when the new appointment of Comd Chief was made. He remained Base CWO and RSM 2 Bde until 1977. In 1977, the Special Service Force was reinstated and he was then the first Force Sergeant Major (FSM) of the Special Service Force until compulsory retirement age on the 20th January 1978. CWO Levesque is one of the Honorary members of the Reichwald Warrant Officers' and Sergeant's Mess.

***THE PHIL RAVEN ROOM in honour of
CWO P.J. RAVEN, MMM CD2***

CWO Raven enlisted in the Canadian Army on 8 February, 1943 in Prince Rupert, British Columbia. He commenced basic training as a general reinforcement and completed advanced training in Currie Barracks Calgary Alberta. It was also during this time that he prepared for overseas duties. In August 1943, he arrived in Aldershot, England where he was allocated to the PPCLI. In October of that year, the reinforcement draft was dispatched to North Africa where they remained until December 1943 at which time the draft was dispatched to Italy. It was during his 16 months in Italy when CWO Raven was injured in an ambush. In March 1944, the Regiment was sent to Holland and was engaged in active duty on Victory Europe Day.

After campaigning with the PPCLI in Italy and Northwest Europe, he was promoted to Sergeant in April 1945. He then volunteered to continue serving in the Canadian Armed Forces. The end of WWII meant a reversion to Corporal and in 1948 he attended the first Glider pilot course and was posted to the Canadian Glider Pilot Training Centre where he was employed on staff training duties again attaining the rank of Sergeant. For much of the next 15 years, he was a considerable influence in the training system. When gliders became obsolete in April 1953, he qualified as a parachutist and served in the Tactical and Technical Investigation Section until April 1960. It was at this time, he changed his Corp affiliation to the RCASC.

In October 1966, he was promoted to MWO and posted to Shearwater. He then served with 3 Service Battalion, CFB Gagetown until 1971 when he was promoted to CWO. His next posting was to CFB Petawawa where he was appointed to RSM of 2 Service Battalion and served here until his retirement in 1978.

Throughout CWO Raven's career, he was active in sports and served with the committees of many community activities. His hard work, dedication and loyalty are an example of all members of the Battalion and were recognized by his investiture for the Order of Military Merit.



**THE SERGEANT AUBREY COSENS GAMES ROOM in honour of
B46495 SERGEANT AUBREY COSENS, V.C.**

Aubrey Cosens was born on 2 May 1921 in Lathford, Ontario. His family soon thereafter, moved to Porquis Junction, Ontario where he attended school. He left school at the age of 17, to work on the railroad as a section hand alongside his father. Aubrey Cosens joined the Canadian Army in 1940 being assigned to the Argyll and Sutherland Highlander of Hamilton, Ontario. He served with the Argyll and Sutherland Highlanders in Canada, Bermuda, Kiska Expedition in Alaska, 1943 and England. He first saw combat in Normandy France in July of 1944 with the 4th Division. On 1 August 1944, Aubrey Cosens was then transferred to the Queens Own Rifles of Canada. He fought at Quesnay Wood (Falaise Pocket) and then was promoted to the rank of Corporal. The Queens Own Rifles of Canada moved on to the Channel Ports of Boulogne and Calais sweeping north to the Scheldt in Belgium where Aubrey Cosens was promoted to Sergeant. He fought in Holland from November of 1944 to February 1945 and made Platoon Sergeant of 16 Platoon Delta Company.

Sergeant Cosens was an exceptionally fine type of soldier and Canadian. He was an outstanding and perfect non-commissioned officer who carried as much as eighty pounds of ammunition on his back when his Platoon went into action. He was 6 foot 2

inches; broad shouldered, and had a prominent chin and forceful character. It was needless to say that he was respected by all. He was quiet, reserved and a perfect gentleman.

Operation Blockbuster and Operation Veritable both took place in late February of 1945, a Canadian Operation that was to clear the West bank of the Rhine River. The Queens Own Rifles of Canada were assigned to attack Hamlets of Steeg, Wimmerhof and Mooshof Germany. On a dirty February 25th, 1945 night, it rained when they attacked. The Germans were well dug in, were in force and well armed. On top of this, they brought down a heavy artillery barrage. It was a desperate situation. Lieutenant McKay was wounded as he directed the fire from the top of the tank. A shell hit the tank and the Platoon Commander was killed, all other ranks were out of action except Sergeant Cosens and four riflemen. Sergeant Cosens took over command. He said if he could get one tank, he would see what he could do about it. They had four tanks in support but they were employed elsewhere. He finally got one under the command of Lieutenant Scully and Sergeant Cosens jumped on top. Firing a Sten gun, Sergeant Cosens directed the fire of the tank in the rain and inky darkness. The Germans in three houses gave them the most trouble, but there were plenty dug in the trenches in the woods. Sergeant Cosens directed the tank at the three houses and crashed them one after another, staying on the back of the tank shooting at anything that looked like a German. Sergeant Cosens's action in killing many enemy and sending back twenty prisoners seemed to soften up the Germans though they fought for five or six hours. No man could have done more than Sergeant Cosens as he personally broke the back of the resistance and it was fanatical. He softened them up and the objective was taken. Some snipers remained in the area. It was one of those snipers who got Sergeants Cosens later that morning on his way to Company Command in the 26 February 1945. The Queens Own Rifles had lost as fine a fighting man as has ever donned the King's uniform. One cannot speak of him too highly as a fine clean-living soldier and a Canadian. No finer or higher tribute to leadership, heroism and clean manhood could be paid than that given that day by Sergeant Aubrey Cosens, who was awarded the Victoria Cross posthumously.

