

**TORONTO GARRISON JUNIOR RANKS MESS
CONSTITUTION AND BY-LAWS**

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SECTION I – CONSTITUTION

101. NAME

The name of the Institute is the "Toronto Garrison Jr. Ranks Mess", hereinafter referred to as the "Mess". The Mess consists of one bar facility located in room 186 on the main floor of the LCol George Taylor Denison III Armoury, 1 Yukon Lane, P.O. Box 5000, Downsview, ON, M3M 3J5.

102. AUTHORITY FOR ESTABLISHMENT & OPERATION

The Mess is established under authority of QR&O 27.01, is administratively responsible to, and supported by the Commanding Officer, Area Support Unit Toronto. It shall be operated pursuant to regulations, orders and directives governing the operation of Messes in the Canadian Forces as set out in A-AD-262-000/AG-000, A-FN-105/AG-001, other pertinent CF Publications, the instructions contained in the Constitution and the By-laws which amplify it.

103. COMMANDING OFFICER

1. The Commanding Officer of Area Support Unit Toronto is the Commanding Officer of the Mess, hereinafter referred to as the "Commanding Officer". The Commanding Officer is the final approving authority for:

- a. Mess Constitution and by-laws;
- b. General Mess and Mess Committee meeting minutes;
- c. budgets; and
- d. any and all policies, regulations, directives and orders pertaining to the Mess.

104. PURPOSE OF OPERATION

The Mess will be operated for the purpose of building "esprit de corps" and comradeship, and to provide entertainment, goods, services and amenities to members in good standing. The Mess will receive and account for all allowances and properties, both public and non-public, in accordance with the appropriate financial regulations.

105. MEMBERSHIP

1. Membership regulations for the Mess are in accordance with the policies and procedures in CFAO 27-1. The following are the types of membership:

- a. **Ordinary Members.** Ordinary membership includes all CF Regular and Reserve Force members on strength and/or working for one of the units as per Annex A. Also Allied members serving at the above listed units in the Toronto area, as designated by NDHQ.;
- b. **Associate Members.** Priority for acceptance, and retention, of an Associate Member shall be in the order given below. Temporary membership may be granted by the Mess Committee until the next General mess meeting upon approval of the Commanding Officer. The categories of associate membership are as follows:

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- (1) Retired. The category comprises persons who were honourably released from the Canadian Forces, and all allies, who held the rank of Pte/AB, Cpl/LS, MCpl/MS, or their equivalent. They must have properly cleared the mess upon their release.
 - (2) Working. This category comprises DND civilian employees of status employed at any of the units served by the Mess and has a qualifying status.
 - (3) Social. This category comprises persons other than retired/released or working members who may be admitted to membership for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, the majority vote of those present at a General Mess meeting, and the approval of the Commanding Officer.
 - (4) Associate membership under article 105(3) will be reviewed annually at the first General Mess meeting of the training year (September).
- c. **Honourary Members.** Honourary members of the Mess may include all Canadian Regular Force or Primary Reserve who are not ordinary or associate members. Honourary membership may be extended to any distinguished person for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, a majority vote of those present at a General Mess meeting, and the approval of the Commanding Officer. Honourary membership is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of the Mess. Frequent users should apply for associate membership
- d. All members must be in good standing. A member in good standing is defined as a member who's Mess subscription (dues) are paid in full and is not under disciplinary restrictions from the PMC or the Commanding Officer.

106. PRIVILEGES OF MEMBERS

1. The privileges of members are as follows:
 - a. Ordinary Members may enjoy all the facilities of the Mess and will be eligible to serve on the Mess Committee. Ordinary members (Regular Force, Reserve Force Class B, C, & A) are expected to attend General Mess meetings and are entitled to vote in Mess matters;
 - b. Associate Members shall be accorded all the privileges of the Mess but may not serve on the Mess Committee. An associate member may assist the Mess Committee or subcommittee but by doing so, assumes no responsibility. Associate members are entitled to attend General Mess meetings, but are not however, entitled a vote in mess matters; and
 - c. Honourary Members may enjoy all the privileges of the Mess but shall not pay mess subscriptions nor serve the Mess in any capacity. They may be assessed a proportionate share of expenses associated with a Mess function or entertainment attended.
2. Applications for Associate and Honourary membership shall be processed through the Mess manager to the Mess Committee. Social and associate membership applications shall be

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sponsored by an Ordinary member and processed through the Mess manager to the Mess Committee.

107. COMPOSITION OF THE MESS COMMITTEE

1. The Mess will be administered by an individual committee to represent the Mess as per the appropriate by-laws. The financial report shall consist of the operating budget, income statement, balance sheet, all cash and credit transactions, and all other administrative documentation.

108. MEETINGS

1. Committee meetings shall be held at least monthly and at least three weeks prior to a General Mess meeting, and/or monthly at the call of the PMC, or in his/her absence, the VPMC to consider:

- a. approval of expenditures which fall within the Committee authority;
- b. examination of the financial affairs of the Mess; and
- c. any other matter concerning operation of the Mess.

2. General Mess meetings will be held at quarterly (in September, December, February and May) at the call of individual PMCs, to consider:

- a. financial affairs;
- b. renewal of Associate and Honourary members (at December meetings only);
- c. proposed Mess activities, including expenditures outside the authority of the Mess Committee; and
- d. any other matter concerning the Mess.

3. Extraordinary General Mess meetings may be called at any time , except during summer training periods, by:

- a. Commanding Officer or the PMC; or
- b. the membership of the Jr Ranks' Mess on application in writing by 25 percent of the Ordinary Members in good standing, clearly stating the cause of such an application.

4. A General Mess meeting or an Extraordinary General Mess meeting shall not be valid or competent unless a quorum is present. These shall be conducted with the rules prescribed for the conduct of Mess meetings as per A-AD-262-000/AG-000. A quorum is constituted when 50 percent of available ordinary members are present. All motions or matters for decision shall be decided by majority vote by a show of hands and paper ballots, all motions carried are subject to the approval of the Commanding Officer.

5. All Reserve Class "A" members in good standing of the Mess who are unavailable to attend a General Mess meeting or an Extraordinary General Mess meeting due to circumstances such as civilian employment, etc, may vote by paper ballot on motions or matters for decision. Each ballot will count as one vote.

