

The Trenton Officers' Mess Bylaws

GENERAL

1. These bylaws amplify the Constitution and set out rules and procedures to be observed in the Trenton Officers' Mess (hereinafter referred to as "the Mess").
2. Proposals to amend the bylaws 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 bylaws is passed, the draft shall be forwarded to the Wing Commander for final approval. Once adopted, it shall be emailed to the membership and made available to them on a designated website.

ELECTRONIC VOTING

5. 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 50 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.
6. Any item that requires a vote of the executive committee can be done via an electronic vote, subject to the provisions of para 5. 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.
7. 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.

MEMBERSHIP

8. The Canadian Forces Personnel Support Programs Policy Manual chapter 9 defines the three categories of mess membership:
 - a. Ordinary membership;
 - b. Associate membership; and
 - c. Honorary membership.

- (1) Lifetime honorary membership may be bestowed after a vote at a GMM. Nominations will be presented to the PMC for presentation to the membership. While no set criteria exists for eligibility, it should normally be long time members of the Mess who have made significant contributions to the Mess and the CAF community.
 - (2) These members will be invited to remain members for life without paying monthly mess dues.
 - (3) A plaque will be hung in the Mess with their name and information formally recognizing them as honorary lifetime members.
9. Applicants for new associate membership shall complete Annex A and forward to the Mess Manager.
 10. An up-to-date list of mess membership, by category, shall be maintained by the Mess Manager and be available in the Mess Orderly Room.
 11. In addition to those persons listed in the PSP Manual, Ordinary membership shall be available to Civilian Instructors, as defined in QR&O (Cadets) Art 3.10, called out on continuous duty with a unit served by the Mess. Said membership will apply only for the duration of their duty.
 12. All members are responsible for ensuring that the Mess Manager is advised of any change to their status (i.e.: mailing address, temporary absence, posting etc.).
 13. Only ordinary members may serve as voting members of the Mess Committee and vote at mess meetings.
 14. Upon the death of a member in good standing, membership will be transferred to the surviving spouse for the balance of that membership, or for up to six months (whichever is longer). All membership dues will be waived during this period. Further membership of the surviving spouse will be subject to the requirements of membership as detailed in the PSP Manual.
 15. Officers honourably released from the Regular or Reserve Force and retiring DND civilians who meet the criteria required for associate membership, who were members in good standing of the Mess at the time of their release shall be accorded Honorary status for a period of one year from the date of the individual's release and shall not be subject to renewal. Following this period, they may automatically transition to become associate members.

MESS COMMITTEE

16. There are two types of Mess Committee members: principals and deputies. Principals are directly responsible for the duties of their offices as detailed in Annex B, while deputies are responsible for assisting their principal counterparts and for representing them in their absence. Both principals and deputies are full voting members of the Mess Committee and both, whenever possible, are to attend Mess Committee Meetings.
 17. The Mess Committee comprises the President (PMC), the Vice-president (V/PMC), the
- Annex E - Trenton Officers' Mess Bylaws – 5 May 2022

Secretary, the Treasurer, the Bar Officer, the Housing Officer, the Sports Officer, the Entertainment Officer, and the Living-In Officer plus a Deputy Secretary and Deputy Entertainment (x2), Treasurer, Sports, Bar, and Housing Officers.

18. The Wing Commander shall appoint to the Mess Committee the PMC and the V/PMC. The PMC and V/PMC shall normally be of the rank of Major or Lieutenant Colonel.
19. The ordinary members of the Mess may elect all other members of the committee at a General Mess Meeting or, in the absence of available candidates; the PMC may appoint suitable volunteers to Mess Committee positions.
20. The V/PMC, Secretary, and Entertainment Officer shall report directly to PMC; the other members of the Mess Committee shall report to the PMC through the V/PMC.
21. The Mess Committee shall normally be appointed for a period of at least 12 months, however until another member volunteers for the position, they may continue to serve in their role until such a time as they choose to vacate or another member asks to run for the position at a GMM.
22. The PMC will normally serve for a period of 12 months.
23. The VPMC will normally serve for a period of 12 months followed by an appointment to PMC for a further 12 months.
24. With the exception of the Deputy Housing Officer, all deputies shall normally become the principal members of their respective offices following their tour as deputies. Because of the nature of their duties, the Housing Officer and the Deputy Housing Officer shall normally be officers employed in Real Property Operations or 8 CESF and 8 MSS Replenishment Flight respectively.

