

CHAPTER 1

8 WING JUNIOR RANKS' MESS

CONSTITUTION

(UPDATED 28 FEB 2021)

101. NAME

1. The 8 Wing Trenton Jr. Ranks' Mess, hereinafter referred to as the Mess, consists of the following facilities:
 - i. Astra Lounge;
 - ii. Snake Pit.

102. AUTHORITY FOR ESTABLISHMENT AND OPERATION

1. 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 Forces including PSP Policy Manual Chapter 9 Messes, A-AD-262-000/AG-000 Mess Administration and the instructions contained in this Constitution and amplified by the By-Laws.
2. Related Orders and Instructions include:
 - i. QR&O 1.075 – Common-Law Partner and Common-Law Partnership
 - ii. QR&O 19.04 – Conduct and Discipline – Intoxicants
 - iii. QR&O 27.01 – Messes, Canteens and Institutes – Establishment or Closure
 - iv. QR&O 27.07 – Messes, Canteens and Institutes – Audit of Non-Public Property Accounts
 - v. QR&O 27.38 – Messes, Canteens and Institutes – Overdue Non-Public Accounts
 - vi. CFAO 19-8 – Canvassing – Defense Establishments
 - vii. PSP Policy Manual, Chapter 9, Messes
 - viii. 1 Cdn Air Div Orders Vol 1, 1-736 – Air Reserve – Mess Membership
 - ix. A-AD-262-000/AG-000 – Mess Administration
 - x. A-AE-219-003/AG-001 – (Personnel) Organization, Establishment Staffing Criteria,
 - xi. Book 9, Public Support for NPF Activities
 - xii. A-FN-105-001/AG-001 – Policies and Procedures for NPF Accounting

- xiii. A-LM-182-001/JS-001 – (Equipment, Furniture, Furnishings) Canadian Forces Scale (CFS) 2 and Standard Supply Instructions, Chapter 23 for procurement of non-standard items
 - xiv. A-PS-110-001/AG-000 – Policy Governing Operation of Personnel Support Program in the Canadian Forces
 - xv. Wing Standing Order 1.16 W Admin O Feb 09 – Depart With Dignity
 - xvi. Memorandum 5545-1 (WComd) 27 Sep 96 – Inter-mess Visits – Married Service Couples (originally signed by Col E.G. Cloutier, W Comd)
3. All oversight of Mess operations fall under the responsibility of Personnel Support Programs (PSP). Each Regular Force Mess will be assigned a centrally or locally funded PSP employee for oversight. The PSP employee with oversight of the mess will work with their mess committee to answer questions, clarify policies or procedures, oversee financial transactions and oversee and manage facility use.
 4. The responsibility for Messes at any location is detailed in the appropriate Canadian Armed Forces Organization Order (CFOO). The Comd of the unit assigned this responsibility is the Commanding Officer (CO) referred to in subsequent sections of this publication unless otherwise stated. The CO of the Mess is responsible for the overall operations of the mess. The CO is the approving authority in all matters except as otherwise stated.

103. PURPOSE OF OPERATION

1. The Mess shall be operated for the purpose of providing service and amenities to the members. The Mess shall receive and account for all allowances and donations that apply to it. The Mess serves as a meeting place, which fosters the “esprit de corps” and comradeship.
2. The mess shall be operated to provide its members and 8 Wing/CFB Trenton with:
 - i. a common meeting ground;
 - ii. a focal point for social and recreational functions;
 - iii. a facility for meals and events;
 - iv. a venue for the conduct of meetings, conferences and official ceremonies;
 - v. a facility for official entertainment;
 - vi. a suitable place for the display of memorabilia;

3. All regular force and primary reserve force non-commissioned members (NCM) are required to belong to an established mess appropriate to their rank. When, for valid reasons, the individual wishes to belong to a mess appropriate to their rank that is other than the one established to serve the member's unit, the member may do so with the approval of the losing unit CO concerned. Monthly membership fees are detailed in Article 203 of the by-laws. Such fees, together with bar income and other revenue, shall be received and accounted for in accordance with PSP and CAF regulations and orders.

104. DEFINITIONS AND TERMINOLOGY

1. Mess – the term “mess” is used interchangeably to mean:
 - i. the organization; whose membership is related to an identifiable and specified rank structure, formed for the purpose of building “esprit de corps” and comradeship; or
 - ii. the facility, or facilities, which provide space in which to carry out the functions of the organization and may include a dining room, accommodations and quarters, bar or anteroom, lounge, games room and other common rooms which are operated and administered to provide services to its members.
2. Junior Rank (JR) – means all persons holding the rank of Private/Aviator/Sailor 2nd & 3rd Class, Corporal/Sailor 1st Class and Master Corporal/Master Sailor
3. Sergeant – means all persons holding the rank of Sergeant.
4. Warrant Officer – means to include all persons holding the ranks of Warrant Officer, Master Warrant Officer, and Chief Warrant Officer.
5. Officer – means to include all persons holding the ranks of Officer Cadet/Naval Cadet through General.
6. Commanding Officer – indicates the Wing Commander 8 Wing/CFB Trenton who is authorized to establish a mess, or the person so delegated by them to act as Commanding Officer for the purpose of the mess.
7. Mess Function – indicates an activity planned or authorized by the Mess Committee for the benefit of all mess members.
8. Private Function – indicates an activity held by specific groups, private weddings and private luncheons which are not planned by the Mess Committee, not open to all members of the Mess and are not subsidized by mess funds.

9. The following terminology applies for the purpose of this document:
 - i. unless the contrary appears, words in the singular include the plural, and words in the plural includes the singular.
 - ii. in this document:
 - a. “may” shall be construed as being permissive and “shall” as being imperative;
 - b. “should” shall be construed as being information only;
 - c. “practicable” shall be construed as physically possible; and
 - d. “practical” shall be construed as reasonable in the circumstance.
10. Unless the context otherwise requires, words importing male persons include female persons, and words importing female persons include male person.

105. MEMBERSHIP

1. As defined in PSP Policy Manual Chapter 9, membership in the Mess shall consist of:
 - i. Ordinary members;
 - ii. Associate members; and
 - iii. Honorary members.
 - iv. Only ordinary members are eligible to serve on the Mess Committee, or be entitled to vote at Mess Meetings.
 - v. An associate member may assist the mess committee or subcommittee, but by doing so assumes no responsibility.

106. MEMBERSHIP DISTRIBUTION

1. All Jr. Ranks' personnel are authorized access to the Jr. Ranks' Mess Clubs listed in Article 1.01.

107. MESS COMMITTEE

1. The Mess shall be administered by a Committee appointed by the CO or elected by and from the ordinary members at a General Mess Meeting and/or those Ordinary Members who volunteer for positions on the committee and are found suitable by the PMC.
2. The Mess Committee shall consist of:
 - i. A President (PMC), appointed by the; CO thru WCWO:
 - ii. Vice President (VPMC), appointed by the CO thru WCWO.
 - iii. Secretary.
 - iv. Treasurer.
 - v. Entertainment Representative.
 - vi. Sports Representative.
 - vii. E-Sports Representative.
 - viii. Hospitality Representative.
 - ix. Housing Representative.
 - x. Advertising Representative;
 - xi. Supervising Officer; and other such members as may be required. No member of the Committee shall be an employee of the Jr. Ranks' Mess.
3. The duties and responsibilities of Committee Members shall be as set out in the Annex B.
4. The Mess Manager, the Assistant Mess Manager, and the NPF Accounting Manager or delegate are advisers to the Mess. Their duties and responsibilities can be found in Annex B.
5. A member of the committee or sub-committee shall not have any personal interest in purchases, sales, or profits of a mess or receive any remuneration or advantage by reason of his connection with the management of the mess as per NPF Conflict of Interest Policy.
6. Each member that is on the mess executive committee must maintain their status by attending the monthly meetings and minimum 1 mess function a month, unless tasked operationally, in order to ensure efficiency and continuity of the JRM. Should a committee member be unable to attend a meeting, they must send a deputy in their place with all information required.

