

# CONSTITUTION AND BY-LAWS HALIFAX GARRISON JUNIOR RANKS' MESS



These Halifax Garrison Junior Ranks' Mess Constitution and By-Laws are promulgated to amplify orders for the operation of that Mess. A General Mess Meeting on 21 April, 2007 ratified the amended Constitution and its By-Laws. This Constitution is in accordance with A-AD 262 and supersedes all previous Constitutions and By-Laws for the Halifax Garrison Junior Ranks' Mess.

# TABLE OF CONTENTS

## HALIFAX GARRISON JUNIOR RANKS' MESS CONSTITUTION

NAME.....	3
AUTHORITY FOR ESTABLISHMENT AND OPERATIONS.....	3
PURPOSE OF OPERATION.....	3
MEMBERSHIP.....	3
MESS EXECUTIVE.....	3
MEETINGS.....	4
AMENDMENTS.....	4

## HALIFAX GARRISON JUNIOR RANKS' MESS BY-LAWS

PURPOSE.....	6
MEMBERSHIP.....	6
MESS EXECUTIVE.....	8
MEETINGS.....	8
EMPLOYEES.....	9
MESS SUBSCRIPTIONS.....	9
MESS BILLS.....	9
TRADING ACTIVITY.....	10
DISCIPLINE / DRESS.....	10
MESS DINNERS.....	10
GUESTS.....	11
MESS FUNDS.....	11

## ANNEXES

Annex A: Duties of the President of the Mess Committee (PMC).....	14
Annex B: Duties of the Vice-President of the Mess Committee (VPMC).....	15
Annex C: Duties of the Mess Secretary.....	16
Annex D: Duties of the Entertainment Chairperson.....	17
Annex E: Duties of the Treasurer.....	18
Annex F: Duties of the Mess Manager.....	19
Annex G: Dress Regulations.....	20
Annex H: Private Functions.....	22

# HALIFAX GARRISON JUNIOR RANKS' MESS CONSTITUTION

## I. NAME

1. The Halifax Garrison Junior Ranks' Mess is hereinafter referred to as the Mess.

## II. AUTHORITY FOR ESTABLISHMENT AND OPERATIONS

1. The Mess is established under 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, the instructions contained in this Constitution and By-Laws, which amplify it.

## III. PURPOSE OF OPERATION

1. The Mess shall be operated for the purpose of providing goods, services and amenities to members. The Mess shall receive and account for all allowances and donations which apply to it.
2. The Mess serves as the centre of social life in the Armouries for all Privates, Corporals and Master Corporals of Garrison units housed in the Armouries.

## IV. MEMBERSHIP

1. Members of the Mess shall be ordinary, associate or honorary members.
2. Qualifications for and privileges of members shall be outlined in the by-laws.

## V. MESS EXECUTIVE

1. The Mess shall be administered by a committee consisting of:
  - a. a President (PMC);
  - b. a Vice President (VPMC);
  - c. a Secretary;
  - d. an Entertainment Chairman;
  - e. a Treasurer; and
  - f. such other members as may be required (I.e. Associate Members' representative, etc.)

2. The PMC, VPMC and Secretary may be elected at a General Mess Meeting or appointed at the discretion of the Commanding Officer. Other members of the Executive shall be elected from ordinary members at a General Mess Meeting.
3. The appointment or election and the duties and responsibilities of the Executive members are contained in the by-laws.

## **VI. MEETINGS**

1. Meetings shall be held as follows:
  - a. Mess Executives meetings – at quarterly; and
  - b. General Mess Meetings – at least semi-annually.
2. Executive meetings shall be held at the call of the PMC to consider:
  - a. approval of expenditures which come within Executive approval;
  - b. approval of financial statements; and
  - c. any other matters concerning the operation of the Mess.
3. General Mess Meetings shall be held at the call of the PMC to consider:
  - a. financial matters presented by the Treasurer;
  - b. mess activities;
  - c. election of officers; and
  - d. any other business concerning the Mess.
4. An extraordinary General Mess Meeting may be convened by the Commanding Officer or PMC or upon receipt of a written request signed by 25 percent of the ordinary members.
5. The Rules of Parliamentary procedure as outlined in A-PD-262 Chapter 3 shall be used for the proper conduct of all Mess Meetings.