6. The agenda for a General or Extraordinary General Mess meeting shall be posted in the

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Mess and distributed to each of the Mess Unit Representatives three weeks prior to a General or Extraordinary General Mess meeting.

109. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. The majority vote of a General Mess meeting and approval of the Commanding Officer shall be required to amend the Constitution and the by-laws.
2. Proposals to amend the Mess Constitution shall be made in writing and submitted to the Secretary at least 30 days before a scheduled Mess meeting. Any proposal to amend the Constitution or by-laws shall be posted on the notice board in the Mess and distributed to each of the unit representatives at least three weeks prior to the General Mess meeting that will consider the proposal.

110. PRECEDENCE

None of the rules or provisions contained in the Constitution shall be deemed to contravene any instructions having precedence over this Constitution. Should any rule or provision contravene or conflict with instructions issued by higher authority for the operation of this Mess, the Mess Committee shall cause the pertinent rule or provision to be repealed or amended as applicable.

111. RESOLUTION OF CONFLICTS

If a conflict occurs in the administration of the Mess, it shall be adjudicated by the PMC. If there is not suitable resolution, the matter should be forwarded to the Commanding Officer.

112. HARASSMENT POLICY

A **zero tolerance policy** is in effect in accordance with applicable and current CFAO 19-39.

113. SMOKING POLICY

Smoking is **NOT** permitted within the Mess IAW the smoking policy of the Denison Armoury. Smoking is permitted only on the patio of the Mess in the authorized smoking area for the building. This order has been issued by the Commanding Officer.

114. CONFLICT OF INTEREST

No member of the Mess executive nor Mess employee shall cause or gain by means of direct or indirect financial gain from any activity to do with the Mess. Any person wishing to conduct business with the Mess while serving on the Mess executive must report their intentions in writing to the Commanding Officer under the conflict of interest guidelines established by the DND.

115. AUTHORITY OF CONSTITUTION

This Constitution was adopted at a General Mess meeting, held on _____, and subsequently approved by the Commanding Officer. This Constitution supersedes all previous constitutions approved for: Area Support Unit, the Governor General's Horse Guards, 2 Field Engineers, 25 Service Battalion, 2 Intelligence Company.

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SECTION II – BY-LAWS

201. GENERAL

1. The Constitution provides the fundamental Principles for the operation of the Mess. These by-laws are a set of rules, which amplify the basic principles contained within the constitution. The operation of the Mess shall be governed by these by-laws.

2. These by-laws may be amended in accordance with the same procedures as to amend the Constitution.

202. MESS COMMITTEE

1. Tenure of office of the Mess Committee members shall be:

- a. President - six months- as appointed by the Commanding Officer;
- b. Vice President – six months – as appointed by the Commanding Officer;
- c. Financial Advisor- as specified by the Commanding Officer;
- d. Secretary - 12 months;
- e. Chairperson Entertainment and Sports Sub-Committee - 12 months each;
- f. Housing Member - 12 months;
- g. Bar Member - 12 months;
- h. Retirement / Hospital / Posting Member - 12 months; and
- i. Unit Representatives - 12 months - as appointed by Unit Commanding Officers.

2. If a serving member of the Mess executive is to be on tasking, callout, temporary posting, or exempt drill and training for 120 days or more at any point in their term (excluding summer taskings or career courses), they will be required to relinquish their position on the Committee and a by-election will be called to fill that position to the end of the original term.

3. On the occasion when a member of the Mess executive is temporarily unable to perform his or her duties due to medical, personal, or career obligations, for a period of less than 120 days, than the PMC may temporarily delegate their responsibilities to someone else either on the Mess Committee, or an ordinary member.

4. If a member of the Mess Executive falls into non-effective strength for any period of time, they automatically forfeit their position on the Mess Executive. A by-election will be held for the position for the duration of the original term.

5. Mess Committee duties can be viewed in Section IV.

6. The maximum time that an ordinary member can serve in one position upon the Mess Executive is two terms, unless extended by the Commanding Officer.

7. The position of PMC and VPMC will alternate between Regular and Reserve Force members. If the PMC is a member of the Regular Force, the VPMC must be a member of the Reserve Force (and vice-versa).

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8. Only ordinary members in good standing **with a Jr Ranks Mess** for not less than two years can be presented to the Commanding Officer of ASU as possible Mess Executive candidates.

203. ENTERTAINMENT AND SPORTS SUB-COMMITTEE

1. Members of the Entertainment and Sports Sub-Committee shall serve for twelve months.
2. Duties of the Entertainment and Sports Sub-Committee shall be assigned by the Chairperson.

204. SPECIAL SUB-COMMITTEE

1. Other sub-committees and advisory members to the Mess Committee may be appointed by the President of the Mess Committee (PMC), when necessary, to carry out specific functions such as capital expenditure projects. Appointed sub-committees and advisory members will cease to function when the PMC is satisfied with the outcome of the specific responsibility.
2. The duties and responsibilities of committee members shall be set out in writing.
3. The sub-committees can be comprised of volunteers from the ordinary and associate membership.

205. LIABILITY TO SERVE

No member shall be required to serve on the Mess Committee or any other special or advisory committee without his/her consent.

206. APPLICATION AND NOMINATION FOR ASSOCIATE MEMBERSHIP

1. Any two ordinary members may propose and second a qualified candidate as described in Article 105 of the Constitution, for associate membership in the Mess.
2. Nominations for associate membership shall be made in writing and seconded to the Mess Committee using the form available from the Mess Manager.
3. Following review of the application by the Mess Committee, the application shall be posted in the mess for a period of 60 days before a General Mess meeting. The nomination of associate membership will also be entered on paper ballot and distributed to Mess Unit Representatives for distribution at least three weeks prior to a General Mess meeting. This period will allow ordinary Mess members the time to advise the Mess Committee of reasons why the nominee should not be offered an associate membership and time to vote by paper ballot for or against associate membership. If no objections have been received, the application will be presented at the next General Mess Meeting.
4. Where a nominee for associate membership is ineligible for membership by not meeting a requirement of Article 105 of the Constitution, the Mess Committee shall refer the application back to the sponsors.
5. Where an ordinary member at a General Mess Meeting considers that a nominee for membership should not be offered associate membership for reasons other than those specified in Article 105 of the Constitution, he/she must advise the Mess Committee in writing within 30 days of the General Mess Meeting showing cause why the nominee should not be accepted. No ordinary member shall attempt to show cause or suggest personal shortcomings of a nominee on the floor of a General Mess Meeting.