Sergeant Aubrey Cosens V.C. was laid to rest in Groesbeek Canadian War Cemetery, near Nijmegen, Holland.

SECTION 1- GENERAL

1.01 DESIGNATION

The Reichwald Warrant Officers' & Sergeants' Mess, hereinafter referred to as the "mess", located in building J-106, Garrison Petawawa.

1.02 AUTHORITY

The mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Armed Forces, to include A-AD 262, A-FN 105, A-PS 110, PSP/NPF Polices & Directives and instructions contained in this Constitution and By-Laws.

1.03 PURPOSE OF THE OPERATION

The purpose of the mess is to provide goods, services and amenities to its members.

1.04 AMENDMENTS

Proposals to amend the Mess Constitution and By-Laws must be submitted to the PMC for consideration. All proposals will be posted for the membership to read. Amendments must be brought forward to a General Mess Meeting.

1.05 APPROVAL

All amendments must be approved by the general membership at a General Mess Meeting. The amendment will not come in effect until the minutes of the General Mess Meeting are signed off by the CO of the Mess.

SECTION 2 – TYPES OF MEMBERSHIP

2.01 ORDINARY MEMBERS

All Regular or Reserve Canadian Armed Forces personnel who are posted, attached posted or on temporary duty to Garrison Petawawa or any of its affiliates. All personnel of any Foreign Countries Military on attached duty to Garrison Petawawa or any of its affiliates.

2.02 ASSOCIATE MEMBERS

Civilian employees who wish to belong to the Mess by virtue of their affiliation with Garrison Petawawa and carry a rank equivalent to the appropriate Mess, persons employed at the Mess by virtue of said affiliation, and individuals in the local community who wish to be members of the Mess for social reasons, will be deemed eligible to apply for an Associate Membership.

Associate members shall be accorded all the privileges of the Mess. However, Associate Members do not have voting rights or a say in the day-to-day operations of the Mess.

All Associate Member applicants must be sponsored by an Ordinary Mess Member. The application for associate membership is submitted to the PMC through their sponsor. The application is reviewed and voted on by the Mess Executive Committee for acceptance or denial.

If accepted by the Mess Executive Committee, the application will be approved "in principle" until presented to the General Membership for a vote to accept or refuse. Once accepted by the General Membership, the application will be forwarded to the CO of the Mess for final approval.

Associate Members shall pay mess dues annually at an amount equal to the existing monthly mess dues, less the gift fund portion. Mess dues are to commence upon an Associate Member being approved "in principle". If a member's final approval is denied by either the General Membership, or CO of the Mess, the individual will be reimbursed his annual dues, less the number of months that he was an Associate Member "in principle".

An associate membership, either civilian or retired military member, can be terminated at any time without notice by the PMC, RSM of the Mess or the CO of the Mess for the following reasons, but not limited to:

- a. fails to reapply for renewal;
- b. allows their dues to become two months in arrears; and
- c. conduct is unbecoming to the service regulations and the spirit of the mess.

2.03 ASSOCIATE MEMBERS – RETIRED MILITARY

Upon retirement all members will receive their first year as an Associate Member free. Upon completion of that 1st year the member may continue his/her Associate Membership at the Reichwald Mess for an annual fee to be voted on by the membership.

2.04 HONORARY MEMBERS

Generally, Honorary Members are individuals in the local community such as;

- a. Mayor's;
- b. MPP's;
- c. MP's; and
- d. Other dignitaries as required.

On occasion, Honorary Lifetime Memberships are granted to retiring members who are deemed of distinguished character and merit which will be determined by the Mess Committee, presented at a General Mess Meeting and approved by the CO of the Mess.

SECTION 3 MESS MANAGEMENT

3.01 MESS MANAGER

The mess is managed by a civilian mess manager, a Non-Public Funds employee, who is responsible to the Deputy Manager PSP and responsive to the PMC. Mess managers' wages are borne by CFMWS.

3.02 RSM OPS SERVICES RESPONSIBILITY

The RSM Ops Services has been appointed as the RSM of the Mess. He is responsible to the CO of the Mess through the Bde and Garrison RSM's to oversee the mess and to ensure that it runs profitably and follows all regulations that pertain to the operations of messes. In addition, RSM 4 CDSB Ops Services oversees the discipline within the mess and assigns punishment to members as required. The Senior Mess member is the RSM 4 CDSB Ops Services. In the absence of the RSM 4 CDSB Ops Services, the Senior Mess member is as appointed by the RSM 4 CDSB Ops Services.

3.03 PRESIDENT OF MESS COMMITTEE (PMC)

The President of the Mess Committee (PMC) oversees the wants and needs of the mess membership and is responsible to the CO of the Mess through the RSM of the Mess. The PMC is responsible for recruiting and managing a VPMC, Entertainment/Sports Rep, Housing Rep and other committee members as required. The PMC calls and presides over all Executive and General Mess meetings.

Normally, the PMC is a volunteer with approval from the member's chain of command. However, on occasion, the PMC may be appointed by the RSM or the CO of the Mess.

3.04 SENIOR MANAGER PSP

The Senior Manager PSP is responsible to the CO of the Mess for the operations of the mess. The Deputy Manager PSP directly oversees mess operations.