## **VII. AMENDMENTS**

1. This Constitution shall be effective when approved at a General Mess Meeting and approved by the Commanding Officer, and shall supersede all previous Constitutions and amendments on the date of such approval.

2. Proposals to amend the Mess Constitution and its by-laws shall be made in writing but will not be entered in the "Suggestion Book". They shall be submitted to the PMC and posted on the notice board. Provided that it has been posted for thirty (30) days or more the proposal shall be considered at the next General Mess Meeting and shall require the assent of a majority of the ordinary members in attendance and the approval of the Commanding Officer.

# HALIFAX GARRISON JUNIOR RANKS' MESS BY-LAWS

## I. PURPOSE

1. The purpose of these By-Laws is to locally apply the basic principles laid down in the Constitution, Non-Public Funds Accounting Manual, A-SP-110 Personnel Support Program Manual and A-PD-262 Mess Administration in order to ensure the efficient administration and operation of the mess.

## II. MEMBERSHIP

1. Ordinary members shall comprise all Junior Ranks (Regular or Reserve) of Garrison units housed in the armouries.
2. Associate members of the Mess shall enjoy the privileges of the Mess but, with the exception of the elected representative, shall not serve on the Mess Executive or attend meetings. They may assist the Executive or Entertainment Committee, but, by doing so, assume no responsibility. On the recommendation of the Mess Executive and subject to the approval of the Commanding Officer, may become Associate Members of the Mess:

### a. RETIRED ASSOCIATE MEMBER

- (1) retired Junior Ranks of the Canadian Forces (Regular or Reserve) honorably released and entitled to an immediate or deferred annuity; and

### b. WORKING ASSOCIATE MEMBER

- (1) DND civilian employees employed by CFB Halifax and its lodger units holding the appropriate status,
- (2) Members of the Supplementary List or Canadian Rangers, and
- (3) all Junior Ranks of the regular or reserve forces of other countries while employed in the vicinity of Halifax and authorized by the Commanding Officer to become associate members; and

### c. SOCIAL ASSOCIATE MEMBER

- (1) this category is comprised of personnel other than those mentioned in sub-paras (a) and (b) who may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for further one year terms), upon recommendation of the Mess

Executive, the majority vote of those present at a General Mess Meeting and the approval of the Commanding Officer, and

- (2) Social membership will terminate on the last day of February and renewal will commence on the 1<sup>st</sup> day of March annually.
3. Members of the Canadian Regular Force or Primary Reserve are honorary members of every mess appropriate to their rank, except in the mess in which they are ordinary or associate member and in seagoing ships.
4. Any distinguished person may be invited to become an honorary member of the mess for a term not exceeding one year, without prejudice to renewal of membership for further one year terms, upon recommendation of the Mess Executive, a majority vote of a General Mess Meeting and approval of the Commanding Officer.
5. The procedures for election of honorary and associate members shall be as follows:
  - a. nominations (sponsored by at least two ordinary members) may take place at any time and shall be made in writing to the PMC. A brief resume of the nominee's military history (if any) his/her association with the Station and his/her profession should be included. If the Mess Executive agrees to the nomination, the name and brief biography of the nominee will be posted on the Mess notice board for seven days;
  - b. if no objection has been received by the PMC within the period prescribed above, the individual's application will be presented to a General Mess Meeting for concurrence and the Commanding Officer for approval; and
  - c. a review of the honorary and associate memberships granted under these by-laws shall be conducted in the November General Mess Meeting each year. The list is then to be posted on the Mess notice board for thirty days during which time objections to any listed members should be presented in writing to the PMC. If no objection is received, renewals will be presented to a General Membership Meeting for concurrence and passed to the Commanding Officer for approval.
6. The number of associate and honorary members shall not exceed 100% of the ordinary members at the time of application.