108. MESS MEETINGS

1. Mess Committee Meetings shall be convened at least once every month to consider:
 - i. Approval of expenditures within Committee authority;

- ii. Review of financial statements, and
 - iii. Other matters concerning operations of the Mess.
2. A quorum shall comprise fifty percent of the committee membership. A majority vote shall be sufficient to conduct the business of the committee.
3. General Mess Meetings shall be convened by the PMC at least bi-annually to consider:
 - i. financial statements;
 - ii. selection of Committee Members when two or more candidates have presented themselves;
 - iii. proposed mess activities;
 - iv. approval of expenditures beyond the authority of the Mess Committee; and other matters concerning the Mess that cannot be dealt with by the Mess Committee.
4. Notification to members shall be promulgated in Routine Orders at least 14 days in advance.
5. Extraordinary General Mess Meetings shall be convened at the request of:
 - i. the Wing Commander.
 - ii. the PMC.
 - iii. the Honorary PMC; or
 - iv. the signed request of 25 percent of the available membership, clearly stating the cause for such application.
6. Any inquiries must be submitted to the +8 Wing Junior Mess plus box 14 days prior to the General Mess Meeting. All inquiries, whether raised by members or by the Mess Committee, should be included in the agenda and are subject to the approval of the CO.
7. A quorum for a General Mess Meeting will be based on 25% of ordinary members. Determination of the number required will be done prior to the meeting as the first item of business. If insufficient members are in attendance the meeting may be adjourned at the discretion of the PMC with the WComd authority and so recorded in the minutes of the

meeting. However, where the requirement of the service dictate otherwise, the WComd may authorize that those members present be equivalent to a quorum.

8. All motions or other matters for decision raised at a General Mess Meeting shall be voted upon by the ordinary members in attendance and shall be decided by a majority vote but are subject to the approval of the WComd.
9. 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. If meetings are to be conducted in a manner that will result in accuracy of business, economy of time, uniformity, and impartiality, they should be conducted in accordance with parliamentary procedure.
10. Personnel attending a course on temporary duty shall be represented at a general mess meeting by one representative for each twenty, or part thereof, of their number. Such representatives will be permitted to express the view of the students and to vote as if they were ordinary members. Personnel attending a course on posting shall be considered ordinary mess members.

109. CONSTITUTION AND BY-LAW AMENDMENTS

1. Amendments to the Constitution cannot be in conflict with any existing regulations and orders. None of the rules or provisions contained in this Constitution are deemed contrary to any instructions having priority or precedence over this Constitution.
2. Proposals for the amendment of the Constitution will be considered only when submitted in writing by an ordinary member to the Mess Committee.
3. Proposals for amendment to the Constitution will be considered by the Mess Committee on behalf of the member proposing and will then be discussed at the next General Meeting.
4. Should the Mess Committee deem the proposed amendment acceptable without alteration they will:
 - i. Prepare an appropriate notice of the proposed amendment to the Constitution 14 days in advance of the General Mess Meeting: and
 - ii. Post said notice at all Jr. Ranks' Clubs and distribute via e-mail to the membership at least 14 days before the date of the General Mess Meeting at which time the motion will be considered.

5. To become effective, a motion for amendment must be carried by a majority vote of those in attendance and be approved by the W Comd. A period of six months shall elapse from implementation until the same subject is again considered for amendment.

110. AVAILABILITY OF CONSTITUTION

1. A current copy of this Constitution and the By-Laws will be available at all times for reference and information to the members in each Mess, Unit, and Branch. Current copy of the constitution and by-laws shall be posted on CAF Connection for ease of access for Junior Ranks Members.
2. Copies can be made available by the Assistant Mess Manager by email request.

111. ELECTRONIC VOTING

1. Any item that requires voting on by the membership at a General or Extraordinary General Mess Meeting may be done via electronic vote of the ordinary members at the discretion of the PMC. In order to consider a quorum to have been reached, the voting will occur over 14 days, and a minimum of 25% of members must have voted. In the event that there are any questions or comments that might affect the outcome of the vote, the PMC will suspend the e-vote and bring up the item at the next General Mess Meeting.
2. Any item that requires a vote of the executive committee can be done via an electronic vote, subject to the provisions of para 1. Due to the small size of the group, a quorum can be reached with at least five votes, and the voting period must be a minimum of 24 hours unless a majority of the committee responds sooner with enough votes to commit to a decision.
3. Electronic votes shall be briefed and recorded in the minutes of the next GMM if voted by the membership, or Exec Committee meeting if an exec vote.

CHAPTER 2

8 WING JUNIOR RANKS' MESS

BY-LAWS

(UPDATED 28 FEB 2021)

201. BY-LAWS

1. By-Laws are a set of rules that amplify the Constitution. They are of a continuing nature and are applicable to all members.
2. Amendments to the By-Laws will be made in accordance with Article 108 of the Constitution.

202. COMMITTEE MEMBERS-DUTIES AND RESPONSIBILITIES

1. The composition of the Mess Committee is outlined in Article 106 of the Constitution.
2. The procedure for appointment to the position of PMC and VPMC is outlined at Annex A.
3. Duties and responsibilities of Committee Members are outlined in Annex B.

203. MESS MEMBERSHIP AND DUES

1. Criteria for and regulations concerning Mess membership are outlined at Annex C.
2. Mess dues will be paid monthly at a charge of \$11.00 for ordinary members. Class A and B Reservists will pay a monthly charge of \$11.00 excluding the Gift Fund.
3. The ordinary members breakdown of the mess dues are as follows:
 - i. General - \$5.19
 - ii. Entertainment Revenue - \$3.84
 - iii. Sports Revenue - \$0.83
 - iv. Gift Fund - \$0.51
 - v. GST - \$0.62
4. The reservist's breakdown of the mess dues are as follows:

- i. Entertainment Revenue – \$5.28
- ii. Sports Revenue - \$1.32
- iii. Membership – \$4.40
- iv. GST - \$0.00

5. The Associates breakdown of the mess dues are as follows:

- i. Entertainment Revenue - \$5.28
- ii. Sports Revenue - \$1.32
- iii. Membership - \$4.40
- iv. GST - \$0.00

6. It shall be the CAF member's responsibility to check his/her pay statement to ensure that mess dues are being paid.

204. MESS GUESTS

1. A Mess guest is a person or persons, who the Mess as an entity has a social or public obligation to entertain, and for whom the Mess is financially responsible.

205. MEMBERS' GUESTS

1. Members shall be permitted guests as follows:

- i. Each ordinary member is permitted to bring a maximum of three guests.
- ii. Each associate member or honorary member are permitted to bring a maximum of three guests.
- iii. Any member wishing to bring additional guests must obtain prior approval of the PMC
- iv. The Mess Committee has the authority to restrict the number of guests allow for specific Mess functions. Such limitations shall be announced at least seven days prior to the function.
- v. Members of other 8 Wing/CFB Trenton Messes are not permitted in the Junior Ranks' Mess without prior approval of the CO, with the following exception:
 - a. Service spouses who are member of another Mess are permitted to attend mixed events and functions provided

that the spouse is in good standing order with their respective mess.

- vi. Guests must be of legal drinking age for entry in the JR's Mess in which alcohol is served with the exception of Family Night.
 - vii. Host members are responsible to the PMC for the behaviour, dress and deportment of guests while in the Mess.
 - vi. All non-members must be signed into the Mess with proper identification. It is the hosting member's responsibility to sign in the non-member.
2. Guests shall not be permitted in the Junior Ranks' Mess on members' only nights. In addition to during or following of a General Mess Meeting.
 3. Children are permitted in the Mess only during special family functions and must be supervised at all times.
 4. Casual visits to the Mess by retired members who were honourably released from the Canadian Armed Forces are authorized on an infrequent basis, subject to the presentation of their Canadian Forces Certificate of Service (CF 75) or National Defence Identification (NDI75) or equivalent.

206. BAR SERVICES

1. Bartenders are only permitted to sell alcoholic beverages within the posted opening times of the Junior Ranks Mess. The PMC may authorize additional time in accordance with the AGCO regulations and following all policies in Chapter 9-2 of the PSP Manual.
2. A current price list reflecting current selling price of merchandise shall be posted in all bar areas.
3. Alcoholic beverages will only be purchased from the bar and consumed in the Junior Ranks Mess and patio area on the south side of the Snake Pit.
4. Bar purchase will be paid by cash, debit or credit card.
5. The possession, purchase, serving or consumption of alcoholic beverages to any person including military members under 19 years of age is strictly prohibited.