3.05 CO 4 CDSB OPS SERVICES

The CO 4 CDSB Ops Services is responsible for all NPF activities within Garrison Petawawa. The CO 4 CDSB Ops Svcs is appointed as the CO of all messes within Garrison Petawawa.

SECTION 4 - MESS COMMITTEE AND MEETINGS

4.01 EXECUTIVE COMMITTEE

The mess shall be administered by an Executive Mess Committee. The PMC and VPMC are appointed by the CO of the Mess. The committee consists of:

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

Other committee members are elected from the General Membership at a General Mess Meeting and shall consist of:

- a. Mess Secretary, appointed by PMC;
- b. Entertainment Rep, volunteer;
- c. Sports Rep, volunteer;
- d. Infrastructure Rep, appointed by Eng Svcs;
- e. Fin Rep, appointed by the Corp Svcs;
- f. Housing Rep – volunteer; and
- g. Living In Rep – volunteer.

There is no designated length of service for committee members.

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

The Mess Manager serves as the financial advisor to the Fin Rep and as an ex-officio on the Executive Committee.

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

4.02 MESS MEETINGS

Meetings shall normally be as follows:

- a. Mess Executive Committee – monthly;
- b. General Mess Meeting – bi-annually;
- c. Extraordinary General Mess Meeting – as required; and
- d. Entertainment/Sports – monthly or as required.

Executive Committee meetings are held to:

- a. approve mess expenditures;
- b. review mess financial report;
- c. discuss mess entertainment/sporting events; and
- d. discuss other topics/issues that pertain to the day-to-day operations of the mess.

General Mess Meetings are held to:

- a. approve mess expenditures;
- b. present financial report;
- c. propose mess entertainment/sporting events;
- d. propose capital expenditures; and
- e. discuss other topics/issues that pertain to the day-to-day operations of the mess.

Extraordinary Mess Meeting can be called by the CO of the Mess, PMC or in a written request to the PMC from 25% of the membership. Extraordinary meetings are convened to discuss a particular issue that cannot wait for a General Mess meeting.

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

4.03 MEETING FORMAT

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

General Mess meetings are held in order that members can fully discuss, in a democratic manner, matters relating to the operation of the mess, and arrive at decisions based on the will of the majority of the members.

General Mess meetings are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality, and they shall be conducted in accordance with the parliamentary procedures stated in A-AD 262 Chapter 3.

The control of a mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on the preparation and planning.

4.04 QUORUM

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

The quorum to have a General Mess meeting is 51% of the available members.

SECTION 5 STATEMENT OF DUTIES

5.01 MESS MANAGER

General The Mess Manager works under the direction of the Deputy Manager PSP responsive to the President of the Mess Committee to plan, direct, organize and control Mess operations and facilities to achieve financial and service objectives IAW the Mess constitution, applicable legislation, DND and NPF regulations and policies. The complete job description for the Mess Manager is described IAW PSP personnel policies in the NPF Human Resources office with a copy held in the Mess office.

Administration and Finance The Mess manager will establish and administer financial, operation controls for all mess financial transactions and receipts, payroll, membership, inventory, equipment, facilities and other mess assets. The Mess Manager will serve as the financial advisor/treasurer and attend Mess Committee meetings, as an ex-officio member as requested by the President.

Supervision of Staff The Mess Manager is the supervisor to the following NPF mess staff:

- a. Bar/Function Supervisor;
- b. Mess Administrative Assistant;
- c. Bartending staff;
- d. Kitchen Supervisor; and
- e. other NPF employees hired as required for specific functions/events.

5.02 PRESIDENT (PMC)

The President of the Mess Committee is responsible for:

- a. the issuance of a Mess Constitution and By-Laws;
- b. ensuring that statements of duties exist for all members of the Mess Committee;
- c. the calling of Mess Committee meetings and presiding at these meetings;
- d. the enforcement of proper deportment and conduct of the mess members;

e. the accuracy of inventories of mess property, including:

- (1) furniture, fixtures and equipment (both public and non-public),
- (2) merchandise and supplies, and
- (3) containers.

5.03 VICE PRESIDENT (VPMC)

The Vice President of the Mess Committee is responsible for:

- a. assisting the PMC in the performance of his/her duties; and
- b. officiating in his/her absence.

5.04 MESS SECRETARY

The Mess Secretary is either a designated military member or if unavailable is the Mess Administrative Assistant and is responsible for:

- a. preparation of agenda for mess committee and general mess meetings and the recording of minutes;
- b. conduct of all mess correspondence in conjunction with Mess Manager;
- c. control of incoming and distribution of outgoing mess mail as necessary in conjunction with the Mess Manager;
- d. custody and maintenance of Mess membership data base; and
- e. other duties assigned by the PMC.

5.05 FINANCIAL REP

A military Financial Representative will be appointed from Corporate Services to ensure all CF policies and procedures are followed for financial matters of the mess. The military financial rep is to liaise with the Mess Manager for any financial concerns.

5.06 ENTERTAINMENT REP

The Entertainment Rep is responsible for:

- a. preparing annual schedules of Entertainment events and presenting them in advance to the President;
- b. effective and timely advertising of Mess activities in conjunction with PMC, Mess Manager using Garrison Petawawa Mess website, e-mail, routine orders and newspaper as required;
- c. ensuring that Entertainment functions and costs remain within the approved budget;
- d. conducting monthly Entertainment meetings to confirm Mess activities;

- e. providing the Mess Manager with a monthly statement of expenditures and revenues;
- f. proper control of Entertainment revenues and expenditures; and
- g. other duties as assigned by the President.