### III. MESS EXECUTIVE

1. General:
  - a. the PMC and VPMC may be elected at a General Mess Meeting or appointed at the Commanding Officer's discretion. Normally both to serve one year without prejudice to re-election, subject to the conditions set by the Constitution;
  - b. remaining Executive members will be elected at a General Mess Meeting to serve one year without prejudice to re-election, subject to the conditions set by the Constitution; and
  - c. in the event an Executive member is unable to serve the full term, the PMC may appoint a replacement pending election at the next General Mess Meeting.
2. The duties and responsibilities of all Executive members shall be detailed in the Annexes to this Constitution and By-Laws. The Mess Executive is empowered to elect/appoint sub-committees for such duties as shall be outlined in the sub-committee's Terms of Reference.
3. When any direct or indirect profit or advantage may devolve upon a member of the Executive or a sub-committee, by reason of any connection whatsoever as a shareholder or commercially-interested member of a corporation or company from which purchases by the Mess may be made, he shall disclose the particulars thereof to the Commanding Officer who shall adjudicate on the admissibility of the member continuing to serve in office.

### IV. MEETINGS

1. Meetings are held to permit Executive and/ore Mess members to discuss matters relating to the operation of the Mess. Notice of General Mess Meetings shall be posted in the Mess and notification sent to the Commanding Officer at least two weeks prior to the meeting. An agenda shall be posted in the Mess at least one week prior to the meeting.
2. A General Mess Meeting or Extraordinary Meeting of the Mess shall not be valid or competent unless a quorum is present. A meeting composed of not less than twenty five percent of the ordinary members shall normally constitute quorum; however, where the exigencies of the Service dictate otherwise, the Commanding Officer or his designated representative may authorize the percentage of members present to provide quorum. Circumstances will be included in the minutes. A quorum of the Mess Executive shall be two.



3. Attendance at a General Mess meeting is mandatory for all ordinary members.

## **V. EMPLOYEES**

1. Members shall not give orders directly to the Mess staff. Complaints and suggestions are to be made to the Mess Manager who will inform the Mess Executive.
2. A member of the Executive or a sub-committee shall not be employed as a member of the Mess Staff.
3. Wage rates to be paid to each category of employee for a normal time, overtime and special bonuses will be established by CFPSA at the national level.
4. A committee consisting of the NCO IC M&I and the Mess Manager shall interview prospective bartenders. All new NPF employees shall be subjected to probationary periods as specified by CFPSA policies.

## **VI. MESS SUBSCRIPTIONS**

1. Each ordinary and associate member shall pay the amount determined from time to time by a General Mess Meeting. Ten percent of all Mess Dues collected will be allocated to the Gift Fund and 30% will be allocated to the Entertainment Fund.
2. Mess dues are based on a twelve-month period.
3. For normal mess functions, an assessment as determined by the Mess Executive may be charged against those attending the function. For Designated Official Functions, wherein attendance by ordinary members is mandatory, the assessment shall be pro-rated for those not excused attendance.
4. Mess subscriptions and assessments will be charged on a daily basis for periods less than one month.

## **VII. MESS BILLS**

1. Mess members shall pay their mess dues on the RPSR. Members whose dues reach three months in arrears and who have made no payment in the previous month shall receive a warning letter from the PMC. A list of names of these members and the amounts owing will also be forwarded to the respective unit RSM. In the case of Associate members, the letter will be sent to the

- Commanding Officer. Should dues reach six months in arrears, bar privileges will be suspended without notice at the discretion of the PMC.
2. Regular Force members shall have their bills deducted from their pay. Associate members shall pay their mess dues quarterly in advance.
  3. A mess bill incurred by a transient shall be paid prior to departure. Members departing on posting, attach posting or temporary duty shall pay all outstanding bills before departure.

## **VIII. TRADING ACTIVITY**

1. Bar hours shall be established by the Mess Executive and posted on the Mess notice board. Normal bar hours shall only be exceeded for special functions or when authorized by the Commanding Officer, PMC or the Mess Manager in the absence of either of the former.
2. With the exception of guests, intoxicants will not be served to any individual who is not a member of the Mess or to underage patrons as defined by provincial legislation. Alcoholic beverages shall not be sold to individuals for consumption outside the Mess. Alcohol shall not be brought into the Mess for consumption.
3. A current price list, as established by a General Membership Meeting, will be posted at the bar. The Membership is authorized a 50 percent gross profit margin.

## **IX. DISCIPLINE / DRESS**

1. The PMC or senior member present in the Mess shall be responsible for discipline and the observance of Mess regulations. The PMC, in consult with the Mess Executive, may restrict the privileges of any member. In each instance, a report shall be made to the offender's Commanding Officer.
2. Regulations regarding the standard of dress for members and guest are outlined in Annex J.