ADVISORY (Specialist)

25. The following personnel shall assist and advise the Mess Committee in those matters over which they exercise technical control:
 - a. Officers' Mess Manager;
 - b. 8 Wing Foods Services Officer;
 - c. 8 Wing Non-Public Funds Accounting Officer;
 - d. 8 Wing Telecom Flight Representative; and
 - e. Senior Manager, Personnel Support Programs.

These personnel are by virtue of their positions ex-officio members of the Mess Committee and, at the discretion of the PMC, may be appointed ex-officio members of Mess sub-committees.

ADVISORY (Voluntary)

26. A representative from the associate membership is invited to assist the committee by providing advice to the committee on a voluntary basis.

SUB-COMMITTEES

27. Permanent and ad hoc sub-committees may be formed by the Mess Committee, or its members to assist the Committee, in the performance of their duties or for any other purpose in connection with the management and/or operation of the Mess.
28. Appointments to these sub-committees shall be made by the applicable commanders, COs, and Branch Heads and shall be for an indefinite period of time. The rotation of these members is the responsibility of the appointer.

MESS STAFF

29. In addition to the military and civilian personnel provided for by the official establishment, other personnel may be employed in the Mess on the authority of the Mess Committee and with the approval of the Wing Commander.
30. Civilian staff may be paid special compensation or wages for work performed beyond normal duty hours for other than official functions. Rates of payment will be in accordance with Wing Policy, the applicable Collective Agreements, etc.
31. Statements of duties and terms of reference for the Mess staff shall be provided by the Mess Manager.

MESS ACCOUNTS

32. Mess bills for assessments and charges incurred during the previous month shall be paid by associate members at the Mess Office and by ordinary members by deduction from their pay accounts or at the Mess Office. Mess bills shall be paid not later than fourteen days after the bill is issued or the date on which the member ceases to be a member, whichever is earlier.
33. If a bill is outstanding at the end of the fourteen-day period, the Mess Clerk shall inform the PMC of the name of the member involved.
 - a. If the individual is an ordinary member, the Mess Clerk shall contact the individual and arrange for immediate payment. If this fails, the PMC shall inform his/her Commanding Officer/Branch Head by email. The Commanding Officer/Branch Head shall, within fourteen days of the receipt of the PMC's notification, cause an administrative deduction, to be made against the member if the latter has failed to either pay the account or provide a satisfactory explanation for his/her non-payment. If the account is in arrears for more than 30 days, the PMC will advise the Wing Commander.
 - b. If the member involved is an associate member, the PMC will send him/her an email if

possible, or a letter if not requesting immediate payment. If the account is not settled within fourteen days, the PMC will prepare a letter for the Wing Commander's signature advising the member that his/her membership has been cancelled.

FINANCIAL CONTROL

34. The following general principles apply to the use/management of Mess Funds:

- a. the Mess is not empowered to make personal or institutional loans:
- b. no member of the Mess Committee shall receive any remuneration, profit, or advantage by reason of his/her 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
- c. Mess Funds shall not be alienated:
 - (1) by gifts to private or public institutions;
 - (2) to relieve a member of his personal responsibility for the loss of/or damage to public or non- public property;
 - (3) for testimonials or gifts;
 - (4) for national appeals for financial assistance; or
 - (5) for the provision of anything connected with religious services.

Note: Nothing in sub para 33c prohibits the expenditure of funds collected or donations received for specific purposes (e.g.: retirement or bereavement funds).