6. Mess staff can demand proof of age of any person. In accordance with AGCO and the Province of Ontario shall define the acceptable form of identification to be provided to the Mess staff.
7. The area behind the bar shall be out of bounds to all personnel except to authorized personnel.
8. A last call will be given 15 minutes prior to the bar closing. Customers may be served alcoholic beverages in accordance with Smart service regulations.
9. The Mess is to be vacated 30 minutes after bar closing.

207. HOURS OF OPERATION

1. The hours of operation are to be determined by the PMC and Mess Committee in conjunction with the Mess Manager. Hours shall be approved by the WComd in accordance with the Ontario Liquor Laws and the Base Standing Orders. The hours of operation will be clearly posted in each facility.

208. MESS EXPENDITURES

1. Mess funds and other assets may be expended only for the operation, social activities, development, and improvement of the mess except that:
 - i. a CO may direct that up to a maximum of 7 per cent of bar sales be transferred to the Base fund, as detailed in PSP Policy Manual Part 10 chapter 10-2;
 - ii. in the Primary Reserve, the Area or equivalent Commander or the Brigade Commander with approval of the Division Commander may direct mess to remit 1/2 of 1 per cent of sales to an area or district fund as detailed in PSP Policy Manual Part 10 chapter 10-3; and
 - iii. a percentage of bar sales shall be contributed to the Canadian Forces Central Fund (CFCF) and welfare funds as required by the appropriate regulations (for Regular messes only). Rates will be provided by CFMWS.
2. The Mess Committee or Assistant Mess Manager, under the direction of the Mess Manager, shall authorize all recurring Mess expenditures for the normal operation of the Mess.
3. The membership gives the Executive Committee Sole authority to; transfer remaining funds from previous, canceled and future events no longer intended to run, to existing or newly created events. All transfer requests must be voted on and approved unanimously by the Executive. The vote is to be documented in meeting minutes. The membership

authorizes the Executive committee to act on these amendments unless directed otherwise by the CoC.

4. Expenditures of non-public funds for capital, entertainment/sports or nonrecurring purposes up to \$15,000 may be authorized by the Mess Committee and are subject to the approval of Executive Mess Committee Minutes and CER action.
5. Expenditures of non-public funds for capital, entertainment/sports or nonrecurring purposes greater than \$15,000 shall be authorized by the WCmd and majority vote from the Junior Ranks Ordinary members.
6. Any approved expenditures involving construction or alteration to buildings and DND property shall not be implemented before approval for carrying out the work has been obtained in accordance with RP Ops regulations.
7. Salaries and remunerations for services paid to persons employed by the Junior Ranks' Mess shall be in accordance with the Staff of Non-Public Funds CF – HR Pol and Collective Bargaining Agreements.
8. A farewell luncheon for the outgoing PMC is authorized to be held yearly. A Ceremonial Gavel or gift of endearing quality is to be presented to the outgoing PMC. Value for luncheon and gavel/gift shall not exceed \$250.00.
9. The PMC is authorized an amount not to exceed \$500 monthly for incidental expenses in the interest of the Mess. This is intended to expedite Mess business and is not under any circumstances to be used for personal benefit.

209. GIFT FUND

1. Ordinary members departing the Mess on posting or promotion who have contributed to the Mess for a minimum of two years shall be presented with a gift not to exceed \$50.00.
2. Ordinary members departing from the Mess on retirement with 19 or more years of service shall be presented with a memento not to exceed \$100.00.
3. Ordinary members being released under CRB (Medical) who have served more than 10 years and have contributed to the Mess for a minimum of two years are entitled to a retirement gift not to exceed \$50.00.
4. Gift may be picked up from the Mess on behalf of the departing member. The authorized person shall have email authorization to pick up item from the mess.

210. BAR CARDS

1. Bar cards are authorized for official purposes on a monthly basis for the PMC and the Entertainment Chairperson.
2. The value of the bar cards is set out in the budget and must be approved by the General Membership via General Mess Meeting.
3. Recovery action will be taken for any overages in expenditures for any given month.

211. HOSPITAL AMENITIES AND TOKENS OF SYMPATHY

1. Hospital amenities may be authorized IAW instructions as indicated in the following link: <https://www.supportourtroops.ca/Get-Support/Hospital-Comforts>
2. The Mess Committee on behalf of Mess members may forward a token of sympathy in the case of death of a direct family member, death of a member's spouse or dependent child, or at the discretion of the Mess Committee.
3. Token of sympathy can be use as donation to an association that is related to the death.
4. The cost of such tokens shall not exceed \$100.00 and shall be paid from Mess Gift Funds.

212. ENTERTAINMENT

1. Mess Entertainment will follow all guidelines as indicated in the PSP Manual Chapter 9-4.
2. Mess entertainment shall comprise of the following categories:
 - i. Official functions, i.e., New Year's Levee, Remembrance Day Levee, etc.
 - ii. Special functions, i.e., Bosses' Night, etc.
 - iii. Closed functions, i.e., Retirement, Promotion; and
 - iv. General functions, i.e., all other functions not included in the above.
3. Bosses' Nights will be subject to the following restrictions:
 - i. There shall be a maximum of two Bosses' Nights per year.

- ii. Uniform (dress of the day) or proper civilian attire shall be worn by all military members and visitors.
- iii. All visitors will vacate as dictated by the PMC.

213. ENTERTAINMENT EXPENDITURES

1. Expenditures for authorized entertainment shall be approved by the Mess Executive Committee who will decide whether:
 - i. the cost should be borne by the Mess.
 - ii. the cost should be subsidized by the Mess;
 - iii. the cost should be borne by the participating members; or
 - iv. the cost is supported with public funds.
2. In arriving at this decision, the Mess Committee will consider the type of function being held as well as any budgetary restrictions.

214. CONDUCT OF MESS MEETINGS

1. Mess Meetings will be conducted in accordance with the procedures outlined at Annex E.

215. MESS PROPERTY

1. Mess property includes all public and non-public fixtures, equipment and furniture located in the Astra Lounge and Snakepit. This also includes the Junior Ranks Mess Patio area.
2. The cost of replacement or repair of Mess property shall be charged as follows:
 - i. any member who willfully or negligently causes, permits or contributes damage to, or the loss, deficiency, theft, destruction or improper expenditure of any Mess property, is liable to reimburse the Mess for the loss incurred.
 - ii. if the loss or damage is caused accidentally by a member, guest or member of the Mess staff the full cost may be borne by the Mess.

3. In conjunction with the Asst Mess Manager, the PMC will take appropriate steps to assess the damage and obtain reimbursement. The classification of any incident shall be at the discretion of the PMC.
 - i. No furniture, equipment or other property of the Mess is to be removed from the building or moved from one room to another without prior permission of the Housing Representative or under the direction of the Assistant Mess Manager.
 - ii. Disposal of Mess property shall be in accordance with A-FN-105-001/AG-001 – Policies and Procedures for NPF Accounting directives, QR&Os and CFAOs. Proceeds realized from such disposals shall be added to the general account.

216. PERSONAL PROPERTY

1. Personal property brought into the Mess including band or DJ equipment shall not be the responsibility of the Mess. This property shall be function related only.
2. Personal property shall not be stored in the Mess without the written permission of the PMC and storage shall not exceed 24 hours.

217. USE OF THE MESS

1. The PMC may grant permission for private functions to occur in their mess. The Mess facilities may be reserved for use by groups of members for service related social functions or by individual members for family related functions (such as weddings or anniversaries) on the authority of the PMC provided that:
 - i. The facilities are not otherwise required by the Mess;
 - ii. Dining, recreation and bar facilities are available for other members; and
 - iii. All costs are borne by the member or group.
2. Non-Members may request to rent the Mess facilities for family or meeting purposes provided all of the same conditions as listed above and:
 - i. the event is approved by the Mess Manager; and
 - ii. the cost to rent the facility is more than members pay.
3. In addition to facility rentals and events listed above, any person may be permitted to use the dining facilities with the concurrence of the WComd.

218. DRESS

1. Dress regulations for the Jr. Ranks' Mess are outlined at Annex E.

219. DISCIPLINE

1. The PMC is responsible to the WComd, through the WCWO for maintenance of discipline. In the absence of the PMC during Mess opening hours, the senior ordinary member present shall be responsible for discipline and shall ensure the observance of Mess rules.
2. Custodians may be hired to control attendance and to assist the PMC in the maintenance of discipline.
3. Every member of the Mess will be personally responsible for his/her own behavior and observance of Mess regulations and By-Laws.
4. The Supervising Officer will advise the PMC who may impose restricted privileges on any member for misconduct or infraction of Mess By-Laws. In each instance, a report shall be made to the member's CoC thru the WCWO for approval.
5. Any member who is suspended and wishes to appeal the suspension may do so thru the Executive Committee. If the Executive Committee issues the suspension, then the member may appeal thru the WComd.