## **X. MESS DINNERS**

1. Mess Dinners shall be conducted in accordance with A-AD 262.
2. Mess Dinners (at a cost determined by the Mess Executive) should be held, semi-annually. The inclusion and percentage of Associate/Honorary members in attendance will be at the discretion of the PMC.

## **XI. GUESTS**

1. Guests to the Mess fall into two categories:
  - a. official guests (i.e. guests officially invited to the Mess by the PMC on behalf of the Commanding Officer); and
  - b. personal guests of members.
2. Official guests may be entertained at the expense of the Mess. There are two bar chits available for this purpose:
  - a. the RSM of the mess is authorized a bar chit of up to \$100.00 monthly. The PMC/VPMC or senior member present may also use this chit when entertaining guest on behalf of the PMC.
3. Personal guests of members should normally be introduced to the PMC and the Commanding Officer, particularly at official functions. Personal guests shall at all times be the responsibility of the sponsor who shall ensure that his/her guests adhere to Mess rules, regulations and traditions. Guests are permitted in all common rooms of the Mess unless a specific function has been designed for "members only". However, guests must be accompanied by their hosts. Guests may only attend "members only" functions with the written permission of the PMC.
4. Members may arrange private functions in the Mess subject to the approval of the PMC or Mess Manager and the regulations stipulated in Annex K. Guests attending private functions are the responsibility of the member sponsoring the function. A private function may not take over the entire Mess at any one time but should ordinarily be contained in one or two rooms of the Mess. Private functions are subject to certain conditions as specified in Annex K and will normally be held in the Mess Annex.
5. Minors are not permitted in the Mess as personal guests without the written approval of the PMC.

## **XII. MESS FUNDS**

1. Mess funds shall be accumulated only in the amount sufficient to:
  - a. meet continuing obligations; and
  - b. establish an adequate reserve for replacement of fixed assets and capital expenditures.

2. A change fund, in the amount determined from time to time by the Mess Executive, but not exceeding, daily requirements shall be provided to the Mess Manager for bar operations.
3. A petty cash imprest, in the amount determined from time to time by the Mess Executive but not exceeding \$200, may be provided to the Entertainment Chairmen to pay for low-cost incidentals such as TGIF food, newspapers, laundry service, postage, etc. Payments for this imprest shall be limited to amounts not in excess of \$50 in any single instance. Normal expenditures of mess funds will be paid by CFPSA cheque.
4. The Commanding Officer of the Mess and PMC, or their designated representatives, may use their bar chits as described in By-Law XIII paragraph 2 for the entertainment of members on those occasions when all members are eligible to participate.
5. The Mess Executive is authorized to spend mess funds as follows:
  - a. a sum not exceeding \$500 for any one item or project of a non-recurring or capital nature;
  - b. a sum not exceeding \$300 by the PMC for any single item;
  - c. amounts in excess of \$500 must be presented to a General Mess Meeting for ratification;
  - d. from the gift account, expend up to \$75.00 to cover costs for flowers or tokens of sympathy in case the death of the parents or next of kin of ordinary and associate members without dependents or the spouse, parents, dependents or next of kin of ordinary and associate members with dependents. The PMC may also approve the cost of a token of sympathy for a member of the Mess staff and/or immediate relative of the Mess staff or other special status person associated with the Mess;
  - e. authorize expenditures up to the budgeted amount as per the approved mess annual budget;
  - f. bar cards are authorized for use by the PMC/VPMC and Entertainment Chairperson. Expenditures of each of the two cards are not to exceed pre-authorized amounts.
6. The Gift Fund shall be maintained by contributions consisting of 10.0 percent of mess dues. As stipulated by A-FN-105, the Gift Fund shall be self-sufficient and shall not be replenished by transfers of funds from other accounts.

