

3 CDSB Garrison Wainwright



Junior Ranks' Mess Constitution and By-Laws

The 3 CDSB Edmonton Garrison Wainwright Junior Ranks Mess is established under the authority of QR&O 27.01 and PSP POLICY MANUAL CHAPTER 9-1. The Mess Committee administers, on my behalf, all non-public funds vested in the Junior Ranks Mess. The Garrison Chief of Staff "COS" exercises technical control of the daily operation of the Mess. This Constitution and By-Laws, approved by a General Mess Meeting on 30 March 2022, supersedes all previous constitutions and by-laws issued for this establishment.

U.R. Leblond-Fortin
Lieutenant-Colonel
Garrison Coordinator

30 April 2022

Approved at General Mess Meeting on 30 March 22

**WAINWRIGHT Junior Ranks Mess
CONSTITUTION AND BY-LAWS**

RECORD OF AMENDMENTS

AMENDMENT	ENTERED BY	DATE ENTERED

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CONSTITUTION

SECTION 1

JUNIOR RANKS MESS

CONSTITUTION

101. NAME

1. The Wainwright Junior Ranks Mess (JRM), hereinafter referred to as "the Mess", consists of Building 199, Garrison Wainwright, and such buildings as may be authorized by the 3 CDSB Base Commander.

102. AUTHORITY FOR ESTABLISHMENT AND OPERATION

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 detailed and PSP POLICY MANUAL CHAPTER 9, and A-PS-110-001/AG 002 Public Support to Moral and Welfare Programs and Non-Public Property, Base Standing Order 1706, together with the instructions contained in this Constitution, and the By-Laws, which amplify it. Commander 3 CDSB Edmonton is the Commanding Officer of the Mess and has delegated his authority to the Garrison Wainwright Chief of Staff, in all aspects of Mess Management within Garrison Wainwright.

103. PURPOSE

1. The Mess shall be operated for the purpose of providing goods, services, and amenities to its Members and official guests. The Mess shall receive and account for all allowances, donations, sponsorships, and funds which apply to it.

104. MEMBERSHIP

1. The Membership of the Mess shall consist of:

- a. Ordinary Members;
- b. Associate Members; and
- c. Honorary Members.

2. Details of Mess Membership are contained in Article 202 of the Mess By-Laws.

3. Only Ordinary Members are eligible to serve on the Mess Committee (the exception being the Dean of Associates) and vote at Mess meetings.

4. Any Member, by accepting Membership in the Mess, thereby binds their self to abide by this Constitution, the By-Laws attached hereto, and any other regulations in respect to the Mess which may be presented by a competent authority.

105. MESS COMMITTEE

1. The Mess Committee shall be responsible for the efficient operation of the Mess in accordance with the Constitution, these By-Laws, and other current regulations. Mess committees may be elected or appointed by the Garrison Sergeant Major.

2. **The Mess Committee** consists of:

- a. President of the Mess Committee (PMC);
- b. Vice President of the Mess Committee (VPMC);
- c. Secretary;
- d. Financial Officer;
- e. Entertainment Committee Chair and Vice-Chair;
- f. Sports Committee Chair and Vice-Chair;
- g. Membership Rep and Vice-Rep;
- h. Bar Officer;
- i. Housing Rep;
- j. Advertising Rep;

3. The Duties and Responsibilities of the Mess Committee Members are attached as Annex A to this Constitution.

4. Ex-Officio Members of the Mess Committee

- a. **Financial Adviser.** The Financial Adviser is appointed by the Garrison COS for an indefinite term of office.
- b. **Mess Manager.** The Mess Manager is responsive to Mess Committee. They're also responsible to the PMC for the planning, organizing, directing

and controlling for all Mess activities. The duties and responsibilities of the Mess Manager are detailed in DND Publication A-AD-262-000/AG-000, Chapter 7, and a summary is attached as Annex B to this Constitution.

5. **Vacant Mess Committee Offices.** Should a Committee Office become vacant before the normal term is completed, the PMC may appoint a Member to fill the office. The office shall then be up for election at the next General Meeting.

6. The Mess Committee will meet at the call of the PMC to:

- a. Approve expenditures which fall within the Mess Committee's authority;
- b. Approve, subject to audit, financial statements presented by the Financial Adviser;
- c. Consider the agenda items of General and Extraordinary Mess Meetings;
- d. Conduct the annual review of existing Associate Memberships;
- e. Consider and recommend or reject all applications for Associate Membership;
- f. Review, consider, and recommend or reject all nominations and volunteers for duties on the Mess Committee or sub-committees; and
- g. Consider any other matters concerning the operation of the Mess.