5.07 SPORTS REP

The Sports' Representative is responsible for:

- a. preparing annual schedules for Sporting events and presenting them in advance to the President;
- b. effective and timely advertising of sporting activities in conjunction with the PMC and Mess Manager using Garrison Petawawa website, e-mail, routine orders and newspaper as required
- c. ensuring the sports' function costs remain within the approved budget;
- d. conducting monthly sports meeting to confirm mess activities;
- e. providing the Mess Manager with a monthly statement of expenditures and revenues;
- f. proper control of Sports' revenues and expenditures; and
- g. other duties as assigned by the President

5.08 HOUSING REP

The Housing Representative is responsible for:

- a. maintenance and control of up-to-date furniture and effects records in conjunction with the Mess Manager;
- b. semi-annual verification of all Mess furniture, fixtures and equipment whether Public or Non-Public in conjunction with the Mess Manager;
- c. monitoring that all furniture, fixtures and equipment are maintained in good repair in conjunction with the Mess Manager;
- d. supply cost estimates for improvements/renovations as required; and
- e. other duties as assigned by the President.

5.09 INFRASTRUCTURE REP

The Infrastructure Representative acts as a liaison between the PMC, Housing Rep and Mess Manager with CE, assisting with CF 141 requests and the general upkeep of the Mess.

5.10 LIVING IN REP

The Living-In Rep is responsible for:

- a. monitoring to ensure the maintenance and cleanliness of mess premises;

- b. assisting the PMC with suggestions for improved service;
- c. other duties as assigned by the President.

BY – LAWS

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

- a. Queen's Regulations and Orders (QR&O's);
- b. Defence Administrative Orders and Directives (DAOD's);
- c. CF Mess Administration Manual (A-AD 262);
- d. CF Policies and Procedures for NPF Accounting (A-FN 105);
- e. CF Policy of PSP Operations (A-PS 110);
- f. NPF Human Resources Policy and Procedure Manual (NPF HR Pol);
- g. Personnel Support Programs Policy manual (replacing CFAO 270-1);
- h. NPF Budget and Policy Directive;
- i. NPF Sponsorship and Donations Policy;
- j. Garrison Petawawa/2CMBG Alcohol Policy; and
- k. Liquor Licence Act.

SECTION 6 ACCOUNTABILITY AND CONTROL

6.01 NPP DELEGATED SIGNING AUTHORITIES

The following individuals have signing authority:

- a. PMC;
- b. Mess Manager;
- c. Deputy Manager PSP; and
- d. Senior Manager PSP.

Effective 30 June, 2012, all positions assigned with NPP delegated authority, shall complete the online training coordinated through the NPF Accounts office. By virtue of the position this training must be completed before the above mentioned positions will have signing authority. Also any corporate credit card holders on behalf of the mess shall complete the NPP Contracting course.

6.02 REMUNERATION AND CONFLICT OF INTEREST

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

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

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

6.03 LOANS, GRANTS AND DONATIONS

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

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

6.04 GARRISON FUND CONTRIBUTION

As directed by the CO of the Mess, the mess shall contribute 7% of bar sales to the Garrison Fund.

6.05 NPF CONSOLIDATED INSURANCE PROGRAM (CIP)

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

- a. all items on the FA Listing;
- b. all bar stock (at cost);
- c. change funds/petty cash; and
- d. any other securities contained within the mess.

The deductible is \$5000.00.

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

6.06 PAYMENT FOR PURCHASE

The following methods of payment for bar purchases are:

- a. cash;
- b. cheque;
- c. debit;
- d. credit card; and
- e. bar chit.

Note: Cash back from debit cards will be based on the sufficient funds available.

6.07 CREDIT/CHITS

Bar Chits are authorized to be used by Ordinary Regular Force members of the mess. The bar chits are to be submitted for payment by the Mess Manager as part of the end month administration. Bar Chits will not be used for cash advances. Entitlement to credit may be denied by the RSM of the Mess to those members whose Mess bill is not paid within the prescribed time limit. (One month)

6.08 SUPPLY CUSTOMER ACCOUNT (SCA)

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

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

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

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

6.10 WRITE OFFS

Property records will be established and maintained by the Mess Manager and Housing Member of the Mess and will be confirmed annually IAW CFP 105, Chapter 19. Mess property, will not be removed from the Mess without permission of the President. The Mess committee may "write off" outstanding Accounts Receivable and/or F & E items with the consent of the membership at a General Mess meeting and the approval of the CO of the Mess, to dispose of furniture and equipment which has become obsolete, worn out or is no longer required, in the manner considered most beneficial to the Mess IAW CFP 105, Chapter 28.

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

SECTION 7 MESS ACCOUNTS

7.01 MESS ACCOUNTS

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

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

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

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

- a. continuing obligations;
- b. replacement of assets;
- c. future development and renovations; and
- d. capital expenditures.

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

7.02 SUBSCRIPTIONS AND MESS CHARGES

Each ordinary and associate member shall pay into mess fund such amounts as may be determined by a General Mess Meeting and approved by the CO of the Mess. Mess dues are broken down as follows:

- a. General subscription;
- b. Entertainment/sports;
- c. Gifts; and
- d. HST.

Mess dues are a monthly assessment charged to each member to defray the general operating expenses of the mess. The mess dues breakdown is reviewed yearly by the

Mess Committee and the Mess Manager in conjunction with the budget planning. Mess dues shall be charged on a pro rated daily basis for any period less than a month.