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6. If a submission is made to the Mess Committee, in accordance with paragraph 3 above, the Mess Committee shall consider the matter and dispose of it by either referring the nomination back to the sponsor or submitting the nomination to the Commanding Officer for approval.

7. If the Commanding Officer approves the application, the PMC shall inform the new associate member in writing that his/her application has been approved up to the end of the fiscal year and that his/her membership shall be subject to renewal each subsequent year.

207. ANNUAL RENEWAL - HONOURARY AND ASSOCIATE MEMBERSHIP

At the first General Mess Meeting of the training year (September) the current roll of Honourary and Associate members shall be read and proposed for renewal for one year. If accepted by - a majority vote of the General Mess Meeting, the membership list shall be forwarded to the Commanding Officer for approval.

208. TERMINATION - HONOURARY AND ASSOCIATE MEMBERSHIP

1. Any Associate or Honourary member who has been granted membership in accordance with Article 105 of the Constitution and who wishes to resign may do so by informing the Mess Committee in writing.

2. Any Associate or Honourary member who has been granted membership in accordance with Article 105 of the Constitution are subject to suspension or cancellation for cause on the approval of the Commanding Officer. When a membership is so terminated, the individual shall be advised in writing.

3. An Honourary lifetime membership that has been granted to a former RCAF member in accordance with RCAF policy shall not be rescinded without NDHQ approval.

209. MESS PRIVILEGES

1. Ordinary members in good standing shall have a voice in the affairs and management of the Mess and are expected to attend and are entitled to vote at General Mess Meetings. Ordinary members in good standing are eligible to hold office on the Mess Committee, sub-committees and to serve as advisory members to the Mess Committee. Ordinary members in good standing shall be entitled to use all facilities of the Mess.

2. Honourary and Associate members shall be entitled to attend official Mess functions only at the invitation of the Mess Committee.

3. Associate membership is not transferable from one Mess to another. However, a person may have associate membership in more than one Mess but shall pay dues in each Mess.

210. RATES OF SUBSCRIPTION

1. Mess subscriptions shall be applied as follows:

a. the rate of Mess subscription for ordinary members shall be fixed by a General Mess meeting and approved by the Commanding Officer;

b. the Mess subscription for associate members shall be fixed by a General Mess Meeting and approved by the Commanding Officer but will not exceed 100% of the ordinary members fees. Subscriptions for associate members shall be due and payable in advance either:

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- (1) semi-annually (by the end of Sep and Jan) or
 - (2) annually (by the end of Sep);
 - c. Honourary members shall not be required to pay Mess dues; and
 - d. the monthly subscription and entertainment assessment shall be determined by the Mess Committee, accepted by a majority vote of those present at a General Mess Meeting and approved by the Commanding Officer.
2. Every member of the Mess shall pay his/her bill via cheque, cash, **or pay deduction** on or before:
- a. the 15th of the month following the month on which the bill was incurred;
 - b. in full at the start of the training year (September); or
 - c. the date he/she ceases to be a member.
3. Every effort will be made to ensure a member receives their billing. However, it shall be the members' responsibility to pay his/her bill on time. The Mess Manager, on the third working day past the 15th day of the month, shall furnish to the Commanding Officer and the PMC the names of all members who have not paid their bill. This information is to be provided to the unit rep by the Mess Manager and/or the Financial Advisor.
4. A Mess bill, incurred by a transient, shall be paid before departure from the unit or other element. If, for any reason, the Mess bill is not paid prior to the individual's departure, a bill will be sent to the Commanding Officer of the parent unit with an explanation where necessary.
5. Every member joining a unit, either on posting, temporary duty, Class B, or B/A, or attached posted on a course of instruction in excess of 14 days, is required to clear into the Mess appropriate to his/her rank. Every member on posting or release is required to clear out of the Mess appropriate to his/her rank.
6. Mess reimbursements shall be made to any member that paid dues at another mess at the daily rate for the Toronto Garrison Mess. This is only applicable if the member is in good standing with the Toronto Garrison Mess.
7. All members in good standing will be issued a Mess Card.

211. MESS CHITS AND BAR CARDS

1. Only the PMC and the Entertainment Chair will have access to a bar card, the amount of which must be set at a General Mess meeting. The bar cards will be used exclusively for entertaining, VIPs, and at executive meetings (PMC only).
2. When a member has been promoted, the PMC may allow a Mess chit for that member not to exceed \$200, and must be paid within 30 days. Special arrangements to pay the mess chit must be arranged through the PMC if required. Names of members who have not paid their chits within the 30 days, and for which no special pay arrangements have been made, will be forwarded to the PMC and/or the Commanding Officer.
3. It is only under the above circumstances that chits and bar cards shall be allowed.

212. MESS BAR

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The sales policy, hours, and methods of operation of the Mess bar will be under the control of the Mess Committee and approved by the Commanding Officer and will be in accordance with existing ASU Toronto regulations and all applicable provincial and federal regulations to include DND.

213. TYPES OF MESS FUNCTIONS

1. Official Mess Function' means an entertainment function at which attendance is made compulsory for ordinary members.
2. Optional Mess Function" means an entertainment function that ordinary members may attend on a voluntary basis.
3. Private Function" means an entertainment function recommended by the PMCs and approved by the Commanding Officer at which members are not entitled to attend without an invitation. This includes Unit sponsored functions.
4. Any part of the cost of official Mess functions to be charged to members shall be assessed in equal portions to all of the ordinary members who have not been excused from attending.
5. All or any part of the cost of an official function may be made a charge against Mess funds in accordance with existing regulations.
6. Methods of assessing charges of optional Mess functions will be set by the Entertainment Committee.
7. The cost of private functions shall be charged against the sponsoring member or members. The privilege of reserving any part of the Mess for private functions by a member or group of members may be recommended by the PMC and approved by the Commanding Officer. The terms of reference for payment of Mess staff will be in accordance with the NPF wage review board.
8. An Associate member may be assessed, for himself/herself and each of his/her guests attending an official function, an amount approved by the Mess Committee.
9. The Mess may, from time to time, host senior ranks at semi-official functions in order to acquaint them to the Mess and its members. Prior approval of all PMCs of the senior ranks' Messes concerned and the Commanding Officer must be obtained.
10. When Mess functions requiring reserved seating are held, the Committee may direct that members of the Mess benefit from advance ticket sales.