7. The Garrison Sergeant-Major shall act in an advisory capacity to the Mess Committee, and as an ex-officio Member.

8. Normally, no more than fifty (50) percent of the Mess Committee will turn over at any one time. This will likely mean elections at both the fall and spring General Mess Meetings. Incumbents may choose to stay on longer in an appointment.

106. MEETINGS

1. **Quorum.** A General Mess Meeting or an Extraordinary General Mess Meeting shall not be valid or competent unless a quorum is present. A meeting composed of not less than 50 percent of the Ordinary Members shall normally constitute a quorum; however, where the exigencies of the service dictate otherwise, the Garrison SM, or in

their absence the PMC, may authorize the percentage of Members present to constitute a quorum.

2. Meetings shall be held as follows:

- a. Mess Committee Meetings. monthly (or as required);
- b. General Mess Meetings. at least semi-annually; and
- c. Extraordinary Mess Meetings. may be convened at the request of:
 - (1) The Garrison COS;
 - (2) The PMC; or
 - (3) At the signed request of 25 percent of Ordinary Members.

3. Committee Meetings shall be held at the call of the PMC to consider:

- a. Approval of expenditures which are within the authority of the committee;
- b. Review of financial statements; and
- c. Any other matter concerning the operation of the Mess that falls within the purview of the committee.

4. General Mess Meetings shall be held at the call of the PMC to consider:

- a. Financial statements presented by the Financial Adviser;
- b. Proposed Mess activities and approve budget proposals; and
- c. Any other matter concerning the Mess that falls within the purview of Mess Membership.

5. Extraordinary General Mess Meetings:

- a. An Extraordinary General Mess Meeting shall be called as necessary and in accordance with the Constitution;
- b. An Extraordinary General Mess Meeting shall be called to discuss one subject only;

- c. All Ordinary Members shall attend Extraordinary General Mess Meetings unless excused by their Unit's Commanding Officer;
- d. The order of business for an Extraordinary General Mess Meeting shall be:
 - (1) Call to order;
 - (2) Confirmation of a quorum;
 - (3) Stating of the proposal, discussion, and voting;
 - (4) Adjournment; and
- e. Minutes of all Mess Meetings shall be signed by the appropriate authorities.

6. The time and place of General Mess Meetings, together with a copy of the Agenda, will be made known to all Members at least three days prior to the meeting by posting of same on the Mess notice board.

107. AMENDMENTS

- 1. Proposals to amend the Constitution or By-Laws shall be made in writing and submitted to the Mess Secretary as a Notice of Motion, signed by the mover and the Member who intends to second the motion.
- 2. The PMC shall ensure that any Notice of Motion properly received is posted on the Mess notice board at least seven working days before the next scheduled General Mess Meeting, and is included on the Agenda for discussion and decision at the meeting.
- 3. The majority vote of a General Mess Meeting and the subsequent approval of the Garrison COS shall be required to amend the Constitution.

108. CONSTITUTION AVAILABILITY

- 1. The Mess Secretary shall maintain an up-to-date electronic and paper copy of the Constitution and By-Laws. A copy shall be available and posted in the Mess. The original signed Constitution will be kept in the Mess Administration Office. Each Committee Member, the Financial Adviser and the Mess Manager shall have a personal copy. Any Member may obtain a copy of the Constitution by written request to the PMC.

109. EFFECTIVE DATE

1. This Constitution and By-Laws shall come into effect when passed at a General Meeting and approved by the Base Commander. This Constitution and By-Laws shall supersede all previous Constitutions and By-Laws, and amendments and will take effect at the date of approval.

BY-LAWS

WAINWRIGHT JUNIOR RANKS MESS

BY-LAWS

201. PURPOSE

1. These By-Laws are a set of rules which amplify the Constitution and govern the operation of the Mess in accordance with current DND policy and NPF financial directives. Nothing herein shall be deemed to contravene any of the provisions of:
 - a. Queen's Regulations and Orders (QR&Os);
 - b. PSP Policy Manual;
 - c. Canadian Forces Policies and Procedures for Non-Public Funds Accounting (A-FN-105);
 - d. Non-Public Funds Human Resources Policy and Procedures Manual;
 - e. Morale and Welfare Programs in the Canadian Forces (A-PS-110); and
 - f. Garrison Administrative Instructions.
2. Approval of By-Laws will be by majority vote of Ordinary Members at a General Mess Meeting.
3. Proposals to amend these By-Laws will be made in writing to the Mess Secretary and subsequently posted on the Mess notice board. Provided this notice has been posted for seven days or more, the proposals will be included on the Agenda for consideration at the next General Mess Meeting.