Ordinary members on attached posting or TD to Garrison Petawawa for more than 14 days shall pay mess dues on a pro rated daily basis as per Personnel Support Programs Policy Manual Chapter 9-1 para 23.

The method in which mess dues are collected depends on the category of the member:

- a. regular force;
- b. reserve force;
- c. attached posting;
- d. TD; and
- e. associate.

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

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

Note: It is the responsibility of the member to ensure they are paying mess dues and to start and cease your pay allotment for dues at the Administration Office at the Reichwald Mess.

7.03 ENTERTAINMENT AND SPORTS

Entertainment and Sports, in which all contributing members of the Mess are entitled to participate, shall be held only after agreement has been reached amongst the members of the Mess Committee. Subsequently, the Entertainment and Sports Chairs will plan events in accordance with budget constraints under the supervision of the Mess Executive and Mess Manager.

An Entertainment/Sports expense account will be established to assist in defraying the cost of all Mess functions and sports events to which all Ordinary and Associate members are entitled to attend. This account will be financed from monthly contributions of the Mess' Ordinary and Associate membership dues.

7.04 GIFT FUND

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

- a. departure gifts on posting to ordinary members as determined by the mess committee;
- b. retirements gifts to ordinary members as determined by the mess committee; and
- c. other gifts as deemed necessary by the mess committee.

As voted upon by the General Membership and approved by the CO of the Mess, other mess tributes and/or token of appreciation may be expended from the gift fund as follows:

- Tokens of Sympathy
 - o the death of a spouse or child of an ordinary member may receive tokens as determined by the mess committee.

- Gifts to Non-members
 - o The Mess Committee is authorized to spend mess funds for other gifts deemed necessary to non-members to include the NPF staff of the mess.

Refer to section 9.05 in regards to Gift Fund administration (financial cap).

7.05 HOSPITAL COMFORTS

Hospital comforts for CAF members is the responsibility of CFPSA through the Deputy Manager PSP.

7.06 CWO FUND

The CWOs of Garrison Petawawa pay an additional subscription over and above the regular mess dues into a trust account. The trust account is maintained by the Mess Manager. There is a separate constitution governing the expenditures of CWO trust account. Refer to Annex A.

SECTION 8 ENTERTAINMENT AND SPORTS ACTIVITIES

8.01 MESS FUNCTIONS

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

The standard mess functions are, but not limited to:

- a. TGIF;
- b. Coffee Break;
- c. Casino Night
- d. Downhomers /Lobsterfest;
- e. Texas BBQ;
- f. PMC Bingo
- g. Valentines Day; and
- h. New Years Ball.

All Mess events and notices are located on the Mess' website www.pspetawawa.com

8.02 OFFICIAL FUNCTIONS

Official Mess Functions are as follows:

- a. Remembrance Day; and
- b. New Year Levee.

Other Official Functions held in the mess are Mess Dinners.

Mixed Dining is not considered "Official Function".

Note: For more info regarding official functions refer to 1280-1 (4 CDSG Comd)) 30 April 2014.

8.03 PRIVATE FUNCTIONS

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

- a. unit parties;
- b. weddings;
- c. anniversaries;
- d. conferences; and
- e. charity events.

8.04 BAR CARDS

The following are Bar Cards that are available at the Bar:

- a. PMC Bar Card;
- b. RSM Bar Card; and
- c. Entertainment/Sports Bar Card.

The PMC and VPMC use the PMC Bar card to purchase beverages for official guests of the Mess. The RSM Bar Card is for use of all Unit RSM for the purchase of beverages for newly promoted Sgts of the Mess. The Entertainment/Sports Bar card is for the use of the Entertainment and Sports Rep to provide a complimentary beverage during Entertainment and Sports functions for official guests or individuals that assist with the function.

8.05 MESS GUESTS

All Ordinary Members of the mess are permitted to invite guests during regular bar hours or during mess functions. Guests of members are the responsibility of the member who extends the invitation. Members shall not leave before their guest and they shall ensure that the guests have signed in the book provided or be annotated in the ticket/attendance register. The guest ticket price cost will be assessed for each guest at a rate to be determined by the Mess Committee for such functions. Guests may be invited to the mess by any member at times prescribed by the RSM of the Mess or the President.

8.06 SPOUSES

Members whose spouses are a Junior Non-Commissioned Member (NCM) or an Officer do not require written permission from the PMC or RSM of the Mess for their spouse to attend mess event other than TGIF. It must be understood however, that their spouse attends in the capacity of the spouse in civilian dress only. Spouses whom are Junior NCM or Officer are not permitted at mess member functions that are deemed for mess members only, such as Happy Hours (TGIF). It must be stressed that mess functions are primarily for members. Spouses that are a Junior NCM or Officer are not permitted in the mess without the mbr being present.

8.07 OFFICIAL GUESTS

An official mess guest is a visitor to the mess officially invited by the mess. The RSM of the Mess or Bde RSM, President or Vice-President shall indicate those considered as official mess guests. The host of such guests may use the CWO's or PMC Bar Card for that particular guest as indicated in the budget.

8.08 DEFINITIONS OF FUNCTIONS

Budgeted Mess Function – Any function listed in the yearly budget and has been voted in by the mess in the annual budget.

Un-forecasted Mess Function – A function that was not originally planned in the annual budget, but planned and approved by the executive committee documented with minutes only if there is unencumbered cash in the CBA of at least \$100K. If unencumbered cash is less than \$100K, new un-forecasted mess functions will have to be approved at a general mess meeting and the budget be amended to reflect this change.