220. PETS

1. Animals shall not be brought into the Mess buildings. Service animals will be permitted in the Mess.

221. NOTICE BOARD

1. Notices shall be posted on the Mess notice boards, CAF Connection and the Junior Ranks Mess Facebook page.
2. Any pertinent information shall be posted within 7 days of any event or meeting.
3. No notice shall be posted without the permission of the PMC or Assistant Mess Manager.
4. Pictures of Her Majesty, WComd, WCWO and Mess Committee members shall be posted in the mess.

222. SUGGESTIONS AND COMPLAINTS

1. Any suggestion or complaint regarding the management of the Mess shall be made in writing in a suggestion box kept at the entrances of the mess, by memo to the PMC, or in writing to +8 Wing Jr Mess on DWAN.
2. The suggestion or complaint shall include the name, rank and unit of the person.
3. Any suggestion or complaint regarding the Mess staff shall be made to the Assistant Mess Manager or Mess Manager.
4. Complaints of a confidential nature may be made personally to the WCWO.
5. No Mess member, shall give orders to any member of the Mess Staff.

223. TAXI CHIT

1. When approved in the annual budget, taxi chits may be available to any member. This chit may be used to take a member from the Jr Ranks Mess or Earl of Bessborough directly to a private residence with no stops en route.
2. Taxi chits shall be issued by the bartender on duty.
3. The value of the taxi chit will be in the standing minutes and approved in the budget. If a member exceeds the value of the chit, the balance is the responsibility of the member and will be charged to their mess account.

224. PROMOTIONAL ITEMS

1. Eligibility for winning a draw for any promotional item donated to the Mess is restricted to members and their invited guests.
2. IAW with Article 204, guests must be signed in when they enter their name into any draw.
3. Employees of the Mess are not eligible to enter or win any promotional items.
4. No member of the Mess Committee shall receive any remuneration, profit, or advantage by reason of their connection with the management of the Mess. This does not preclude Committee members from winning prizes or draws, so long as impartiality in drawing of the winner can be demonstrated; and Mess funds shall not be alienated:
 - i. By gifts to private or public institutions;

- ii. to relieve a member of their personal responsibility for the loss of or damage to public or non-public property;
- iii. for testimonials or gifts;
- iv. for national appeals for financial assistance; or
- v. for provision of anything connected with religious services.

225. LOTTERIES

1. No forms of lottery schemes are to be conducted at the mess. A lottery scheme may be defined as any scheme that has the following three components: a prize, a chance to win the prize and a consideration of a fee. Therefore, a lottery scheme exists if money is awarded or other stipulations are communicated for the chance to win a prize.
2. If an entrance fee has been charged, chips, token or play money may not be redeemed for goods, wares or cash at the end of the evening. To award a prize, every person participating must have equal chance of winning.

226. SMOKING

1. Smoking is not permitted inside and will only be permitted in a designated outdoor area IAW current policies for the wing. Smoking is not permitted on the patio of the Snake Pit.

227. BILINGUALISM

1. Suggestions may be made in either official language. The reply will be in the language used for the suggestion.
2. Any periodicals purchased by the Mess for the use of members will include a reasonable proportion of French language publications.
3. All permanent signs, announcements, menus and publications used in the Mess shall be in bilingual form in accordance with CAF directives and policies.

ANNEX A TO 8 WING TRENTON JUNIOR RANKS' MESS BY-LAWS

UNIT NOMINATIONS

FOR PRESIDENT AND VICE PRESIDENT

OF THE MESS COMMITTEE

1. At para 10 of Chapter 2 to A-AD262-000/AG-000 Mess Administration, the necessity to ensure that high caliber members are appointed to executive positions of Jr. Ranks' Clubs is clearly enunciated. PMC of the Jr. Ranks' Mess at 8 Wing/CFB Trenton where the PMC is responsible for the efficient administration and management of a mess with a membership that can at peak times exceed 1,800 personnel. Although advice and assistance are available from highly qualified staff and a supervising officer, the PMC must be an individual with exceptional leadership and management skills.
2. Accordingly, schools and units will be requested by the WCWO to submit nominations for VPMC and in special instances for PMC of the Jr. Ranks' Mess.
3. The PMC selected by the WComd will normally serve one year as VPMC and one year as PMC.
4. Additional six months extensions may be granted if requested by the individual, with the approval of the WComd and concurrence of the school/unit concerned.

ANNEX B TO 8 WING TRENTON JUNIOR RANKS' MESS BY-LAWS

DUTIES AND RESPONSIBILITIES OF MESS COMMITTEE AND MESS STAFF

PRESIDENT OF MESS COMMITTEE (PMC)

GENERAL

1. The WComd shall appoint the PMC. The PMC shall be responsible to the CO for the efficient operation and management of the Mess, with the exception of bar operations.

DUTIES AND RESPONSIBILITIES

2. The PMC shall:
 - i. Be responsible for the enforcement of discipline.
 - ii. The issuance of the mess constitution and by-laws.
 - ii. Ensuring that statement of duties exists for all members of the Mess committee.
 - iii. Calling of monthly Mess committee meetings and General Mess Meetings and presiding at these meetings.
 - iv. Be responsible ensuring that Mess Committee members are performing duties effectively for the Junior Ranks Membership.
 - v. Take action in accordance with A-FN-105-001/AG-001 – Policies and Procedures for NPF regulations in respect to unpaid Mess Accounts.
 - vi. Follow PSP Manual policies (Part 9) and A-PS-110-001/AG-002
 - vii. Issue orders and instructions to the members of the Mess Committee on their duties.
 - viii. Preside as Chairperson at all General Mess Meetings.
 - ix. Be responsible for the maintenance of inventories of Mess property, both public and non-public through the DA holder.

- x. Ensure that the constitution and by-laws are kept up to date at all times and that they conform with applicable regulations.
- xi. Approve the agenda for Committee and Mess Meetings and call meetings in accordance with the constitution.
- xii. Sign all minutes of General and Committee Meetings and present them to the Mess Manager for Staffing requirements and approval.

VICE PRESIDENT OF THE MESS COMMITTEE (VPMC)

GENERAL

1. The WComd shall appoint the VPMC. The VPMC shall be responsible to the PMC.

DUTIES AND RESPONSIBILITIES

2. The VPMC shall:
 - i. Assist the PMC in the performance of duties.
 - ii. Officiate in the absence of the PMC.
 - iii. Supervise entertainment and sports committee representatives to prepare entertainment/sports schedule for 3 months in advance.
 - iv. Oversee entertainment and sports committees should they not have a chairperson.
 - v. Assist and prepare long-term mess improvement projects.
 - vi. Ensure the efficient operation of the mess in consultation with the Assistant Mess Manager.
 - vii. Be familiar with and perform the duties of the PMC in their absence.
 - viii. Monitor the expenditure of Mess funds to ensure that the annual budget is being followed and adhered to.
 - ix. Carry out other duties as may be delegated by the PMC.

MESS MANAGER

DUTIES AND RESPONSIBILITIES

1. The Mess Manager duties are:
 - i. Acts as a liaison between the Wing leadership and the Mess.
 - ii. To be an ex-officio member of the Mess Committee and to attend all General, Extraordinary, and Executive Committee meetings.
 - iii. Assist the PMC in ensuring Mess meetings are conducted in an orderly and proper manner in accordance with existing regulations and proper Mess decorum.
 - iv. Shall ensure that all business transacted is in the best interest of the membership.
 - v. Shall ensure that the Mess Committee receives support in the effective management of the Mess, and shall act, where required, as liaison between the Mess Committee and Branch Heads.
 - vi. Ensure the Mess is operating in an efficient manner.
 - vii. Supervise, train and ensure the efficiency of the bar staff in consultation and under the guidance of NPF HR staff and applicable policies and collective bargaining agreements;
 - viii. order merchandise and bar supplies;
 - ix. to receive and ensure the safekeeping of merchandise and bar supplies; and
 - x. to perform such other duties as assigned by the PMC or outline in appropriate regulations.