202. MEMBERSHIP

1. **Ordinary Members.** Ordinary Members shall comprise of:
 - a. Ordinary Members shall consist of all Junior Ranks of the establishment of, carried supernumerary to, or attached to all units of CFB Wainwright

- b. Junior Ranks of the forces of other countries while employed or at a unit served by the Mess; and
- c. Junior Ranks of the Canadian Forces or forces of other countries serving in the vicinity may, at the discretion of the Garrison Sergeant Major, become Ordinary Members.

2. **Privileges.** Ordinary Members of the Mess may enjoy all the privileges of such Membership including:

- a. A voice in the management of the Mess, through the Mess Committee;
- b. A vote relative to each motion placed before a General/Extraordinary Mess Meeting;
- c. Sponsor nomination of Associate and Honorary Members;
- d. Serve on the Mess Committee;
- e. Introduce any proposals, administrative, clauses, or any business pertaining to the operation of the Mess;
- f. Utilize the facilities of the Mess designated for social and sports functions;
- g. Attend all sports and general functions held in the Mess that are not restricted to particular groups, or that require prior reservations; and
- h. With the permission of the PMC, may be permitted to utilize a portion of the Mess to hold private functions.

3. All visiting Junior Ranks of the Canadian Forces and visiting Junior Ranks from Allied Nations are entitled to all the privileges of Ordinary Members, except for:

- a. Voting at a General Mess Meeting;
- b. Using chits; and

4. **Associate Members.** Associate Members shall comprise of:

- a. Retired members who were honourably released from the Canadian Forces and on retirement were Members of the Junior Ranks' Mess;

- b. Former service personnel of Commonwealth and foreign forces, both Regular and Reserve, of the rank (or equivalent) of Pte to MCpl;
- c. Civilian employees of the Department of National Defence employed in a position equal in stature to a Junior Rank (or equivalent);
- d. Members of the Royal Canadian Mounted Police (RCMP);
- e. Other civilians similarly employed at or in connection with Garrison Wainwright;
- f. Any other such person for a term not exceeding one year (without prejudice to renewal of Membership for a further one year term) upon the commendation of the Mess Committee, the majority vote of those present at a General Mess Meeting, and the approval of the Garrison Sergeant Major; and
- g. Associate Membership may be suspended or cancelled by the PMC at any time for failure to pay Mess subscriptions, for evidence of misconduct, or for abuse of Mess privileges. Cancellation of an Associate Membership shall be announced at a General Mess Meeting.

5. Honorary Members. Honorary Members shall comprise of:

- a. All Junior Ranks (or equivalent) of Regular component of the Canadian Forces who are not Ordinary Members of the Mess;
- b. Any other person of VIP status may 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 Committee and approval of the Garrison Sergeant Major;
- c. Members of municipal, provincial, or federal politics during their term of office; and
- d. By exception, distinguished individuals who have provided exemplary service to our community, province, or country.

6. Terms of Membership.

- a. The term of Associate Membership will normally be from 1 April to 31 March (i.e., one year). In instances where Membership takes effect subsequent to 1 April, the term will expire in March of the following year

(Associate memberships will be renewed and confirmed at the Spring General Mess Meeting, when the budget is approved); and

- b. The term of Honorary Membership for retiring Ordinary Members will be for a period of one year commencing the first day of retirement leave.
7. **Privileges - Associate and Honorary Members.** Associate and Honorary Members shall be accorded the privileges of the Mess, with the exception of:
 - a. A voice in management;
 - b. Nomination of Associate and Honorary Members;
 - c. A vote; and
 - d. Bringing more than three guests to a Mess activity unless prior permission has been granted by the PMC or the Garrison Sergeant Major.
8. **New Associate and Honorary Memberships.** A candidate for Associate or Honorary Membership requires a sponsor and subsequent approval by a majority vote of at least 75% of the Mess Committee, and approval of the Garrison Sergeant Major.
9. The sponsor shall be an Ordinary Member of the Mess and submit an application, complete with a biographical sketch of the candidate, to the PMC.
10. The PMC shall take the following action:
 - a. Determine the eligibility of the candidate in accordance with existing regulations and wishes of the Garrison Sergeant Major;
 - b. Place the application and biographical sketch on the Mess notice board for a period of one month before it is tabled as an Agenda item at a Mess Committee Meeting;
 - c. Review any objection to the proposed candidate submitted in writing by an Ordinary Member;
 - d. Determine whether the objection warrants further consideration;

- e. If warranted, raise objections to the Mess Committee Meeting and call for a vote on the application; and
- f. Inform the sponsor of the candidate as to the acceptance or rejection of the candidate as an Associate or Honorary Member.