Regimental Functions / Unit Functions – Any function approved by a unit RSM, and the facility booking has been made through the Mess Manager. From time to time units will book the mess for official unit functions. An official unit function is any activity that unit RSM have authorized as such and have booked the facility through the mess manager. Once this booking has been made the units WO/Sr NCO OPI is responsible for the actions of all members and non-members attending said function. Units do not have to request permission from the President or RSM of the Mess to have guest of other ranks to attend.

Members Functions - Weekly activities such as Happy Hour (TGIF) or special designated activities i.e. November 11 Remembrance Day in which all members should be at their own mess.

8.09 ENTERTAINMENT TICKET SALES AND CONTROL

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

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

The Mess Committee in consultation with the Mess Manager determines the price of the ticket for mess functions.

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

Ticket sales for entertainment functions are subject to HST.

All prizes associated with entertainment mess functions shall be inventoried on a prize register and signed for by winning recipient.

8.10 RSVP

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

8.11 FUNCTION OPI'S/WORKPARTIES

Function OPIs and work parties will report to the Mess Manager for direction for all details before, during and after their event. (Planning, administration, set up and payment)

8.12 SPORTS TICKETS

The purchasing of all sports tickets (hockey and golf) are the responsibility of the mess manager. The sports tickets will be secured and accounted for when being distributed to winning members. Sports tickets are only to be won by ordinary and associate members. Guests of the mess membership are not allowed to win these tickets.

8.13 GAMBLING

Gambling in the mess is strictly prohibited except for special function themes, such as "Casino Nights", where play money may be used. For more info please refer to CFAO 19-1.

SECTION 9 BUDGETS AND FINANCIAL STATEMENTS

9.01 GENERAL OPERATING BUDGET

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

- a. Bar Operating Budget;
- b. Entertainment and Sports Budget;
- c. Gift Fund; and
- d. Mess Dues Breakdown.

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

9.02 MESS DUES BREAKDOWN

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

9.03 BAR OPERATING BUDGET

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

9.04 ENTERTAINMENT AND SPORTS BUDGET

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

9.05 GIFT FUND

A portion of the members mess dues is deposited into the messes Gift Fund Trust Account. The gift fund is used to present gifts and testimonials of a reasonable amount to members who are departing the mess by either being posted out, on retirement or promotion. Other items may be purchased through the gift fund for presentations determined by the PMC and Mess Committee. The gift fund shall be self-sufficient and shall not be replenished by transfers of funds from other mess accounts.

The gift fund will be capped at \$5000. When the trust account exceeds this amount Gift Fund dues will be reduced and the balance will be transferred to the Entertainment and Sports dues. Once the Gift Fund balance falls below the capped amount the dues will be reinstated at the correct amount until the fund reaches \$5000.

The Mess Manager in consultation with the Mess Committee reviews the gift fund to verify its self-sufficiency and ensure that any required changes are made.

9.06 FINANCIAL STATEMENTS

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

9.07 CAPITAL EXPENDITURES

Capital expenditures are non-recurring items purchased by the mess that are not for resale. Such items may include but not limited to:

- a. NPP furniture;
- b. entertainment equipment;
- c. bar equipment; and
- d. renovation projects.

All capital expenditures are to be submitted on a Capital Expenditure Request form for approval. Refer to the APS 110 for confirmation of NPP vs Public responsibility.

9.08 SPENDING LIMITS

Approved spending limits for Capital Expenditure are as follows, in accordance with NPP Delegation of Authority:

- a. \$1000 to \$4999 no meeting required, signatures of PMC & Sr Manager PSP/Deputy Mgr PSP;
- b. \$5000 to \$9999 requires Executive meeting, signatures of PMC & Sr Manager PSP up to; and
- c. over \$10,000 General Mess meeting, signature of PMC, Sr Manager PSP and CO of the Mess.

SECTION 10 BAR OPERATIONS

10.01 GENERAL

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

10.02 BAR HOURS

The mess is licenced under the Alcohol and Gaming Commission of Ontario (AGCO) and therefore shall adhere to the permissible hours outlined in the Provincial Liquor Licence Act and follow all regulations thereof.

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

10.03 EXTENSION OF BAR HOURS

On appropriate occasions the bar hours may be extended one hour at a time by the Senior Ordinary member in the Mess. Notwithstanding the above, bar hours shall not be extended beyond the hours set by Provincial laws/guidelines (0200 hrs).

10.04 PRICE LIST

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

10.05 SERVING OF INTOXICANTS

All mess staff have been trained and certified under the Smart Serve Ontario Program.

Mess staff has the right to refuse service to any person who is or appears to be intoxicated or any person who may cause damage to themselves or others. In addition, no one under the age of 19 years will be permitted to purchase or consume alcohol in the mess.

SECTION 11 KITCHEN OPERATIONS

11.01 GENERAL

The Reichwald kitchen is not an operational kitchen. It is used for Mess Entertainment functions, minor food prep and storage for caterers hired for Private and Unit functions.

11.02 USAGE

The kitchen is out of bounds to all members and guests except members of the Mess Committee or Mess members on a specific duty.

11.03 HOURS

Coffee break for Mess members 0830 – 1030 Monday to Friday

SECTION 12 DRESS

Standards of dress shall be determined by the Mess Committee with approval of the RSM of the Mess.

Dress regulation must be posted within the mess.

Relaxed dress will be considered the normal day-to-day acceptable standard.