214. MESS DISCIPLINE

1. The PMC, the VPMC in his absence or a member of the Mess Executive, is responsible for the maintenance of Mess discipline. In the absence of them, the senior ordinary member present shall be responsible to the PMC for the maintenance of discipline.
2. Members are responsible for the conduct and dress of any guests in the Mess under their sponsorship.
3. A host is responsible at all times for his/her guest and is subject to disciplinary action for knowingly permitting a minor, as described in the provincial, federal and DND regulations.

215. RESTRICTION OF MESS PRIVILEGES

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The PMC may restrict privileges of any member for misconduct or an infraction of Mess order or instructions, for a maximum of 30 days **in writing to the member**, but in each case a report shall be made to the Commanding Officer. If warranted, the Commanding Officer, under consultation of the PMC and the Mess Manager, can restrict or withdraw Mess privileges for more than 30 days, or indefinitely.

216. MESS STAFF

1. No mess member, except the PMC or a member of the Mess Committee as delegated by the PMC shall censure or give directions to any member of the mess staff in respect to their duties, except in performance of official duties. Complaints regarding any member of the mess staff shall be made to the PMC in writing within 24 hours.
2. In addition to the military and civilian personnel provided by the Mess Manager under the Base establishment, other military or civilian personnel may be employed by the Mess **during "Official Mess Functions"** on the authority of the Mess Committee, subject to approval by the Commanding Officer.
3. The PMC shall ensure that each member of the Mess staff is aware, in writing, of the duties to be performed.
4. Mess staff shall not consume intoxicants while on duty.
5. Dress for the Mess staff shall be as prescribed by the PMC. If a uniform is ordered, it shall be at the Mess expense, as per the non-public fund personnel policy.
6. The Financial Advisor shall ensure that all DND and non-public fund personnel policies are adhered to with respect to employees of the Mess.

217. MESS DRESS

1. Civilian dress in the Mess will conform to the dress regulations outlined in Article 228 to these by-laws.
2. Military dress shall be in accordance with A-AD-265-000/AG-001 and as detailed in the Routine Orders of the ASU Toronto.
3. The Mess Committee shall specify the standard of dress for any given time period.

218. GUESTS

1. Members may bring guests into the Mess unless specifically restricted by the Mess Committee or during a General Mess Meeting.
2. All guests shall be registered in the official guest register by the sponsoring member before entering the Mess. Members shall not leave the Mess before their guests.
3. A member of a mess, except in the course of duty, shall not enter another mess inappropriate to the member's rank or attend social functions at such messes without a proper invitation sanctioned by the Commanding Officer. Such invitations are normally limited to official and traditional visits, ie, visits by officers at a New Year's Eve levee or a Bosses' Night in a Jr Ranks' Mess.
4. Members are authorized to sign in up to 4 guests (excluding spouse). Any more than 4 guests must be authorized in advance by the PMC.

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5. In a marriage between members of different ranks, the spouse holding the higher rank may attend social functions at the mess of the spouse of lower rank, if the spouse holding the higher rank is invited by the PMC of the Jr Ranks' Mess and approved by the Commanding Officer.

6. For the purpose of visits to messes, civilian spouses of military members shall be accorded the same treatment as civilians with no military affiliation.

219. MESS ENTERTAINMENT

1. The Mess Committee shall be responsible for the entertainment program.

2. Mess members shall pay for personal guests attending entertainment functions.

3. Private entertainment, for such functions such as unit functions or marriages sponsored by a member, may be permitted.

220. PETS

Pets are not permitted in the Mess.

221. PERSONAL PROPERTY

The Mess will not be responsible for the loss or theft of, or damage to, personal property in the Mess or the adjoining parking lots beyond the extent of the coverage provided by the Canadian Forces Consolidated Insurance Program, **available from the PSP Manager**.

222. MESS PROPERTY

1. The Mess Manager shall hold Public and non-public property Distribution Accounts for the Mess. The Housing Member will conduct a DA verification with the Mess Manager semi-annually in April and October.

2. Members shall report to the PMC any breakage that they may cause or notice, or any loss they may observe. Articles broken accidentally may be charged to the individual at their depreciated value. Losses or deficiencies occasioned by a member's willful or negligent action shall be recovered in accordance with the provisions of QR&O 38.01.

3. No furniture, equipment or other Mess property is to be removed from the building or moved from one room to another without prior permission of the PMC.

4. Defects in the operation of electrical appliances are to be reported to the Mess Manager. Members will not attempt any repair or adjustment to these appliances.

5. Except on disbandment or reduction to nil strength, when NPF Directive 103/69 applies, non-public furniture and equipment which has become obsolete, worn out or is no longer required, will be disposed of by the Mess Committee in the manner considered most beneficial to the Mess:

- a. trade-in on a new or replacement item;
- b. sale to another Mess; and
- c. sale to the highest bidder through advertising or auction to a service person or the public.

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223. CHEQUE CASHING

1. Personal cheques not exceeding forty dollars may be cashed by the Bartender if funds are available. Members are limited to one cheque per day **if in good standing**. All NSF cheques will be returned to the member and all outstanding fees and bank service charges, plus an additional \$5.00 service charge, will be billed to the member.
2. The Mess Committee may, through the ASU Toronto Services Officer, curtail cheque cashing privileges of any member.

224. EXPENDITURE OF MESS FUNDS

1. The Mess Committee may authorize expenditures up to \$500.00. All expenses over \$500.00 must be approved by a majority vote at a General mess meeting. All purchases/repairs must be reported at the next General mess meeting.
2. The Mess Committee shall pay staff wages in accordance with the NPF wage review board.

225. CONDUCT OF MESS MEETINGS

1. Mess meetings shall be conducted in accordance with A-AD-262-000/AG-000, Chapter 3, Annex B.
2. The Executive approved agenda for a General Mess Meeting shall be posted on the Mess notice board and distributed to the Mess Unit Representatives at least three weeks prior to the meeting.