11. The Membership Officer shall provide a letter of welcome to the new Member. The letter shall include dress regulations, an entertainment calendar, and other information necessary for the new Member to be comfortable with Mess requirements and procedures.

12. **Renewal of Membership.** The PMC will present the list of Associate and Honorary Members at a General Mess Meeting each March for consideration of renewal of such Memberships for a further term of one year commencing 1 April of the new Fiscal Year.

13. **Withdrawal of Associate or Honorary Membership:**

- a. The Mess Committee shall, upon receiving a complaint by a Member, investigate any infractions of the Mess rules or any adverse conduct of an Associate or Honorary Member, being such that it is contrary to the maintenance of discipline and good order in the Mess, and if necessary shall immediately suspend all privileges to such Associate or Honorary Member;
- b. Suspension shall remain effective until a Special Committee of three Ordinary Members, appointed by the PMC, has investigated the complaint. The Special Committee will report the results of its inquiry, together with its recommendations, to the PMC; and
- c. The Mess Committee will inform all Members at a General Mess Meeting if the Membership has been withdrawn.

203. COMMITTEE MEMBERS – TERMS OF REFERENCE

1. The Terms of Reference and of Service of Mess Committee members are set out in Annex A to these By-Laws.

2. An Entertainment Subcommittee will be formed, and one of the three Entertainment Representatives will be appointed Chairperson by the PMC. The Chairperson plus the other two Entertainment Representatives, and the Mess Manager, shall compose the Subcommittee.

3. Other Subcommittees may be appointed as necessary.

204. CONDUCT OF MESS MEETINGS

1. The procedure to be followed at General Mess Meeting and the manner in which Mess meetings are to be conducted are contained in the PSP Policy Manual, a summary is attached as Annex C to these By-Laws.

205. SUBSCRIPTIONS

1. Each Ordinary and Associate Member shall pay into Mess funds an amount determined by a General Mess Meeting and approved by the Garrison COS in accordance with the following:
 - a. A monthly subscription, corresponding to a Membership fee, to defray the general operating expenses of the Mess; and
 - b. Such special monthly assessments (e.g. entertainment and Gift Fund) as are passed by a General Mess Meeting and approved by the Garrison COS, provided that the Member is not restricted from partaking of the benefits (excepting the Departure Gift if the Member has not served 12 months at Garrison Wainwright) or attending the entertainment for which the Member is being assessed.
2. Subscriptions for Honorary Members will not be charged, but Honorary Members will be assessed for functions which they attend. The Mess reserves the right to charge members according to their status.
3. Mess subscriptions and assessments will be charged and prorated on a daily basis for periods less than a month.
4. When visiting Junior Ranks, or equivalent, are on temporary or attached duty, in excess of 14 days and thereby, are unable to use the facilities of their home Mess, Mess subscriptions and special assessments shall be paid into the Wainwright Junior Ranks' Mess funds. As Members of the Mess, they will be given all the rights and privileges of an Ordinary Member (see Article 202).

206. MESS BILLS

1. Payment of Mess accounts shall be governed as follows: Regular Force Members shall pay their Mess bills (Subscriptions and Charges) by direct deduction from their pay account (acquittance-roll method). Posted Reserve Force Members will pay their subscriptions by pay roll deduction or pay all outstanding charges monthly, by

cash, debit or credit card at the Mess Administration Office. No balance may be outstanding for more than sixty (60) days.

2. Mess Members will clear through the Mess Administration Office during the IN and OUT Clearance routine when arriving or departing Wainwright. Clearance cards will be signed at this time.

3. It is the responsibility of Ordinary Members to arrange for their Mess bill payments if they will be away for any length of time.

207. EXPENDITURES

1. General

- a. Except as prescribed, the funds or other assets of the Mess may be expended only for the benefit of the complete Mess Membership; and
- b. Only the PMC, VPMC or Garrison COS may sign the PMC Bar Card for a guest of the Mess. The PMC Bar Card will show on the back the name of the guest and will be signed by the host:
 - (1) The PMC Bar card must be approved by the PMC before completion of the next sales reconciliation sheet; and
 - (2) The PMC Bar Card will not exceed the prescribed budgeted amount.
- c. The Mess Committee may authorize:
 - (1) Recurring expenditures as approved in the annual budget; and
 - (2) Expenditures of a capital or non-recurring nature not exceeding five thousand dollars (\$5000.00) for any one item or project;
- d. The PMC is empowered to spend monies of the Mess not exceeding five thousand dollars (\$5000.00) in any one (1) month for the non-recurring purpose of purchasing Mess necessities excluding resale items. They may delegate this authority during their absence.

