

The Trenton Officers' Mess Constitution

GENERAL

1. The name of the mess is the TRENTON OFFICERS' MESS, (hereinafter referred to as "the Mess").
2. Proposals to amend the constitution shall be made in writing and submitted to the PMC or V/PMC who shall, upon receipt of same, forward the proposal to the ordinary mess members email distribution list. Provided that the proposed amendment(s) has been distributed at least fourteen days prior to, it shall be considered at the next General or Extraordinary General Mess Meeting as appropriate.
3. To be approved, a proposed amendment, which may be subsequently amended by the members present, requires a two-thirds majority vote of the ordinary members present at a General or Extraordinary General Mess Meeting.
4. When an amendment to the constitution is passed, the draft shall be forwarded to the Wing Commander for final approval. Once adopted, it shall be emailed to the membership and posted on the notice board.
5. If a conflict arises between the Mess Constitution or By-laws and CAF Orders or Directives, the constitution and by-laws shall be amended administratively by the Secretary to reflect the directives without reference to, or approval, by the Mess membership.

AUTHORITY FOR ESTABLISHMENT AND OPERATION

6. The mess is established under the authority of the Chief of the Defence Staff, pursuant to QR&O, Article 27.01 (Establishment or Closure, Messes, Canteens and Institutes). It shall be operated in accordance with the regulations and orders governing the operation of messes in the Canadian Forces, the instructions contained in this constitution, and the by-laws that amplify it.
 - a. Related Orders and Instructions include:
 - (1) QR&O 1.075 – Common-Law Partner and Common-Law Partnership
 - (2) QR&O 19.04 – Conduct and Discipline - Intoxicants
 - (3) QR&O 27.01 – Messes, Canteens and Institutes – Establishment or Closure
 - (4) QR&O 27.07 – Messes, Canteens and Institutes – Audit of Non-Public Property Accounts
 - (5) QR&O 27.38 – Messes, Canteens and Institutes – Overdue Non-Public

Accounts

- (6) CFAO 19-8 – Canvassing – Defence Establishments
- (7) DAOD 5045-0 – Canadian Forces Personnel Support Programs
- (8) 1 Cdn Air Div Orders Vol 1, 1-736 – Air Reserve – Mess Membership
- (9) Personnel Support Programs Manual
- (10) A-AE-219-003/AG-001 (Personnel) Organization, Establishment Staffing Criteria, Book 9, Public Support for NPF activities
- (11) A-FN-105-001/AG-001 – Policies and Procedures for NPF Accounting,
- (12) 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
- (13) A-PS-110-001/AG-001 – Policy Governing Operation of Personnel Support Program in the Canadian Forces
- (14) C-08-005-120/AG-000 (Accommodation) Canadian Forces Construction Engineering Manual (CFCEM), Chapter 10, Annex E, appendices 6, 7 and 11
- (15) Wing Standing Order 1.16 W Admin O Feb 09 - Depart With Dignity
- (16) Memorandum 5545-1 (WComd) 27 Sep 96 Inter-Mess Visits – Married Service Couples (originally signed by Col E.G. Cloutier – W Comd)

PURPOSE OF OPERATION

7. The mess shall be operated to provide its members and 8 Wing/CFB Trenton with:
 - a. a common meeting ground;
 - b. a focal point for social and recreational functions;
 - c. a home for living-in personnel;
 - d. a facility for meals and lodgings;
 - e. a venue for the conduct of meetings, conferences and official ceremonies;
 - f. a facility for official entertainment; and

- g. a suitable place for the display of memorabilia.
8. All regular force and primary reserve force officers are required to belong to an established Officers' Mess and pay a monthly membership fee. Such fees, together with bar income and other revenue, shall be received and accounted for in accordance with CAF regulations and orders.

DEFINITIONS AND TERMINOLOGY

9. The following definitions are provided;
- a. Mess – the term “mess” is used interchangeably to mean:
 - (1) 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
 - (2) 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.
 - b. Junior Rank (JR) - means all persons holding the rank of Private, Corporal and Master Corporal.
 - c. Sergeant - means all persons holding the rank of Sergeant.
 - d. Warrant Officer - means to include all persons holding the ranks of Warrant Officer, Master Warrant Officer, and Chief Warrant Officer.
 - e. Officer - means to include all persons holding the ranks of Officer Cadet through General.
 - f. 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.
 - g. Mess Function - indicates an activity planned or authorized by the Mess Committee for the benefit of all mess members. These activities may have funds budgeted to support the activity.

- h. 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.

10. The following terminology applies for the purpose of this document:

- a. Unless the contrary appears, words in the singular include the plural, and words in the plural include the singular.
- b. In this document;
 - (1) ‘may’ shall be construed as being permissive and ‘shall’ as being imperative;
 - (2) ‘should’ shall be construed as being information only;
 - (3) ‘practicable’ shall be construed as physically possible; and
 - (4) ‘practical’ shall be construed as reasonable in the circumstance.

11. Unless the context otherwise requires, words importing male persons include female persons, and words importing female persons include male persons.

MEMBERSHIP

12. The Membership of the Mess shall comprise ordinary, associate, and honorary members in accordance with the PSP Manual.

MESS COMMITTEE

13. The Mess shall be administered by a Committee appointed by the Wing Commander and/or elected by and from the ordinary membership at a General Mess Meeting and/or those Ordinary Members who volunteer for positions on the committee and are found suitable by the PMC.

14. The Mess Committee shall comprise:

- a. a President (PMC);
- b. a Vice-President (V/PMC);
- c. a Secretary;
- d. a Treasurer;

- e. an Entertainment Officer;
 - f. a Living-in Officer;
 - g. a Sports Officer;
 - h. a Bar Officer;
 - i. an Oak Room Officer; and
 - j. such other officers as may be appointed or elected in accordance with the by-laws.
15. The duties and responsibilities of Mess Committee members shall be as detailed in the by-laws.

MEETINGS

16. Mess Committee meetings shall be held at the call of the PMC but not less than once a month to consider:
- a. the approval of expenditures which come within the Committee's authority;
 - b. the approval of financial statements; and
 - c. any other matters concerning the operations of the Mess.
17. A quorum shall comprise fifty percent of the Committee membership. A majority vote shall be sufficient to conduct the business of the Committee.
18. General Mess Meetings shall be held at the call of the President but not less than twice a year to consider:
- a. financial matters;
 - b. proposed Mess activities;
 - c. election of Officers; and
 - d. any other matters concerning the operation of the Mess, which cannot be dealt with by the Mess Committee.
19. Extraordinary General Mess Meetings shall be convened at the request of:
- a. the Wing Commander;

- b. the PMC; or
 - c. twenty or more Ordinary Members who have submitted their request to the Secretary in writing clearly stating the reason for the meeting. A mess meeting so called shall take place within 30 days of the date of the receipt of the application and will deal only with those matters included in the application.
20. A quorum at either a General or an Extraordinary General Mess Meeting will comprise fifty Ordinary Members. All matters for decision shall be determined by a majority vote of the Ordinary Members present, subject to the approval of the Wing Commander.