226. PROPOSAL BOOK

1. A motion/proposal book for Mess meetings shall be maintained by the Mess Manager. Motions/proposals for a General Mess meeting shall be duly recorded and seconded in the motion/proposal book by the ordinary members in good standing at least 30 days prior to a General Mess meeting.
2. All paper ballots will be forwarded to Mess Members in good standing at least three weeks prior to a General Mess or Extraordinary General Mess meeting through Mess Unit Representatives. Paper ballots will contain the exact wording of the motion/proposal to be voted on together with a clearly indicated "for" or "against" indicator along with the voter's signature. All paper ballots must reach the PMC a minimum of one week prior to a General Mess meeting or an Extraordinary General Mess meeting. All paper ballots received and signed by members in good standing together with a vote by a show of hands of those members present will determine the decision of the motion or matter put to a vote.
3. New motions/proposals will not be entertained at the General Mess meeting.

227. DRESS REGULATIONS AND STANDARDS

1. **FORMAL WEAR** (As Ordered)
 - Military No 2 (Mess Standard), No 2A (Mess White),
No 2B (Mess Service),
No 2D (CF Mess Standard).

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- | | | |
|----|--------------------------------------|---|
| | Civilian Male | Tuxedo |
| | Civilian Female | Formal gown or cocktail dress. |
| 2. | SEMI-FORMAL WEAR (As Ordered) | |
| | Military | No 3 (Service Dress complete) |
| | Civilian Male | Business suit complete with tie. |
| | Civilian Female | Dress, skirt suit or pant suit. |
| 3. | CASUAL (Daily or As Ordered) | |
| | Military | No 3 (Service Dress complete), Seasonal Service Dress |
| | Civilian Male | Suit, sports jacket or blazer with turtle neck sweater or shirt and tie, or sports shirt with collar. |
| | Civilian Female | Dress, slacks or skirt with blouse, opened or closed neck, and/or sweater. |
| 4. | RELAXED (Daily or As Ordered) | |
| | Military | Dress of the Day |
| | Civilian Male | Corduroy pants, rugby pants, golf slacks, clean and presentable jeans, walking shorts, or other tailored shorts with sports shirt, sweatshirt, sweater, golf style shirt with collar shirt as described in "unacceptable attire - para 6", and presentable running shoes and sandals. |
| | Civilian Female | Corduroy pants, rugby pants, golf slacks, clean and presentable jeans, walking shorts, or other tailored shorts with sports shirt, sweatshirt, blouse, golf style shirt with collar shirt as described in "unacceptable attire - para 6", and presentable running shoes and sandals. |
| 5. | SPECIAL (As Ordered) | |
| | a. | Includes costumes or other themes such as western, or "down homer" nights etc., as ordered by the PMC. As well PT strip for sporting functions. |
| | b. | All members and their guests are expected to arrive in clean and neat attire. If they fail to meet this basic standard, they may be required to leave the mess. |
| 6. | UNACCEPTABLE ATTIRE | |

Coveralls, cut-off jeans, gym shorts, "T" shirts with pictures or wording which may be offensive, halter tops, tank tops, tube tops, muscle shirts, track or sweat suits or similar type clothing or footwear considered not to be in keeping with the decorum of the Mess.

228. ACCESS TO THE MESS BY MINORS

1. Civilian minors are not authorized to be in the mess during bar hours unless authorized in advance by the PMC. Approval may be given for any of the following mess sponsored or private functions:
 - a. Christmas Party;

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- b. Hallowe'en Party;
 - c. Easter Party;
 - d. Birthdays;
 - e. Weddings;
 - f. Anniversaries; and
 - g. Any other single activity deemed appropriate by the PMC.
2. Approval for minors to be presented for all the above private functions will be submitted in writing to the PMC at the time of the booking of the facility.
3. All ordinary members that are not of legal age may attend the Mess but may not consume alcohol. Members caught providing alcohol to those who are under age, and any minor caught consuming alcohol, will be subject to disciplinary action.

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SECTION III - DUTIES AND RESPONSIBILITIES OF THE MESS COMMITTEE

301. PRESIDENT OF THE MESS COMMITTEE (PMC)

1. The PMC is responsible to the Commanding Officer and the Mess members for:
 - a. ensuring the efficient administration and management of the Mess in accordance with the Constitution and By-laws of the Mess, applicable Administration Orders and QR&O, and other regulations and instructions which may be published from time to time;
 - b. calling of Mess Committee and general Mess meetings and presiding at these meetings;
 - c. providing direction to the Mess Manager;
 - d. reviewing the minutes of each committee or general Mess meeting and their presentation to the Commanding Officer for approval;
 - e. supervising the Mess committee members' in the conduct of their duties;
 - f. approving or denying requests for use of the Mess;
 - g. signing forms and requisitions for payments, purchases, wages, etc, except when otherwise delegated to the Mess Manager;
 - h. endorsing the Mess annual and semi-annual supplementary budgets;
 - i. maintaining the standard of discipline, dress, and deportment within the Mess;
 - j. investigating unpaid Mess bills and, if necessary, reporting serious violations to the Commanding Officer;
 - k. Bar hours may be extended by 2 hours by the PMC and an additional hour by the Commanding Officer, subject to the availability of the bartender; and
 - l. Bar hours may be opened earlier by 2 hours by the PMC, subject to the availability of the bartender;
 - m. assuming any other duties and responsibilities respecting the Mess which may be assigned to him by the Commanding Officer.

302. VICE PRESIDENT OF THE MESS COMMITTEE (VPMC)

1. The VPMC is responsible to the PMC and will:
 - a. understudy the duties and responsibilities of the PMC so that, if required, he/she will at any time be capable of assuming such duties and responsibilities;
 - b. attending all committee and general Mess meetings;
 - c. organizing and supervising the House subcommittee;
 - d. coordinating long range development planning for the Mess; and

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- e. assuming other Mess duties assigned by the PMC or the Commanding Officer.