2. Shall monitor the financial status of the mess operation, paying particular attention to the following:
 - i. Bar budget preparation.
 - ii. Budget control in conjunction with the Mess Executive Committee to ensure expenditures are within the budgeted amounts.

- iii. Monthly Financial Statements provided by the NPF Accounting Manager to ensure the mess is operating in an efficient manner; and
- iv. Ensuring that all expenditures are in accordance with the appropriate CAF regulations and as approved by the mess members.

MESS SECRETARY

GENERAL

1. The Secretary will be elected to office by the membership or appointed by CO if more than one candidate presents him/herself.

DUTIES AND RESPONSIBILITIES

1. The Secretary is responsible to the PMC and shall:
 - i. Prepare the agenda for Mess committee and General Mess Meetings.
 - ii. Record the minutes of Mess committee and General Mess Meetings.
 - iii. Prepare the minutes of General Mess Meetings and Committee Meetings.
 - iv. Perform other duties as assigned by the PMC/VPMC.
 - v. Prepare and dispatch Mess correspondence as directed by the PMC.
 - vi. Post an agenda for General Mess Meetings.
 - vii. If required, amend the constitution.
 - viii. Carry out other duties as directed by the PMC.

TREASURER

GENERAL

1. The Treasurer will be elected to office by the membership or appointed by CO if more than one candidate presents him/herself, recommended that this mess committee member has a finance background and be responsible to the PMC.

DUTIES AND RESPONSIBILITIES

2. The Treasurer's duties are:
 - i. to assist in the preparation of the yearly budget;
 - ii. to monitor financial results in comparison to the budget;
 - iii. to interpret financial statements and advise the PMC on the financial condition of the mess;
 - iv. to conduct liaison with the NPP Accounting Manager;
 - v. to ensure that the mess committee is aware of the financial implications of any decision; and
 - vi. to perform such other duties as may be assigned by the PMC.
 - vii. submit finished budget and have it approved by PSP/NPF for February of each year.

2. In addition, the treasurer/finance member may be required on occasion, to participate in stocktaking and to assist compliance personnel when Mess activities and /or records are being examined.

3. The NPP Accounting Manager or a delegated representative is an ex-officio member of each Mess committee and shall provide financial information consistent with the responsibilities of the NPP Accounting Manager. An NPP Accounting Manager or a delegated representative does not serve as a regular/ voting member of any Mess committee. This task can be assigned to the Senior Manager PSP (Pers Svcs O). A mess member may be assigned some duties of the treasury.

ENTERTAINMENT CHAIRPERSON

GENERAL

1. The Chairperson of the Entertainment Committee will be elected to office by the membership if more than one candidate presents him/herself, and be responsible to the PMC.

2. The PMC may appoint sub-committee members on the advice of the Entertainment Committee Chairperson.

DUTIES AND RESPONSIBILITIES

1. The Entertainment Committee Chairperson shall:
 - i. plan entertainment and social functions at least three months in advance to meet the requirements of the Mess within the financial limitations set out in the annual budget;
 - ii. coordinate the expenses/revenue within the VPMC's financial management objectives;
 - iii. provide the necessary information to the Assistant Asst Mess Manager so he/she can monitor and advise on purchases, orders to obtain entertainment requirements, refreshments, etc.;
 - iv. cooperate with the advertising chairperson for advance notices, advertisements, etc.;
 - v. supervise sub-committee members;
 - vi. prepare a recap and after action report of events in order to compare performance against the plan;
 - vii. co-operate with the Assistant Mess Manager to ensure that the maximum lead time is offered to complete administrative support requirements;
 - viii. to plan and organize the entertainment program;
 - ix. to prepare the entertainment budget;
 - x. to recommend the hiring of bands, entertainers, (contracts are normally done by PSP IAW NPP contracting policy and NPP DOA), etc;
 - xi. to conduct liaison with the Food Services or local caterer required for entertainment functions (normally done by PSP IAW NPP contracting policy and NPP DOA);
 - xii. to ensure the proper control of revenues from entertainment and that funds are turned in promptly;
 - xiii. to advertise entertainment functions;
 - xiv. provide written recap and after action report outlining results;

- xv. to ensure the entertainment budget for the following year is submitted to the Mess Manager and finance member NLT 15 Nov of each year;
- xvi. to perform such other duties as assigned by the PMC; and
- xvii. to coordinate the set-up of mess functions and entertainment as required.

SPORTS COMMITTEE CHAIRPERSON

GENERAL

1. The Chairperson of the Sports Committee will be elected to office by the membership if more than one candidate presents him/herself and will serve for a period of minimum one year.
2. The PMC may appoint sub-committee members on the advice of the Sports Committee Chairperson.

DUTIES AND RESPONSIBILITIES

1. The Sports Committee Chairperson shall:
 - i. plan and organize games and sports within the Mess at least three months in advance the requirements of the Mess within the financial limitations set out in the annual budget;
 - ii. provide a written recap and after action report outlining actual results with the plan;
 - iii. coordinate the expenses/revenue within the VPMC's financial management objectives;
 - iv. advise the VPMC of requirements for sports equipment;
 - v. advise the Assistant Mess Manager on all matters regarding the purchase and maintenance of games equipment within the Mess;
 - vi. ensure that trophies in the Mess are competed for annually;
 - vii. to recommend the hiring of contractors (contracts are normally done by PSP IAW NPP contracting policy and NPP DOA), etc;

- viii. to conduct liaison with the Food Services or local caterer required for sports functions (normally done by PSP IAW NPP contracting policy and NPP DOA);
- ix. be responsible for the maintenance of trophies;
- x. advertise sports functions;
- xi. supervise sub-committee members;
- xii. plan and organize sports events like Hockey/UFC/Wrestle Mania;
- xiii. plan and organized games night on TGIF/TGIT and other games nights; and
- xiv. ensure the sports budget for the following year is submitted to the Mess manager and finance member NLT 15 Nov of each year;
- xv. complete other related tasks as directed by the PMC.

E-SPORTS COMMITTEE CHAIRPERSON

GENERAL

1. The Chairperson of the E-Sports Committee will be elected to office by the membership if more than one candidate presents him/herself and will serve for a period of minimum one year.
2. The PMC may appoint sub-committee members on the advice of the E-Sports Committee Chairperson.

DUTIES AND RESPONSIBILITIES

1. The E-Sports Committee Chairperson shall:
 - i. plan and organize games and e-sports within the Mess at least three months in advance the requirements of the Mess within the financial limitations set out in the annual budget;
 - ii. provide a written recap and after action report outlining actual results with the plan;
 - iii. coordinate the expenses/revenue within the VPMC's financial management objectives;

- iv. advise the VPMC of requirements for sports equipment;
- v. advise the Assistant Mess Manager on all matters regarding the purchase and maintenance of games equipment within the Mess;
- vi. to recommend the hiring of contractors (contracts are normally done by PSP IAW NPP contracting policy and NPP DOA), etc;
- vii. to conduct liaison with the Food Services or local caterer required for e-sports functions (normally done by PSP IAW NPP contracting policy and NPP DOA);
- viii. advertise e-sports functions;
- ix. supervise sub-committee members;
- x. plan and organize e-sports events such as tournaments and discord events;
- xi. ensure the e-sports budget for the following year is submitted to the Mess manager and finance member NLT 15 Nov of each year;
- xii. complete other related tasks as directed by the PMC.

HOUSING REPRESENTATIVE

GENERAL

1. The Housing Representative shall be elected to office by the membership if more than one candidate presents him/herself and will serve for a period of minimum one year.
2. The PMC may appoint sub-committee members on the advice of the Housing rep Chairperson.

DUTIES AND RESPONSIBILITIES

1. The Housing Representative is responsible to the PMC for the Mess.
 - i. cut grass and pass weed eater during the summer;
 - ii. remove dead leave in fall/spring;
 - iii. closing/opening the Jr Ranks yard;

- iv. contact road & grounds for leaves pick up;
- v. produce and maintain a Mess development plan covering the utilization of all facilities;
- vi. recommend appropriate decorating and furnishing projects to carry out the Mess development plan;
- vii. inspect Mess furniture and equipment to ensure it is serviceable and direct/coordinate the appropriate remedial action as required to the Asst Mess Manager;
- viii. supervise sub-committee members;
- ix. complete other related tasks as directed by the PMC; and.
- x. ensure the housing budget for the following year is submitted to the Mess manager and finance member NLT 15 Nov of each year.