12.01 DRESS OF THE DAY

Proper military dress of the day is accepted in all areas of the mess.

12.02 MESS DRESS

Mess dress refers to military mess kit.

12.03 FORMAL

Men - mess kit or black tie; and

Women - mess kit, evening gown, mid calf length cocktail dress

12.04 SEMI-FORMAL

Men - business suit; and
Women - cocktail attire or pant suit.

12.05 CASUAL

Men - jacket and tie with trousers; and
Women - dress or blouse with slacks.

12.06 RELAXED

Men - open necked collar shirt and trousers, clean jeans and non-offensive t-shirt, shorts and sandals in summer; and
Women - day dress, skirt or pants, clean jeans and non-offensive t-shirt, shorts and sandals in summer.

12.07 SPORTS ATTIRE

Men and women, sportswear.

12.08 THEMED ATTIRE

Costumes related to special Mess functions, Halloween, Casino Evening, Texas BBQ etc.

12.09 AREA DESIGNATED DRESS CODES

The following chart outlines the proper dress for each designated area in the Mess.

ROOM	TIMINGS	DRESS
Leveques Lounge	At all times except as indicated for special functions	Formal Semi-formal Casual Relaxed Working Dress
Phil Raven Room (Snake Pit)	At all times	As per Leveques Lounge Relaxed Sports Working dress
Sgt Aubrey Cosins Room (Games room upstairs)	At all times	Relaxed Sports Working Dress

Notes:

1. Sports dress is permitted in the snake pit. (Phil Raven Room)

2. Members may use their judgment to decide what dress is appropriate for each occasion when casual and relaxed dress is authorized. Members who error in judgment shall be asked to leave the Mess.
3. It is the responsibility of all members of the Mess to ensure the dress code is adhered to for both themselves and other members.

The PMC, VPMC or the RSM of the Mess may authorize temporary dress change as deemed necessary. Dress regulation may vary and dictated by the theme of a particular entertainment function.

SECTION 13 DEPORTMENT AND DISCIPLINE

13.01 DEPORTMENT

All members must know, understand and observe the rules and regulations of the mess as contained in this Constitution and By-Laws and in any other orders or instructions applicable to the mess. It is incumbent on every member to conduct themselves in a professional and reasonable manner at all times

13.02 DISCIPLINE

The PMC through the Bde RSM, RSM of the Mess and the CO of the Mess is responsible for the discipline within the Mess. Unacceptable behaviour must be reported and dealt with in a timely manner. The PMC may impose restricted privileges on any member for a maximum of thirty (30) days for misconduct unbecoming. Punishment over thirty (30) days shall need the approval of the Bde RSM, RSM of the Mess and the CO of the Mess.

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

An indefinite suspension of Mess privileges may be given to any member or guest of a member for their conduct by the CO of the Mess upon written recommendation from the PMC and the RSM of the Mess.

Members shall have the right to a separate audience with the Mess Committee, Bde RSM, RSM of the Mess and the CO of the Mess, in that order, to appeal any disciplinary action taken against them under the terms of this publication.

All Mess members and guest of members shall behave in a manner expected of a CAF member. It is the responsibility of each member to be familiar with the rules and regulations outlined in the publication. Members must be aware of the consequences of behaving in a manner unbecoming of a service member.

In the absence of the PMC or VPMC the senior member of the mess shall be responsible to the chain of command.

Mess staff shall not be censured directly by members. Complaints may be made orally or in writing to the PMC. No member will issue directives to the employees of the mess. Discipline for mess staff lies with the Sr Manager PSP and CO of the Mess.

SECTION 14 SUGGESTIONS AND COMPLAINTS

14.01 SUGGESTIONS

Suggestions shall be made in writing to the PMC by letter or email or recorded in the suggestion book located in the mess.

14.02 COMPLAINTS

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

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

SECTION 15 MESS EMPLOYEES

15.01 EMPLOYMENT

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

15.02 MESS STAFF

The mess staff are as follows;

- a. Mess Manager;
- b. Bar/Function Supervisor;;
- c. Admin Assistant;
- d. Bartenders; and
- e. Kitchen Supervisor.

15.03 CONDUCT

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

15.04 CONFLICT OF INTEREST

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

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

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

15.05 RAFFLES AND PROMOTIONS

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

SECTION 16 ANIMALS / PETS

16.01 RESTRICTIONS

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

16.02 EXCEPTIONS

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

**CWO FUND CONSTITUTION
REICHWALD WARRANT OFFICERS' & SERGEANTS' MESS**

Canadian Forces Garrison Petawawa, Ontario

GENERAL

1. The name of the institute CWO FUND CONSTITUTION is hereinafter referred to as the "CWO Fund".
2. The CWO Fund is established and defined under the authority of QR&O 27.01 and A-PS-110-001/AG002 Morale and Welfare Programs and Non-Public Property Manual (dated Mar 07).

PURPOSE

3. The CWO Fund will be operated for the purpose of providing social/recreational activities to all members of Garrison Petawawa CWOs.