303. SECRETARY

- 1. The Secretary is responsible to the PMC for:
 - a. notifying appropriate members of the time, place and date of Mess or Mess committee meetings;
 - b. preparing the agenda for Mess and Mess committee meetings and posting and distributing them as required by the Constitution;
 - c. recording, reproducing and distributing the proceedings of Mess and Mess committee meetings;
 - d. maintaining the Mess suggestion book;
 - e. preparing and dispatching correspondence as the PMC directs;
 - f. initiating an annual review of the Mess Constitution and By-laws, in liaison with the PMC; and
 - g. completing other Mess duties as detailed by the PMC.
 - h. assume the duties of Public Relations Member and be responsible for:
 - i. confirming all activities planned have been listed on the monthly calendar by attending General Mess committee and Executive committee meetings;
 - j. organizing, preparing and printing the monthly calendar;
 - k. periodically reviewing quantities prepared, to ensure all Mess members receive a copy;
 - l. ensuring the distribution of calendars to units representatives, who in turn distribute to their members
 - m. advertising special functions in addition to the monthly calendar;
 - n. assuming additional Mess responsibilities assigned by the PMC; and
 - o. must consult with the DND Area Public Affairs Officer upon assuming duties.

304. FINANCIAL ADVISOR

- 1. The Financial Advisor shall be the treasurer of the Mess and is responsible to the PMC for:
 - a. advising the Mess committee of financial accounting procedures and regulations;
 - b. preparing of financial statements and reports;
 - c. presenting the current financial reports at committee and General Mess Meetings;
 - d. advising the committee on preparation of the annual budget;

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- e. monitoring financial results in comparison to the budget;
- f. interpreting financial statements and advising the PMC on the financial condition of the Mess;
- g. conducting liaison with the PSP Regional Accounting Supervisor;
- h. ensuring that the Mess committee is aware of the financial implications of any decision; and
- i. performing such other Mess duties as may be assigned by the PMC.

305. CHAIRPERSON ENTERTAINMENT AND SPORTS SUB-COMMITTEE

1. The Chairperson of the Entertainment and Sports sub-committee is responsible to the PMC for:

- a. organizing and supervising the Entertainment sub-committee;
- b. planning and organizing Mess entertainment functions proposed and authorized by the Mess committee or Mess membership;
- c. briefing the PMC, the Mess committee and the membership on entertainment activities and tasks;
- d. providing the Public Relations Member with a detailed list of activities for the next and subsequent month for publication in the monthly notice to the membership;
- e. assisting the Mess Manager with preparation of the annual Entertainment budget and the monitoring of that budget;
- f. providing direction and assistance to designated OPIs of Mess entertainment functions;
- g. maintaining mess accounts for each mess member and alerting the unit reps to those who have not paid or are in arrears; and
- h. performing such other Mess duties as assigned by the PMC.

306. HOUSING MEMBER

1. The Housing Member is responsible to the PMC for:

- a. assisting the VPMC on the Housing subcommittee;
- b. disposing of furniture and equipment which is beyond repair or no longer required by the Mess;
- c. acquiring furniture and equipment required by the Mess (IAW A-FN-10.5-001/AG001 regulations);
- d. ensuring inventories of public and non-public furniture and equipment are compared with the actual holdings by conducting a verification with the Mess Manager and reporting discrepancies, repairs, replacement or cleaning required to the Mess committee;

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- e. ensuring outdoor barbecue equipment is in serviceable order for use during May-Oct months;
- f. conduct repairs and maintenance of mess property; and
- g. assuming additional Mess responsibilities as assigned by the PMC.

307. BAR MEMBER

- 1. The Bar Member is responsible to the PMC for:
 - a. ensuring the efficiency of the bar staff;
 - b. ensuring the duties of the Bar Supervisor are performed efficiently;
 - c. ensuring that regulations concerning the operation of the bar are adhered to;
 - d. periodically reviewing, in conjunction with the financial advisor, bar prices;
 - e. periodically reviewing, in conjunction with the Bar Supervisor, changes of bar stock;
 - f. be authorized to work as bartender if one is not available. The member will receive no financial compensation. The Bar Member must be Smart Serve qualified; and
 - g. assuming additional Mess responsibilities as assigned by the PMC.

308. RETIREMENT / HOSPITAL / POSTING MEMBER

- 1. The Retirement / Hospital / Posting Member is responsible to the PMC for:
 - a. contacting retiring Mess members concerning their Mess gift presentation and luncheon participation as required;
 - b. obtaining copies of posting messages of all departing Mess members and coordinating with Mess Manager the acquisition of plaques and engraving;
 - c. advising Mess committee and membership of posted/released personnel; and
 - d. assuming additional Mess responsibilities as assigned by the PMC.
 - e. obtaining current information from the MIR, the Mess Manager and mess members, regarding the admission or discharge from hospital of any Mess members and spouses;
 - f. sending, on behalf of the Mess, flowers or a donation (as per family request) in support of an ordinary member in the event of the death of an immediate family member, or birth of a child, for no more than \$100.00; and
 - g. establishing and maintaining contact with members hospitalized for more than seven days as per applicable By-laws.

309. PUBLIC RELATIONS MEMBER

- 1. The Public Relations Member is responsible to the PMC for:

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- a. confirming all activities planned have been listed on the monthly calendar by attending General Mess committee and Executive committee meetings;
- b. organizing, preparing and printing the monthly calendar;
- c. periodically reviewing quantities prepared, to ensure all Mess members receive a copy of the monthly calendar;
- d. ensuring the distribution of calendars to Unit representatives, who in turn distribute to their members;
- e. advertising special functions in addition to the monthly calendar;
- f. assuming additional Mess responsibilities assigned by the PMC; and
- g. must consult with the DND Area Public Affairs Officer upon assuming duties.

310. UNIT REPRESENTATIVES

1. Unit representatives are responsible to the PMC and shall represent the interest in Unit/Branch as follows:

- a. One member – LFCA HQ, LFCA HQ TC Det Toronto;
- b. One member – 32 CBG HQ;
- c. One member – ASU Toronto, 1 Dent Unit, 32 CFHSC Det Toronto, CFNCIU, AJAG;
- d. One member – GGHG;
- e. One member – 2 FER;
- f. One member – 25 SVC BN;
- g. One member – 2 INT COY;
- h. One member – CFC;
- i. One member – CFEME Toronto;
- j. One member – 32 MP PI;
- k. One member – 2 ASG Sigs Sqn Det Toronto, 2 ASG HQ; and
- l. One member – CFRC Toronto, NDQAR, NDPAO Toronto, CRCD..

2. Unit representatives shall attend Mess committee meetings and are responsible for:

- a. advising the Mess committee of specific concern or questions of the members they represent;
- b. advising the members they represent of the proceedings of Mess committee meetings; and
- c. collecting mess dues for those they represent.