ADVERTISING MEMBER

GENERAL

1. The Advertising Member shall be elected to office by the membership if more than one candidate presents him/herself and will serve for a period of minimum one year.
2. The PMC may appoint sub-committee members on the advice of the Advertising Committee Chairperson.

DUTIES AND RESPONSIBILITIES

1. The Advertising Member is responsible to the PMC and shall:
 - i. keep the Mess members informed of future Mess activities including social, entertainment, sports or general interest;
 - ii. provide copy for the Base newspaper covering Mess activities of general interest to the community;
 - iii. co-operate with the Base Information Officer to provide copy of interest to the news media off Base; and
 - iv. coordinate with the Assistant Asst Mess Manager the provision of public printing services, posters, signs, etc.;

- v. maintain Jr. Ranks Mess Intranet website with upcoming events, constitution, minutes, committee information and other information as directed by the PMC.
- vi. supervise sub-committee members;
- vii. maintain social media accounts with upcoming events, committee info, and other info
- viii. as directed by the PMC and:
- ix. ensure the advertisement budget for the following year is submitted to the Mess manager and finance member NLT 15 Nov of each year.

LIVING-IN MEMBER

GENERAL

1. The Living-In Member shall be elected to office by the membership if more than one candidate presents him/herself and will serve for a period of minimum one year if the person still live in the shacks and is responsible to the PMC.
2. The PMC may appoint sub-committee members on the advice of the Living-In Committee Chairperson.

DUTIES AND RESPONSIBILITIES

1. talk to the members of the mess living in the single quarters and finding out what they are in need of or require in order to make their life a little better in the barracks;
2. keeps track of damaged or lost items/Furniture and reports it to the Barrack Warden/Accommodations and the PMC; and
3. complete other related tasks as directed by the PMC.

ASSOCIATE MEMBER REPRESENTATIVE

GENERAL

1. The Associate Member Representative shall be elected to office by the membership if more than one candidate presents him/herself and is responsible to the PMC.
2. The PMC may appoint sub-committee members on the advice of the Associate Committee Representative to:

- i. contact to the mess Associates once a month and find out what their needs and concerns are in order to make their visits at the mess pleasant and enjoyable;
- ii. bring negative or position points that associates mentioned to the Executive/General Mess meeting;
- iii. contact associates on new rules, events and schedule; and
- iv. complete other related tasks as directed by the PMC.

ASSISTANT MESS MANAGER

GENERAL

1. Under provisions of A-PS-110-001/AG-001, a Asst Mess Manager is provided to messes with certain minimum membership. The Assistant Asst Mess Manager of the Jr. Ranks' Mess will be responsible to the Asst Mess Manager CFB Trenton for efficient trading operations and is responsive to the PMC for the overall management of the Mess facilities. Under the general direction of the mess committee, the Assistant Mess Manager is responsible to the President of the Mess Committee to assist in and provide advice and guidance to ensure successful planning, organizing, and control of mess activities. The Assistant Mess Manager responds to technical direction from the Mess Manager and in his/her absence the D/Mgr PSP. The Asst Mess Manager provides this technical direction on behalf of the PMC. The Assistant Mess Manager is an adviser to the mess committee and not a voting member.

DUTIES AND RESPONSIBILITIES

1. The Assistant Mess Manager is responsible for:
 - i. Staff:
 - a. make recommendations to the Sr Mess Manager regarding the administration of any Mess employees in accordance with applicable Staff of NPF HR Pol regulations and/or collective bargaining agreements;
 - b. establish and maintain employment schedules all Mess employees;
 - c. is responsible for the training of all bartenders, bar labourers; and
 - d. is responsible for the training of custodians.

Note: The Asst Mess Manager is not responsible for Performance Evaluation Reports on military employees, but may, when requested, advise the PMC or the Sr Mess Manager of their personal assessment on the performance of military employees.

ii. Discipline

- a. The Asst Mess Manager shall ensure that all incidents and custodial reports are forwarded to the PMC and that all decisions concerning each incident are recorded. The Asst Mess Manager has no disciplinary power but will contribute to the protection of Mess property exercised through the Mess Committee;

iii. Capital

- a. assist committees as applicable in the proper control and supervision of any collection and deposit of all function receipts such as entertainment levies, bingo funds, etc.;
- b. Ensure that consultation with the PMC is undertaken before taking any action involving the expenditure of funds except for the expenses already authorized by the Mess Committee, routine and recurring expenditures, and duly authorized resolutions recorded in the Mess minutes;
- c. will assist in the preparation of the mess budget for presentation to the Sr Mess Manager Mess Membership and CO for final approval;
- d. assist the Financial Advisor in monitoring the budget to ensure expenditures are within the budgeted amounts; and
- e. assist the PMC in ensuring that all expenditures are in accordance with A-FN105-001/AG-001 – Policies and Procedures for NPF Accounting and all other appropriate financial regulations and are approved by the Mess Members.

iv. Trading

- a. assist the PMC by ensuring that control and supervision of trading operations are follow as directed by the PMC/;
- b. assist in the control, ordering and securing of bar stock so that adequate and reasonable stock levels are maintained;

- c. ensure that daily sales reconciliation sheets are properly completed and that all sales are recorded and deposited in accordance with applicable regulations; and
 - d. conduct a complete physical stocktaking of all bar inventory sheets as required and forward a list of discrepancies if any.
- v. Interior Housing
- a. assist the Housing Representative in completing written weekly inspections for damage of Mess property and maintain a current DA inventory (NPF DA and Public -SLOC), and
 - b. assist the Housing Representative in providing advice to the Mess Committee on full utilization of Mess accommodations and resources.

MESS STAFF

1. Mess staffs are employees of the Staff of Non-Public Funds, responsible to the Sr Mess manager.

ANNEX C TO 8 WING TRENTON JUNIOR RANKS' MESS BY-LAWS

MESS MEMBERSHIP

GENERAL

1. Members of the 8 Wing Trenton Jr. Ranks' Mess shall be comprised of Ordinary, Associate or Honorary members in accordance with PSP Policy Manual, Chapter 9. Unless otherwise stated herein, Ordinary membership shall continue during all periods of temporary absence such as leave, temporary duty and hospitalization.

ORDINARY MEMBERS

1. See PSP Manual Chapter 9-1

ASSOCIATE MEMBERS

1. See PSP Manual Chapter 9-1

HONOURARY MEMBERS

1. See PSP Manual Chapter 9-1
2. Procedures for implementing Honorary and Associate memberships:
 - i. Honorary or Associate members may require the consent of a General Mess Meeting;
 - ii. the WComd may revoke Honorary and Associate Memberships;
 - iii. the Mess Secretary shall maintain an up-to-date list of Honorary and Associate members and publish it from time to time as required and at least annually for review by the Mess Committee;
 - iv. No consent required: the Chairperson of the membership Committee shall inform the Mess Secretary of those persons who do not require the consent of a General Mess Meeting to be eligible for Honorary and Associate; and

- v. Consent required:
 - a. the sponsor of an eligible candidate for Honorary and Associate Membership, requiring the consent of a General Mess Meeting to become an Honorary and Associate member shall:
 - b. be an Ordinary member of the Mess; and
 - c. submit an application complete with a biographical sketch of the candidate, to the Chairman of the Membership Committee, on the applicable form,
- 3. the Committee Chairman will be responsible for:
 - i. determining the eligibility of the candidate in accordance with existing regulations and the wishes of the WComd, and
 - ii. notifying the sponsor as to his candidates acceptance or rejection,
- 4. if the candidate is eligible the biographical sketch will be placed on the Mess notice board for a period of one month before it is tabled as an agenda item for a General Mess Meeting,
- 5. any member wishing to register an objection to the proposed candidate, will do so in writing outlining the grounds for his objection, and submit it to the Chairperson of the Membership Committee prior to the Committee meeting at which it is to be placed on the agenda. The objection will be discussed with the sponsor by the PMC,
- 6. the PMC shall call for a vote on the proposed member. A majority vote shall indicate the pleasure of the meeting, and
- 7. the Committee Chairperson shall:
 - i. notify the candidate of acceptance or rejection as an Honorary or Associate Member,
 - ii. in the case of an Associate member, request that he/she contacts the Mess Secretary, pay his/her annual fee and obtain his/her membership card within 60 days of notification.