7. The Gift Fund may be used to purchase gifts for presentation to official guests on special occasions. It will also be used to purchase gifts for ordinary members leaving the Mess on posting, retirement or release provided they have been a member in good standing for at least six months. Gifts for departing members will consist of:
  - a. for members leaving the Mess on posting or transfer, a choice of an engraved beer mug, a high quality plaque, a gift certificate or a framed print; none of which shall exceed \$50; and
  - b. for retiring members (not including those transferring to local Reserve units), the Entertainment Chairman will organize a semi-annual retirement dinner or similar function at no cost to retirees. Retirement gifts at a cost not to exceed \$100 will be presented to the following members:
    - (1) 20 years of service;
    - (2) completion of Regular/Reserve Force Terms of Service;
    - (3) 3(A) or 3(B) medical release; or
    - (4) special circumstances as determined by the Mess Executive.

## **ANNEXES**

### **To the Halifax Garrison Junior Ranks' Mess Constitution and By-Laws**

#### **ANNEX A: Duties of the President of the Mess Committee (PMC)**

1. The PMC is responsible to the Commanding Officer for:
  - a. administering and managing the Mess;
  - b. issuing local Mess orders not inconsistent with governing regulations and orders;
  - c. calling and chairing Mess General, Extraordinary and Executive meetings as required by this Constitution;
  - d. scrutinizing unpaid Mess accounts and ensuring their payment;
  - e. maintaining Mess discipline; and
  - f. ensuring that Statement of Duties exists for all members of the Mess Executive and Mess employees.

## **ANNEX B: Duties of the Vice-President of the Mess Committee (VPMC)**

1. The VPMC is responsible to the PMC for:
  - a. Assisting the PMC in the performance of his/her duties; and
  - b. officiating in the absence of the PMC.

## **ANNEX C: Duties of the Mess Secretary**

1. The Mess Secretary is responsible to the PMC for:
  - a. preparing the agenda for Mess Executive, Extraordinary and General Mess meetings;
  - b. recording minutes for Mess Executive, Extraordinary and General Mess meetings;
  - c. reproducing and promulgating minutes after Mess General, Extraordinary and General Mess meetings; and
  - d. providing secretarial duties concerning routine correspondence as directed by the PMC.



## **ANNEX D: Duties of the Entertainment Chairperson**

1. The Entertainment Chairperson is responsible to the PMC for:
  - a. planning, controlling and coordinating all entertainment;
  - b. ensuring all Mess members are fully informed of planned Mess activities by publishing and entertainment schedule and flyers as required;
  - c. systematically planning the activities to ensure that entertainment funds are used efficiently and entertainment functions do not result in deficit financing;
  - d. maintaining an adequate filing system to enable future entertainment Chairpersons to have access to events in their chronological order;
  - e. preparing and updating an annual entertainment budget;
  - f. conducting the necessary liaison for foodstuffs as required for entertainment functions; and
  - g. arranging to hire all outside resources required for entertainment functions.

## **ANNEX E: Duties of the Treasurer**

1. The Treasurer is responsible to the PMC to:
  - a. assist in the preparation of a yearly budget;
  - b. assist the VPMC with the control of revenue obtained from entertainment;
  - c. monitor financial results in comparison to the budget;
  - d. be prepared to present a financial statement at committee and general Mess meetings;
  - e. perform such duties as may be assigned by the PMC.
2. In addition the Treasurer may be occasionally required to take part in stock-takings and to assist audit personnel when mess activities and/or records are being examined.

## **ANNEX F: Duties of the Mess Manager**

1. The Mess Manager is responsible to the PMC for:
  - a. maintaining accurate lists of ordinary, associate and honorary members;
  - b. notifying honorary and associate members of their election/re-election in writing. In the case of a new membership, provide the new member with a copy of the Constitution and By-Laws;
  - c. implementing Mess policies and carrying out these responsibilities in a professional and efficient manner;
  - d. advising and assisting members of the Mess Executive in carrying out their duties and responsibilities;
  - e. supervising the compilation and distribution of membership accounts, payments and receipts;
  - f. maintaining petty cash accounts pursuant to current regulations;
  - g. preparing staff work/pay sheets;
  - h. handling mess correspondence as directed, maintaining an appropriate filing system and keeping bulletin boards current;
  - i. preparing detailed financial reports for functions held in the mess;
  - j. accepting and accounting for cheques, purchasing orders and requisitions for monies from mess functions and deposits, and accounting for same by receipts from the public or NPF cashier for these monies;
  - k. ensuring all NPF employees are versed, briefed and administered IAW CFPSA regulations;
  - l. supervising personnel employed in the Mess and ensuring they understand their duties;
  - m. coordinating activities in conjunction with the Entertainment Chairperson;
  - n. arranging private functions, ensuring that they do not conflict with mess functions and they adhere to mess policies as laid out in the Constitution and By-Laws.