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311. MESS MANAGER

The duties and responsibilities of the Mess Manager are defined in A-AD-262-000/AG000.

312. SUPERVISING OFFICER

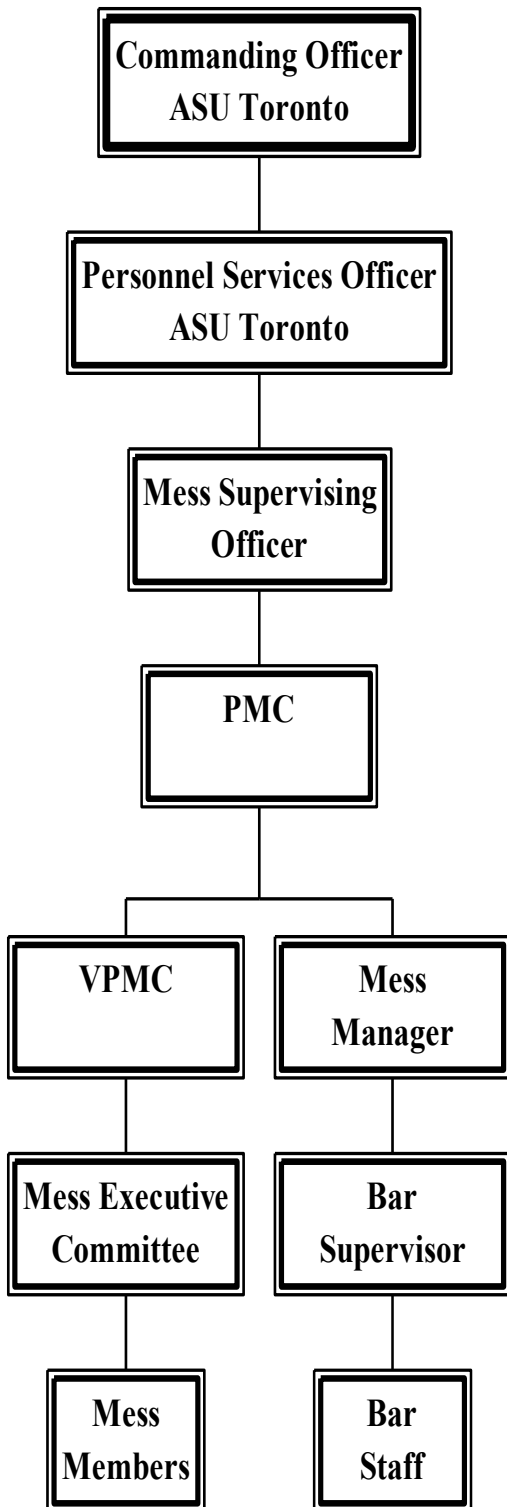
The duties and responsibilities of the Supervising Officer are defined in A-AD-262000/AG-000 Annex A Chapter 2.

313. ORGANIZATION CHART

1. Below is the organization chart for the Jr Ranks Mess.

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TORONTO GARRISON JUNIOR RANKS MESS ORGANIZATION CHART



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SECTION IV - PROCEDURES FOR MESS DINNERS AND MIXED FORMAL DINNERS

401. GENERAL

1. The membership of the Mess is made up of Non-Commissioned Officers and civilians representing a broad diversity of national, environmental, regimental and branch backgrounds, each with unique Mess customs and traditions. In the interest of standardization, therefore, it is considered appropriate to outline the customs and procedures applicable to Mess dinners and mixed formal dinners held in the Mess.
2. For the most part, these procedures reflect customs and protocol that are common to most military Messes, but inevitably there will be some that differ from those found elsewhere. In any case, the procedures outlined here are not intended as hard and fast rules but rather as guidelines, which may be modified as required to meet the needs of specific groups or functions.
3. All official mess functions will comply with Mess Administration A-AD-262-000/AG-000.

402. MESS DINNERS

1. Attendance. A Mess dinner, sponsored by either the Mess or a member unit, is an official function with the status of a parade. Attendance at a Mess dinner, therefore, will normally be compulsory for Ordinary Members, except for those who have been specifically excused.
2. Assembly. Timings for Mess dinners shall be published in advance and will normally be 1900 hours for 1930 hours. All attendees shall gather in the Mess prior to the published assembly time to await the arrival of the senior host and, if appropriate, the guest(s) of honour.
3. Upon the arrival of the senior host and guest(s), attendees shall come to attention and remain so until the host has acknowledged their assembly. During the pre-dinner assembly, period attendees should take the opportunity to pay their respects to the guest(s) of honour and other guests in the Mess.
4. Sherry and non-alcoholic punch will normally be served in the Reception Room with other beverages and soft drinks available at the Main bar.
5. Smoking before dinner is restricted to the smoking areas, which are, designated in the Mess by-laws.
6. A table-seating plan will be displayed in the Reception Room during the pre-dinner assembly period. Attendees should confirm their seating location as soon as practicable after arrival in the Mess.
7. If available, a trumpeter or piper will play-both a 15-minute and 5-minute warning call prior to dinner. At the appointed dinner hour, the PMC will escort the senior host and guest(s) of honour into the dining room, led by the piper if one is present. Remaining attendees shall then follow the head table party into the dining room without delay.
8. Conduct of Dinner. Attendees will remain standing behind their chairs until the Padre has said grace or other member as designated by the PMC. On completion of the grace, all shall be seated.
9. When a band is in attendance, appropriate dinner music shall be played at intervals throughout the meal.