CANCELLATION OF MEMBERSHIP

- 1. Rules pertaining to cancellation of memberships are:
 - i. Ordinary membership cannot be cancelled as long as the person's rank entitles them to Ordinary membership;

- ii. Honorary and Associate membership may be canceled by the Mess Committee at any time for failure to pay Mess subscriptions, evidence of misconduct or abuse of Mess privileges sufficient to warrant expulsion; and
 - iii. Each Ordinary and Associate member shall pay into the Mess fund an amount determined by a General Mess Meeting, and approved by the WComd in accordance with the following:
 - a. a monthly Mess subscription fee corresponding to a membership fee, towards defraying the expenses of the Mess; and
 - b. the Mess subscription fee shall be determined by a General Assembly and approved by the Wing Commanding Officer.
2. Associate members shall be charged a yearly subscription of \$120.00 paid monthly or in full. The Mess Committee shall consider removal of membership should an Associate Member become delinquent, and difficulties are experienced in collecting the Mess subscription within 30 days of billing.

ANNEX D TO 8 WING TRENTON JUNIOR RANKS' MESS BY-LAWS

CONDUCT OF MESS MEETINGS

GENERAL

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

PURPOSE

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

PRESIDENT OF THE MESS COMMITTEE - RESPONSIBILITIES

1. The control of a Mess Meeting rests with the PMC and the success or failure of the meeting depends to a great extent on his preparation and planning and on his leadership qualities and methods. To carry out his responsibilities at a Mess Meeting, the PMC should:
 - i. be familiar with Mess rules and regulations and the constitution and by-laws of the Mess;
 - ii. know and follow the order of business for the conduct of the Mess Meeting;
 - iii. conduct the Mess Meeting in accordance with parliamentary procedures and be familiar with his duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debate;
 - iv. ensure that each member has an opportunity to express his views but is not allowed to abuse this right by being repetitious.
 - v. ensure that all remarks are addressed to the chair and not directly discussed by two or more members; and
 - vi. ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than permitted by the rules of order

ORDER OF BUSINESS

1. The order of business may be established in the by-laws of the Mess or may be determined by the president. The following is an example of a normal order of business:
 - i. call to order;
 - ii. roll call (if considered necessary);
 - iii. reading of minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading dispensed with);
 - iv. approval of minutes;
 - v. reports of -
 - a. the PMC,
 - b. the Secretary, and
 - c. the financial statement;
 - d. reports of sub-committees;
 - e. old business (arising out of minutes of previous meeting);
 - f. new business; and
 - i. adjournment.
2. If a subject of major importance, such as an amendment to the constitution or by-laws or a proposal which requires study, is to be introduced as new business, it is normal to require prior notice to enable the Committee to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask.

MAKING A MOTION

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

2. Prior to making a motion, the member should have formulated the correct wording of the proposal to be brought to the attention of the meeting and 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, read by the one who proposes it, and handed to the secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear the PMC must repeat the motion, inquiring from the person making the proposal if the wording is correct.

SECONDING A MOTION

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

LEGALITY OF A MOTION

1. No motion is in order, which conflicts with the vowed object or purpose of the Mess or concerns a subject over which the Mess does not have jurisdiction.
2. When a motion has been made, the PMC must consider it to determine whether it is in order for presentation for discussion by the meeting. This he may do before, or after, it is seconded. If the PMC considers a motion in order, it will be repeated to the meeting and discussion invited thereon. If the PMC considers a motion not in order, it will be ruled out of order and the members advised of the reason for doing so. Any member, other than a Committee member, may challenge the PMC to prove that the ruling is in accordance with regulations, orders, or rules. If there is still dissatisfaction with the ruling, or if a question of interpretation of rules and regulations arises, the validity of the ruling may go to the vote of the meeting.

DEBATING A MOTION

1. Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted 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 although it can be disposed of in other ways.

VOTING

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

TYPES OF MOTIONS

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

MAIN MOTIONS

1. A main motion is one that introduces a subject to the meeting. It is debatable and amendable, i.e., the opinions 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 favor 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.

SECONDARY MOTIONS

1. In most instances, a main motion will be proposed, seconded, discussed, and voted on 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 on, or other circumstances may occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary (subsidiary) motions and may take the form of
 - ii. an amendment to the original motion, or an amendment to an amendment; or
 - iii. a motion to -
 - a. defer the subject of original motion temporarily or indefinitely,

- b. refer the subject of the original motion for further study, and
- c. limit time for debate of a motion.

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

NOMINATIONS

1. Nominations at a Mess Meeting are normally made from the floor. No seconder is required. In some messes, a Nominating Committee proposes nominations 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, he then declares 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 he is satisfied that there are no further nominations.

PARLIAMENTARY PROCEDURE

1. Detailed information on the parliamentary procedure to be followed regarding motions and amendments to motions, etc. is contained in A-AD-262/AG-000 Mess Administration, Chapter 3, Annex B, Appendixes 1 and 2.

ANNEX E TO 8 WING TRENTON JUNIOR RANKS' MESS BY-LAWS

JUNIOR RANKS' MESS DRESS REGULATIONS

ALL CLUBS

DRESS	OCCASION	MALE	FEMALE
Formal	As ordered	2, 2a, 2b, 2c, 2d and Tuxedo (incl. guests)	2, 2a, 2b, 2c, 2d and Formal Gown/Cocktail Dress (incl. guests)
Casual	As ordered	a. Dress of the day (note 1) b. Suit, Sports Jacket or Blazer 2/shirt and tie or w/sweater c. Slacks w/Open Necked Sports Shirt or Sweater. d. No Denim or Running Shoes	a. Dress of the day (note 1) b. Skirt w/Blouse or Sweater c. Slacks w/Blouse or Sweater d. No Denim or Running Shoes
Relaxed	Daily (note 2)	Blue Jeans, Denims, Rugby Pants, Slacks, Shorts, Shirts/T- shirts, Running Shoes, Sandals (note 2)	Blue Jeans, Denims, Rugby Pants, Slacks, Shorts, Shirt/T-shirt, Running Shoes, Sandals (note 2)
Sports Attire	Daily (note 3)	Sweat Pants, T-shirts	Sweat Pants, Shorts, T-shirts

Notes:

1. Work Dress and environmental clothing may be worn in all messes until 2100hrs. Mixing of Civilian and CF military clothing is unacceptable at any time in the mess.
2. Clothing must be clean and in good repair. No vulgarities or racial references will be tolerated. No exposed undergarments will be allowed. Foot wear must be worn at all times

It is the responsibility of every Mess Member to ensure that the Dress Regulations and instructions that pertain to the Mess Facilities are adhered to. Any dispute of dress regulations will be referred to the PMC, VPMC or Asst Mess Manager