MESS EXPENDITURES

35. Recurring and non-recurring expenditures of both a capital and non-capital nature are governed by the amounts, subject to para 35, contained in the Mess Annual Budget, which must be ratified by the Wing Commander.
36. The Mess Manager may authorize expenditures from Petty Cash not exceeding the limits authorized by CFP 105 for any one item or project in any single instance. Payments for bar salaries or stocked merchandise are not to be made from these funds.
37. The approving authorities for budgeted and unforeseen expenditures are as follows:
 - a. Budgeted expenditures: The PMC may authorize recurring and non-recurring expenditures of both a capital and non-capital nature that do not exceed the amounts contained in the approved annual budget for any one item or project. He or she may delegate authority for approved expenditures within these amounts to members of the Mess Committee for such purchases as defined in the members' Terms of Reference (Annex B).

b. Non-budgeted/unforeseen expenditures:

- (1) the PMC may authorize all recurring and non-recurring expenditures of both a capital and non-capital nature not exceeding \$5000 for any one item or project;
 - (2) the Mess Committee may authorize all recurring and nonrecurring expenditures of both a capital and non-capital nature for amounts greater than \$5000 but not exceeding \$10,000 for any one item or project; and
 - (3) the recommendation of a General Mess Meeting, an electronic vote, and/or the approval of the Wing Commander shall be obtained for all expenditures exceeding \$10,000 for any one item or project.
38. All expenditures authorized under sub-paras 36 b (1) and (2) shall be tabled at the next General Mess Meeting for the information of the membership.

GIFTS

39. Departure Gifts are given to ordinary members on their departure from the Mess following a minimum of 12 months as a member, the value of which shall not exceed the amount approved by the Mess Membership and which is subject to review prior to the 1st of April each year. These gifts shall be paid for from a special fund established for this purpose. Any charges associated with the engraving of these gifts will be the responsibility of the Mess.
40. Alternate gifts to the traditional ones presented by the Mess, may be paid for, or subsidized by the Mess, up to the maximum permissible amount. Alternate gifts must be of enduring quality and reimbursement for their cost must be approved by the PMC.
41. Units are not permitted to present Mess gifts at "unit functions". If a member cannot be "mugged out" at the Mess, they are to arrange to collect their gift at the Mess Orderly Room.
42. It is the individual's responsibility to notify the Mess Orderly Room of their departure and of their preference regarding the gift. Such notification shall be given at least eight weeks prior to the member's departure to allow sufficient time for ordering and engraving the gift.
43. Gifts of Condolence in the form of flowers etc. may be made by the Mess Committee on behalf of the General Membership in the event of a member's death or a death within their immediate family. Such gifts will be paid for from the gift fund and will be limited to the amount approved in the standing minutes for departure gifts.
44. Amenities to Hospitalized Mess Members - If an ordinary member in good standing is hospitalized in a military or civilian facility for a period of five days or more, that member will be entitled to a gift basket and an appropriate card. The cost of such amenities shall not exceed the amount approved in the standing minutes for a departure gift, and shall be ordered by the Mess Orderly Room for delivery to the member while in hospital. Substitution of other

forms of amenities must receive prior permission from the PMC. It is the responsibility of the respective Commanding Officer to ensure the Officers' Mess is advised when a member becomes eligible for the benefits described in this article, and to specify the contents of the gift basket (fruit, flowers, etc.).

DEPARTURE WITH DIGNITY CEREMONIES

45. The Trenton Officers' Mess should serve as the venue for the conduct of Departure With Dignity Ceremonies for Officers retiring from the Canadian Armed Forces at CFB Trenton, Mess staff will assist the appointed organizer in preparing for the event as requested by the organizer.

GUESTS

46. A "Mess Guest" is a person officially invited on behalf of all Mess members to visit the Mess; a "Guest of a Member" is a person invited privately by one or more individual members.
47. Guests of a Member - Members may entertain guests in the Mess at their own expense subject to such restrictions in numbers, times, or locations as may be imposed by the Mess Committee. Members are responsible for the conduct of their guests and shall ensure that the Mess dress code is followed. Members will be held responsible for property lost or damaged by their guests. At the discretion of the Mess Committee, guests of members may be charged a higher rate than members to attend mess functions. Members must accompany their guest(s) unless that guest is the member's spouse or common law partner.
48. Children - Children are permitted in the Mess only during special family functions and shall be supervised at all times.
49. Casual Visits - Casual visits to the Mess by retired officers 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.
50. Official Mess Guests - Official Mess Guests are those visitors invited to the Mess on behalf of the General Membership by:
 - a. the 8 Wing Commander;
 - b. The Commander of the RCAF Aerospace Warfare Centre;
 - c. the President of the Mess Committee (PMC);
 - d. the Entertainment Officer or their delegate.