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10. During dinner, attendees should take advantage of the opportunity to enjoy good fellowship, pleasant conversation and fine food and wine in an atmosphere of elegance and relaxed formality.
11. The PMC is responsible for ensuring that standards of decorum and conduct befitting a formal occasion are maintained throughout the evening. No diner may enter or leave the dining room or rise to address the assembly without first obtaining permission from the PMC.
12. The consumption of wine and/or port during the dinner is optional. Water will be available on request throughout the meal and may be used for all toasts. On occasions when alcohol is served as part of the meal, the Mess will offer a two-tiered pricing system. The onus is on the individual to advise the Mess Manager in advance that he/she wishes to opt for a non-alcoholic beverage with the meal. Normally the member's place card will be marked to alert the stewards of the situation.
13. Passing the Port. After the final course has been served and the table cleared, port decanters shall be carried into the dining room, led by the piper if one is present, and placed at the right-hand end of each line of diners. Once the PMC has tasted the port, he/she will initiate the passing of the port by passing the decanter to the person on his/her left. At this signal, all diners with port in front of them shall charge their glasses and then pass the decanter to the left. In passing the port, attendees are free to observe their individual service, environmental or regimental traditions concerning whether or not the decanter should touch the table between diners. Once the port glass has been filled, it should not be touched until the Loyal Toast.
14. Loyal Toast. When all diners have charged their glasses the PMC shall rap his/her gavel, rise, and announce to the Vice-PMC either
"Mister (Madam) Vice, the Queen of Canada* or "Monsieur le vice-président (Madame la vice-présidente), à la Reine du Canada".
The Vice-PMC will then rise alone and announce to the assembly in the other official language
"Ladies and gentlemen, the Queen of Canada" or "Mesdames et messieurs, à la Reine du Canada (as appropriate).
At this point all others present shall rise and stand to attention, either leaving their glasses on the table or holding them at waist level. If a band is present it shall then play either the first six bars or one full verse of God Save the Queen, as dictated by protocol.
The assembly shall then raise their glasses and announce individually in French or English "The Queen"/"La Reine" and take the Loyal Toast.
Glasses shall then be lowered to the table and the assembly shall be seated.
When officers or distinguished persons from the Commonwealth of nations are present, the loyal toast shall be to
"The Queen, Head of the Commonwealth"/"A la Reine, Chef du-Commonwealth" in lieu of
"The Queen of Canada"/" la Reine du Canada".
15. Toasts to Other Heads of State. If foreign dignitaries are present as guests of honour it is appropriate to then toast the individual heads of state of each nation so represented using the same bilingual format and procedures as for the Loyal Toast. When a number of non-commonwealth nations are officially represented amongst the assembly, it is acceptable to propose a collective toast to "the heads of state here represented/à la santé des chefs d'état ici représentée", in which case individual national anthems are not played in conjunction with the toast. It should be noted that individuals on exchange, attending the dinner as members, are not normally considered to be foreign dignitaries representing their nation.
16. Occasional Toasts and Marches. Following the toasts to the Queen and other heads of state, additional toasts appropriate to the specific occasion or assembly may be proposed (eg, Naval toast of the day, toast to a regimental birthday). Such toasts may involve the playing of the associated environmental/regimental/branch march in conjunction with the toast. [Note: At occasions where large numbers of military marches are to be played, such marches will normally

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occur at the end of the program, immediately prior to adjournment].

17. Piper's Toast. If a piper is present, the senior host will normally share a "Quaich" with the piper following the formal toasts. On cue, the piper will march into the dining room, halt before the senior host and pay his respects. The Mess Manager will then proffer a tray containing two quaich cups. The senior host will give one to the piper and take one himself. The piper will raise his cup and say:

"Slainte" (pronounced Slawn-cha) meaning "Good health",
to which the senior host will reply:

"Slainte Mhath" (pronounced Slawn-cha Vah) meaning "Good health to You !"

They shall then both drain their cups and return them to the tray. Water may be substituted for the traditional beverage upon request.

18. Following the Toasts. When all toasts have been completed coffee will be served. Liqueurs will not normally be served at the table but may be served in the Great Hall immediately upon leaving the dining room.

19. Break. When lengthy after-dinner formalities, such as speeches and presentations, are scheduled the PMC may call a short break at this point.

20. Acknowledgments. While coffee is being served, the Director of Music and Chief Cook may be invited to join the senior host and guest(s) of honour at the head table for a glass of port. The PMC may also choose to recognize the kitchen staff and bar stewards by calling them forth for a round of applause.

21. Post-dinner Introductions and Remarks. The PMC will next make any announcements suited to the occasion and introduce the head table and other guests or speakers as appropriate. Speeches and presentations may then follow.

22. Military Marches and Anthems. At some Mess dinners the program may include the playing of the respective military marches and anthems of each of the various national, environmental, service, regimental, and branch affiliations represented at the dinner. Where large numbers of marches are to be played they will normally take place at the end of the program just prior to leaving the dining room.

23. Canadian marches shall be played first in traditional order of precedence, followed by the military marches or national anthems of the allied members present in alphabetical order by nation. After the final march, the band will often play its own regimental march. 'O Canada' may also be played on completion of all marches. The order of marches and anthems will normally be printed in the dinner program.

24. During the marches, members traditionally stand to attention for the playing of their own national, environmental, regimental or branch march and for those of any other formation or group with which they have previously served or been directly affiliated. It is also common practice that all who wish to do so may stand and sing during the playing of the march of the Chaplain Branch (onward Christian Soldiers). For all other marches attendees should remain seated and accord due recognition and honour to their fellow soldiers as their marches are played.

25. Termination of Dinner. The dinner is officially over when the PMC rises to escort the guest(s) of honour and senior host from the dining room. All participants will rise and remain standing until the head table party has left the room. Participants may then leave the dining room or return to their seats to finish coffee or port.

403. MIXED FORMAL DINNERS

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1. The procedures outlined in Article 302 will be followed for mixed formal dinners with the exceptions that:

- a. the PMC's permission will not be required to leave the table during dinner;
- b. all china and wine glasses will not necessarily be removed prior to the toasts;
- c. after the loyal toast, members will normally honour their ladies/spouses/guests with a toast as appropriate;
- d. a break will normally be taken following the toasts and before the start of any speeches/presentations; and
- e. military marches will not normally be played.

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Annex A
Dated

LIST OF MEMBER UNITS

- a. 1 Dent Unit
- b. 2 ASG HQ
- c. 2 ASG Sigs Sqn Det Toronto
- d. 2 FER
- e. 2 Int Coy
- f. 25 Svc Bn
- g. 32 CBG HQ
- h. 32 CFHSC Det Toronto
- i. 32 MP PI
- j. AJAG
- k. ASU Toronto
- l. CFC
- m. CFEME Toronto
- n. CFNCIU
- o. CFRC Toronto
- p. CRCD
- q. GGHG
- r. LFCA HQ
- s. LFCA HQ TC Det Toronto
- t. NDPAO Toronto
- u. NDQAR