ANNEX F TO 8 WING TRENTON JUNIOR RANKS' MESS BY-LAWS

CANFORGEN 191/06 CMP 096 211022Z DEC 06

PROVISION OF COMFORT ITEMS TO HOSPITALIZED CF MEMBERS

UNCLASSIFIED

REF: DAOD 5018-0 (INJURED MEMBERS AND MILITARY CASUALTIES)
SITUATION

1. SOURCES HAVE IDENTIFIED A SHORTFALL IN SUPPORT TO HOSPITALIZED MEMBERS OF THE CF WITH SEVERAL AGENCIES LOOKING TO FILL THE PERCEIVED VOID WITH CHARITABLE WORKS. IT IS APPARENT THAT, WHILE SOME UNITS MAY BE PROVIDING APPROPRIATE SUPPORT, IT IS INCONSISTENT ACROSS THE CF. IN ORDER TO ENSURE THAT SUPPORT PROVIDED IS CONSISTENT AND SUSTAINABLE, THE CF MUST PROVIDE A FRAMEWORK FOR THE PROVISION OF SERVICES. THE AIM OF THIS CANFORGEN IS NOT TO RESTRICT OR UNDERMINE THE CHARITABLE WORK OF INDIVIDUALS AND ORGANIZATIONS BUT RATHER TO FORMALIZE SUPPORT ARRANGEMENTS TO ENSURE THE BEST POSSIBLE SUPPORT TO ALL HOSPITALIZED MEMBERS
2. OBSERVATIONS ON THE SUBJECT HAVE REFERRED SPECIFICALLY TO HOSPITALIZED INDIVIDUALS WHO HAVE BEEN WOUNDED IN OPERATIONS BUT THERE IS AN ASSOCIATED REQUIREMENT TO SUPPORT THOSE HOSPITALIZED FOR ANY REASON SUCH AS ILLNESS, VEHICLE ACCIDENT OR SURGERY. IN THE ABSENCE OF CENTRALIZED CF HOSPITALS, THERE IS A REQUIREMENT FOR A FLEXIBLE SYSTEM OF SERVICE DELIVERY THAT WILL MEET THE NEEDS OF THOSE HOSPITALIZED IN CIVILIAN HOSPITALS ACROSS CANADA, IN OVERSEAS HOSPITALS SUCH AS THE LANDSTUHL REGIONAL MEDICAL CENTRE AND IN THE KANDAHAR ROLE 3 MEDICAL FACILITY MISSION
3. THE CANADIAN FORCES PERSONNEL SUPPORT AGENCY (CFPSA) WILL FACILITATE THE PROVISION OF HOSPITAL COMFORTS FOR MEMBERS OF THE CF WHO ARE HOSPITALIZED EXECUTION
4. CF UNITS ARE RESPONSIBLE TO ENSURE THE AVAILABILITY OF HOSPITAL COMFORTS TO HOSPITALIZED MEMBERS AS REQUIRED BY INDIVIDUAL CIRCUMSTANCES. TO THAT END COMMANDING OFFICERS ARE DIRECTED TO ENSURE THAT ALL HOSPITALIZED PERSONNEL ARE VISITED BY A REPRESENTATIVE OF THE

UNIT AND THAT A POINT OF CONTACT IS ESTABLISHED FOR HOSPITALIZED MEMBERS TO REQUEST SUPPORT. COMMANDING OFFICERS ARE AUTHORIZED TO DIRECT THE PROVISION OF THE FOLLOWING SERVICES TO ANY REG F OR RES F MEMBER ON CLASS B OR C SERVICE FOR HOSPITALIZATION IN EXCESS OF 48 HOURS. THE SAME SUPPORT WILL BE PROVIDED TO CLASS A RES F MEMBERS WHO ARE INJURED ON DUTY OR HOSPITALIZED DURING PERIODS OF TRAINING (E.G. MILCON):

- A. TELEVISION RENTAL FOR THE DURATION OF HOSPITALIZATION
- B. TELEPHONE RENTAL FOR THE DURATION OF HOSPITALIZATION
- C. ACCESS TO INTERNET AND EMAIL SERVICES FOR THE DURATION OF HOSPITALIZATION
- D. PURCHASE OF AMENITIES UP TO A MAXIMUM OF 100 DOLLARS PER WEEK OF HOSPITALIZATION. THE FOLLOWING LISTING PROVIDES SOME EXAMPLES BUT IS NOT INTENDED TO BE RESTRICTIVE IN ITS APPLICATION:

- (1) NEWSPAPERS
- (2) MAGAZINES
- (3) BOOKS
- (4) DVD OR VHS MOVIE RENTALS
- (5) ELECTRONIC GAMING RENTALS
- (6) SNACKS
- (7) TOILETRIES, AND
- (8) CALLING CARDS

5. IN ADDITION TO THE BASIC SUPPORT DETAILED ABOVE THE FOLLOWING SERVICES MAY BE REQUESTED FROM THE CFPSA AS CIRCUMSTANCES DICTATE:

- A. LOAN OF PERSONAL DVD PLAYER, MUSIC PLAYERS OR PORTABLE GAMING SYSTEMS
- B. LOAN OF A LAPTOP COMPUTER IF REQUIRED FOR ACCESS TO INTERNET

- c. PROVISION OF CLOTHING ITEMS UNDER THE AUSPICES OF THE CFPSA ADMINISTERED OP SMALLPACK (FOR IN THEATRE AND OUT OF COUNTRY HOSPITAL CARE ONLY WHEN MEMBERS DO NOT HAVE ACCESS TO CIVILIAN CLOTHING)
- 6. ALTHOUGH THE RANGE OF SERVICES LISTED IN PARAS 4 AND 5 ABOVE IS EXTENSIVE THERE WILL BE OCCASIONS WHEN ADDITIONAL SUPPORT IS REQUIRED. COMMANDING OFFICERS ARE ADVISED THAT SUCH REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS SERVICE SUPPORT
- 7. THE HOSPITAL COMFORTS PROGRAM WILL BE ADMINISTERED THROUGH THE CFPSA:
 - a. FUNDING WILL BE NON-PUBLIC. COMMANDING OFFICERS ARE TO SUBMIT EXPENSES INCURRED IN PROVIDING THE SERVICES AT PARA 4 ABOVE TO THEIR LOCAL NPF SECTION FOR REIMBURSEMENT
 - b. A CFPSA GENERAL LEDGER ACCOUNT WILL BE ESTABLISHED TO REIMBURSE LOCAL NPF SECTIONS
 - c. THE CFPSA MANAGER DEPLOYMENT POLICIES AND RESOURCES WILL BE THE CFPSA POC FOR THIS PROGRAM. ON A MONTHLY BASIS HE SHALL BE NOTIFIED BY MESSAGE OF ALL UNIT CLAIMS FOR REIMBURSEMENT THROUGH THE LOCAL NPF SECTION. UNDER THE SUBJECT HEADING (NAME OF UNIT) HOSPITAL COMFORTS REPORT THE FOLLOWING INFORMATION SHALL BE PROVIDED IN SIX COLUMNS (UNIT, RANK, LAST NAME, INITIALS, DURATION OF HOSPITAL STAY AND DOLLAR VALUE OF EXPENSES)
 - d. REQUESTS FOR LOANS OF HOSPITAL COMFORTS EQUIPMENT SHALL ALSO BE DIRECTED TO THE CFPSA POC OR IN HIS ABSENCE TO THE CFPSA MISSION INFORMATION LINE AT 1-800-866-4546.
LOAN ITEMS WILL BE SHIPPED BY COURRIER SERVICE TO THE UNIT OR INDIVIDUAL IN HOSPITAL AS REQUESTED BY THE UNIT. LOAN ITEMS WILL NORMALLY BE RETURNED TO THE CFPSA ON TERMINATION OF A PERIOD OF HOSPITALIZATION. IN EXTENUATING CIRCUMSTANCES, REQUESTS WILL BE ENTERTAINED TO EXTEND THE USE OF LOAN ITEMS FOR PROLONGED RECUPERATION AT HOME
 - e. A TRUST FUND OR EQUIVALENT FINANCIAL ARRANGEMENT WILL BE ESTABLISHED TO ACCEPT THE DONATIONS OF

CANADIAN CITIZENS WISHING TO SUPPORT HOSPITALIZED MEMBERS OF THE CF.

ENQUIRIES ON HOW TO DONATE SHOULD BE DIRECTED TO WWW.CFPSA.COM HOSPITAL COMFORTS WEBSITE OR MISSION INFORMATION LINE AT 1-800-866-4546

- F. TRAVEL EXPENSES ASSOCIATED WITH VISITING HOSPITALIZED MEMBERS DETAILED AT PARA 4 WILL REMAIN A UNIT RESPONSIBILITY COMMAND AND SIGNAL

8. COMMAND

- A. UNIT COMMANDING OFFICERS RETAIN RESPONSIBILITY FOR THE PROVISION OF COMFORT ITEMS TO HOSPITALIZED PERSONNEL
- B. THE CFPSA WILL ACT IN A SUPPORTING ROLE TO PROVIDE FINANCIAL AND MATERIAL RESOURCES AS REQUIRED
- C. THE CFPSA DEPLOYMENT SUPPORT DIRECTORATE/DEPLOYMENT POLICIES AND RESOURCES SECTION WILL EXECUTE THE HOSPITAL COMFORTS PROGRAM ON BEHALF OF THE CFPSA
- D. THE HOSPITAL COMFORTS TRUST FUND WILL BE MANAGED BY THE CFPSA. DONATIONS WILL BE DIRECTED TO THE PROVISION OF SUPPORT SERVICES DETAILED IN PARAS 4 AND 5 ABOVE

9. SIGNAL

- A. REQUESTS FOR SUPPORT UNDER THE AUSPICES OF THIS PROGRAM SHOULD BE ADDRESSED TO THE CFPSA MANAGER DEPLOYMENT POLICIES AND RESOURCES (MDPR), MR MARK LAROSE (613)996-8685 OR IN HIS ABSENCE THE MISSION INFORMATION LINE 1-800-866-4546