BAR CARDS

51. The use of bar cards is governed by A-FN-105-001/AG-001 Policy and Procedures for Non-Public Property (NPP) accounting (chapter 36) and the Personnel Support Programs Policy

Manual (part 9). Unauthorized use of a bar card will be the financial responsibility of the individual assigned the card. A log of all transactions including name, date, and time of the event, as well as authorizing individual and guest(s) shall be maintained at the bar and reviewed monthly by the D Mgr PSP. The following cards and limits are authorized:

- a. The Wing Commander is authorized to use a Bar Card for hosting on behalf of and at the expense of the Mess, with reasonable expenditures as required. Not to exceed the cost price of \$2400 per year.
- b. The PMC (or in his/her absence, the V/PMC) is authorized to use a Bar Card in connection with functions and for hosting on behalf of and at the expense of the Mess, with a reasonable expenditure as required. Not to exceed the cost price of \$2400 per year.
- c. The Entertainment Officer is authorized to use a Bar Card in connection with Entertainment functions for reasonable expenditures on behalf of and at the expense of the Mess as required. Not to exceed the cost price of \$1200 per year.

ENTERTAINMENT

52. The Entertainment Officer shall prepare a monthly entertainment schedule for the approval of the Mess Committee and shall brief the General Membership on upcoming events at each General Mess Meeting.
53. Charges may or may not be levied against attendees of Mess entertainment functions depending upon the degree of subsidization from Mess funds. Costs will be recovered on a shared basis for functions at which attendance is restricted. The organizer of such functions must provide to the Mess Manager a complete list of those who are to attend.

USE OF THE MESS

54. 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:
 - a. the facilities are not otherwise required by the Mess;
 - b. dining, recreation and bar facilities are available for other members; and
 - c. all costs are borne by the member or group.
55. Non-members may request to rent the Mess facilities for family or meeting purposes provided all of the same conditions as para 71, as well as the following:
 - a. the event is approved by the Mess Manager; and
 - b. the cost to rent the facility is more than members pay.
56. The Bar will be open to all members during normal bar hours unless otherwise specified by the

Mess Committee.

57. 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.

BAR OPERATIONS

58. The bar hours shall be as determined by the Mess Committee in accordance with Provincial regulations and posted in the Mess. The Bar may be kept open at other than normal times, until the latest hour prescribed by Provincial law, only by permission of the Wing Commander, PMC, or V/PMC.
59. The selling price of merchandise shall be determined by the Mess Committee subject to the approval of the Wing Commander. A current price list reflecting the approved selling price of merchandise shall be posted in the Mess Bar.
60. Intoxicants shall not be served, exchanged, or given to any individual who is not a member of the Mess except to guests of members for their consumption in the Mess.
61. Bar purchases will be by cash, debit, credit card, or mess chit.

MESSING

62. The hours for meals shall be posted in the Mess and on the Officer's Mess web page.

DISCIPLINE

63. General - The senior ordinary member present in the Mess shall be responsible for discipline and shall ensure the observance of Mess rules. This, however, does not relieve each member of his or her continuing responsibility to behave properly and encourage proper behaviour in the Mess.
64. Restriction of Privileges - The PMC may restrict the privileges of any Mess member for misconduct or for an infraction of Mess rules. In each instance, the PMC shall submit a report explaining the reason(s) for such a restriction to the individual's Commanding Officer/Branch Head and to the Wing Commander.
65. Visits to Mess - Except in the course of duty, no Warrant Officers, Sergeants, or Junior Ranks shall enter the Mess or attend social functions at the Mess without a proper invitation or standing invitation sanctioned by the Wing Commander or PMC.
 - a. A standing invitation is in effect for the spouse or common law partner of a Mess member, regardless of military rank, for attendance at the Mess when accompanied by the member. Military spouses or partners of Mess members, who are not of Officer Status, are to attend social functions in appropriate civilian attire only.
66. Pets - Pets are not permitted in the Mess.