## ANNEX G: Dress Regulations

1. The following dress regulations will be in effect in the Mess at all times except for special occasions when the dress will be published in advance:
  - a. **FORMAL:**
    - (1) may be worn in all areas of the Mess and is usually specified for formal occasions such as Mess Dinners;
      - (a) **Male** – Mess Dress No. 2, 2A, 2D or tuxedo, and
      - (b) **Female** – Mess Dress No. 2, 2A, 2B, 2D, floor length gown or formal suit.

**Note:** On occasion, the Commanding Officer or PMC may authorize business suit as formal wear for men, cocktail dress for ladies.
  - b. **INFORMAL/RELAXED FORMAL:**
    - (1) may be worn in all areas of the Mess and is usually specified for formal occasions such as Mess Dinners;
      - (a) **Male** – Service Dress No. 3, business suit, sports jacket with dress shirt and tie, or lounge suit with dress shirt and tie, and
      - (b) **Female** – Service Dress No. 3 or attire that is equivalent to the above informal wear for males (e.g. cocktail dress);
  - c. **CASUAL:**
    - (1) may be worn in the Mess when no other functions requiring a higher order of dress are in progress:
      - (a) **Male** – base dress (combats, etc.), slacks, sports shirt or sweater, and
      - (b) **Female** – base dress (combats, etc.), slacks, blouse or sweater, or dress;
    - (2) common sense is required to ensure its presence does not offend members having functions in a higher order of dress. Clearly, in the case of a conflict, the member in relaxed dress should have the maturity to retire;

**d. RELAXED:**

(1) may be worn in the Mess only when no other type of dress has been specified – jeans, t-shirts, sweatshirts, sneakers, sandals, shorts, jogging suits, etc. or other such type of wear, all of which shall be in a state of good repair.

2. The following items of dress shall not be worn in the Mess at any time:
  - a. excessively dirty or greasy coveralls or jeans;
  - b. sports cleats;
  - c. hob-nailed boots; and
  - d. headdress.
3. Outerwear (overcoats, parks, overshoes, etc.) shall not be worn or taken into the Mess. These items shall be left in the cloakroom.
4. Guests shall conform to the same dress regulations as members.

## **ANNEX H: Private Functions**

1. All private functions held in the Halifax Garrison Junior Ranks' Mess must be sponsored by a mess member and/or mess manager. The sponsor is responsible for the following:
  - a. ensuring that appropriate standards of conduct and dress are maintained;
  - b. ensuring that all necessary details are provided to the Mess Manager in time to make the necessary arrangements;
  - c. replacement or repair of damaged or missing mess or public property;
  - d. ensuring that clean-up service has been included in the arrangements;
  - e. payment of all costs associated with the function within 7 days of billing;
  - f. booking dining room facilities and food services through the Chief Cook, if required.
2. All private functions will be assessed a surcharge for use of the mess facilities and for staff services. This fee will be set by the Mess Executive. It may be waived in exceptional circumstances on application to the PMC.
3. A deposit of ten percent shall be paid at the time of booking. This deposit shall be forfeited if the booking is cancelled less than 7 days prior to the date. One hundred percent of the estimate will be paid 7 days prior to the event.
4. Private functions must use the Halifax Garrison Junior Ranks' Mess bar facilities. In order to comply with provincial liquor licensing regulations, alcohol shall not be brought onto the premises. Beverages will be supplied to private functions at the normal selling price.
5. Users will be responsible for all costs incurred, including wages for bartenders, stewards, busboys, cleaners, use of tablecloths, bar supplies, food and beverages and any incidental. Bills must be paid within 15 days of receipt.
6. All private functions must be approved by the PMC and Mess Manager and are subject to the availability of the Mess and necessary staff. Application may be made through the Mess Manager.
7. Military personnel of appropriate rank, posted to another geographical area, may book the mess without a sponsor for a private function if he/she or the family live in the local area, provided all other conditions are met.