MEMBERSHIP

4. The membership of the CWO Fund consists of all active military personnel on strength holding the rank of CWO of the Reichwald Warrant Officers' and Sergeants' Mess.
5. A committee will administer the CWO Fund; headed by the 4 CDSB Ops Svcs RSM. Other committee members will consist of a President, Treasurer, and Entertainment Rep. These positions may be filled on a voluntary basis. The appointment will be for a minimum the duration of 12 months. The Mess Manager will assist with the administration of any monetary transactions on behalf of the CWO fund. The Committee should be comprised of personnel from all units of Garrison Petawawa, 2 CMBG, and lodger units.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

6. The duties and responsibilities of the committee will be as follows:
 - a. Chairperson/Branch Head (RSM 4 CDSB Ops Svcs):

- (1) Responsible for the operation and efficient management of the CWO Fund in accordance with QR&O's, and the Garrison Petawawa Non-Public Property (NPP) Constitution;
- (2) Assigns duties to the member of the committee;
- (3) Presides over committee meetings, and if unavailable, ensures the President is available to chair the meeting; and
- (4) Signs the minutes of each committee meeting.

b. Secretary/Treasurer. (Mess Manager): and

- (1) Ensures that CWO dues are initiated upon in-clearance to the Reichwald Warrant Officers' and Sergeants' Mess.
- (2) Records the proceedings of the committee and general meetings in the minutes;
- (3) Signs the minutes of such meetings;
- (4) Notifies committee members of meetings;
- (5) Records all financial transaction in books of account in accordance with NPP accounting manuals;
- (6) Ensures accounts received for payment are made only for the purpose specified and in accordance with applicable regulations, orders and instructions;
- (7) Conducts safekeeping of the books of account and supporting data; and
- (8) Prepares a financial report at the close of each quarterly period and presents it to the committee for approval.

c. Designated Events Rep. (optional).

- (1) Responsible for organizing branch functions in accordance with the constitution;
- (2) Submits a calendar of entertainment events for the year, with an estimate of cost of each function, for approval of the Chairperson/Branch Head;
- (3) Presides over entertainment committee meetings as required;
- (4) Oversees the setting up and cleaning up of unit functions when and where required;
- (5) Submits a calendar of planned events for the year with an estimate of the cost of each event for approval by the Chairperson/Branch Head; and
- (6) Oversees the setting up and clean up of these events as required.

MEETINGS

7. Committee meetings will be held no less than twice annually or as deemed necessary by the chairperson. General Meetings will be held as required to conduct CWO Fund business.
8. Regular and General meetings shall have sufficient members present to form a quorum before the meeting shall be considered valid. A quorum for both meetings shall be 25% of membership on ground or five (5) members.

FUNDS

9. The CWO Fund will consist of one account:
 - a. CWO NPP Account. This account will have money from monthly dues from members belonging to the fund.
 - b. The individuals employed in the position listed hereafter have authority to sign cheques requisition after a specific function and amount have been voted by the members or for specific expenditures as described in the constitution. Any deviation from this directive must be specifically approved by the 4 CDSB Ops Svcs RSM and/or voted by the members:
 - (1) 4 CDSB Ops Svcs RSM , and
 - (2) Mess Manager.

EXPENDITURES

10. The CWO NPP Account will be used by the 4 CDSB Ops Svcs RSM to fund activities such as, holiday functions, as well as APS parties and departure gifts for outgoing CWOs leaving the Petawawa area. Detailed instructions are required if disbursements of funds is over a prescribed limit. The BCWO has the ultimate control over the spending in this account.
11. The CWO NPP Account will have an Emergency Fund of \$500 for items requiring immediate attention. (i.e. flowers, cards etc.)
12. The CWO fund committee will be responsible for planning and coordinating branch/section social activities. The committee will produce a yearly social calendar and distribute as required.
13. All proposals to amend this constitution shall be in writing to the committee for approval by the Sr Mgr PSP and then the CO Ops Svcs.

PARLIAMENTARY RULES

A motion is a proposal that the Club take action, or that it expresses itself as holding certain opinions. A motion may be made by any member of the Mess except the PMC. To make a motion a member must first obtain recognition from the PMC, by standing and waiting until acknowledged by them. If two or more members rise at approximately the same time, the PMC must use their discretion as to which member was recognized first.

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

A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. If a motion is seconded, no notice whatever need be taken by the PMC, but, for the sake of fairness to all, the PMC may say, "It has been moved by so and so, is the motion seconded?" If no seconding is forthcoming, the PMC says, "The motion cannot be considered" and proceeds with business as before.

Seconding a motion is expressing approval and interest, at least for the purpose of discussion, by one member other than the proposer. It is customary for the proposer to rise, but is not necessary for the seconder to do so, although in a large crowd it may be advisable.

No motion is in order which conflicts with the avowed object or purpose of the Mess or concerns a subject over which the Mess has no jurisdiction.

When a motion has been made, the PMC must consider it to determine whether it is in order for the presentation for discussion by the meeting. This may be done before, or after, it has been seconded. If the PMC considers a motion in order, they will repeat it to the meeting and ask for discussion thereof. If the PMC considers the motion out of order they will rule the motion out of order and advise the meeting of their reason for doing so.

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

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

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

A main motion is one which introduces a subject to the meeting. It is debatable and amendable; that is to say, the opinion of those present may be expressed in regard to it, not only by their votes, but also by their words. Expression of opinion by members in orderly debate serves the purpose not only of clarifying the issues, but also influencing undecided members. It is quite proper for any member in favour of a motion to present all the arguments he can think of which 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.

In most instances, a main motion will be proposed, seconded, discussed and voted upon without any further complications. But this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted upon, or other circumstances may occur which make the main motion inadvisable. The questions and circumstances are referred to as secondary motions and may take the form of:

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

A motion to:

Defer the subject of the original motion temporarily or indefinitely,

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

Limit time for debate of a motion.

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

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