67. Out of Bounds - The Mess kitchen, the Bar serving area, and the liquor lock-up area are out of bounds to all members except those who must access these areas on Mess business.
68. Employees - No Mess member, except the PMC or a member whom he has delegated, shall censure or give orders to members of the Mess staff in respect to the duties of said staff.
69. Compliments - Members shall rise in compliment of the Wing Commander and any General Officer (or civilian equivalent) when said officer enters any room at the Mess except the dining room.
70. Dress – A dress code for the Officers’ Mess will be as recommended by the Mess Committee and approved by the Wing Commander. The approved Code, Annex E, will be posted in the Mess. Members are responsible for ensuring that their guests comply with the dress code.

SMOKING

71. Smoking is not permitted inside any room in the Mess and will only be permitted in a designated outdoor area IAW current policies for the wing.

PROTECTION OF FURNITURE AND PROPERTY

72. A member causing or noticing any breakage to or loss of Mess property shall inform the Mess Manager as soon as possible.
73. Mess furniture or property, including newspapers or periodicals, shall not be removed from the Mess without permission of the PMC. Newspapers, periodicals, etc., are to remain in the Mess Reading Room.

BILINGUALISM

74. All signs, announcements, menus, and publications used in the Mess shall be in bilingual form in accordance with CAF directives and policies. In addition, the periodicals purchased by the Mess for the use of members will include a reasonable proportion of French language publications.
75. Suggestions may be made in the Suggestion Book (see para 75) in either official language. The reply will be in the language used for the suggestion.

SUGGESTIONS AND COMPLAINTS

76. Members are encouraged to make suggestions regarding the operation of the Mess. Such suggestions may either be recorded in the book provided for this purpose in the Mess Orderly Room or from the bartender in the Oak Room, or be made by email to the PMC or some other member of the Mess Committee.

77. Individual Mess members shall not instruct the Mess Manager or a member of the Mess Staff to take a specific action to rectify a shortcoming but shall bring the matter to the attention of the PMC or another member of the Mess Committee for necessary action.

FILES AND NOTICES

78. Files containing copies of up-to-date Mess financial statements, minutes of meetings, and policy and procedures memoranda shall be kept up to date by the Mess Manager. Electronic and working files will be kept on the Base wide Common Drive, accessible by all members of the Mess Committee.
79. In lieu posting on the notice board, signed minutes and current versions of the Bylaws and Constitution will be available to all members on a designated website. A sign on the notice boards shall display this website, as well as:
- a. bar hours;
 - b. other notices or Mess correspondence of interest to all members; and
 - c. neatly typed private notices may be posted on Mess notice boards on a space available basis, subject to the concurrence of the PMC or V/PMC. Such notices are not to be posted on the notice boards by the Members themselves.

TAXI CHITS

80. 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 Officers' Mess function or the Earl of Bessborough directly to a private residence with no stops en route. The value of the chit will be in the standing minutes and approved in the budget. If a member exceeds the value of the chit, the balance will be charged to their mess NPF account.
81. By exception only, the PMC may authorise the chit to be used at other messes for members of the Officers' Mess when invited to special events, such as an At Home or Bosses' Night at the WOs' and Sgts' Mess. If an event would like to have chits extended, an email to the PMC with justification is required to grant approval.

MESS DUES

82. Mess dues collected are used to subsidize events, perform improvements on the facilities, pay mess staff, and maintain operations. If the mess dues are not adjusted with economic inflation, fewer dollars are available each year for events.
83. The monthly rate shall be tied to the Consumer Price Index (CPI), and adjusted annually on April 1st using the CPI 12-month change for January of that year, as published by Statistics Canada. This increase or decrease will be capped at a maximum change of 3%, unless voted by the membership.