- e. Mess expenditures of a capital or non-recurring nature exceeding five thousand dollars (\$5000.00) but not exceeding ten thousand dollars (\$10,000.00) for any one item or project may be made only upon:
 - (1) The recommendation of the Members of the Mess at a General Mess Meeting; and
 - (2) The approval of the Garrison COS;
- f. Mess expenditures of a capital or non-recurring nature in excess of ten thousand dollars (\$10,000.00) for any one item or project may be made only upon:
 - (1) The recommendation of the Members of the Mess at a General Mess Meeting;
 - (2) The recommendation of the Garrison Sergeant Major; and
 - (3) The approval of Comd 3 CDSB Edmonton.

2. Tokens of Sympathy

- 1. Tokens of sympathy extended by the Mess will be at a cost determined yearly by the Mess Committee and approved at a General Mess Meeting by the Membership;
- 2. A token of sympathy (including flowers or donations to specified charitable organizations) may be forwarded by the Mess Committee on behalf of the Mess Members in the case of a death of:
 - a. A Member;
 - b. Member's spouse;
 - c. Member's child;
 - d. Member's next of kin;
 - e. Member's parents; or
 - f. Others at the discretion of the Mess Committee.

3. The cost of tokens shall normally not exceed \$50.00 and shall be paid from Mess Gift Funds.

4. Spouses of all Members of the Mess may be sent flowers while in the hospital.

5. The Adjutant of a Unit or OC of a Subunit will notify the VPMC and Membership Rep when a member in their Unit is deserving of a Token of Sympathy.

3. Gifts

1. A Member or a Member's wife who gives birth during their tour in Wainwright will be presented with a suitable bouquet or gift certificate not to exceed a value of \$50.00.

2. Gifts will be presented to Ordinary Members who have served a minimum of twelve (12) months, upon departure from the Wainwright Junior Ranks Mess. The gifts will vary depending on length of served time at the mess in accordance with:

thirteen (13) to thirty six (36) months; gift or gift certificate of \$20.00 value
thirty seven (37) to sixty (60) months; gift or gift certificate of \$50.00 value
sixty one (61) months and above; gift or gift certificate of \$100.00 value

3. The costs of such gifts and mementos shall be borne by Ordinary Members through the gift fund in accordance with **Article 205**.

4. The Adjutant of a Unit or OC of a Subunit will notify the VPMC and Membership Rep when a member in their Unit is deserving of a Gift.

4. Mess Staff Wages. Mess staff wages, including overtime, holiday pay, and pay for statutory holidays, shall be paid in accordance with existing regulations detailed by Non-Public Funds Human Resources Policy.

208. BANKING

1. All Mess funds are held on a Consolidated Bank Account (CBA), which is part of the Canadian Forces Central Fund (CFCF). Expenditures will be paid by the NPF Accounting Office through the Mess Manager. Only the PMC, or in his/her absence the VPMC and Mess Manager, have the approving authority for payments, according to the NPF Delegation of Signing Authority Matrix.

2. The enforcement of physical security requirements for NPF funds shall be the responsibility of the Mess Manager.

209. TRADING ACTIVITY

1. **Merchandise.** The Mess will sell only liquid refreshments and articles of convenience, such as tobacco products, confectionaries, and military novelties. It will be the responsibility of the PMC to ensure that merchandise is provided at the best prices consistent with good quality.
2. **Prices.** The selling price of merchandise will be determined by the Mess Committee in accordance with policy, and the recommendation of the Mess Manager.
3. **Price List.** A current price list will be displayed in the bar as per Alberta Liquor Law.
4. **Payment for Purchases by Members.**
 - a. Payment for all purchases will be made by cash, debit or credit card. Members of the Mess in good standing may use a chit to charge the purchases to their accounts;
 - b. All alcoholic beverages shall be purchased from the bar or honour bar, and shall be consumed in the Mess; and
 - c. No cheques will be accepted at the bar.
5. **Bar Hours.**
 - a. **General.** The hours of operation of the bar will be determined by the Mess Committee, with the recommendation of the Mess Manager, and approved by the Garrison Sergeant Major. Regular bar hours will be displayed; and
 - b. **Extension of Hours.** Bar opening hours may be extended, according to Base Standing Orders, for one hour by the PMC, VPMC, the Garrison Sergeant Major, providing there will be sufficient sales to offset the wages of the bar staff. The Extension Form at the bar will be signed by the authorizing Member detailing the circumstances of the extension, and the authorizing Member shall remain in attendance for the extended period. Prior to leaving the Mess, this individual shall contact the Garrison Wainwright Duty Officer to secure the Mess. The Extension Forms will be reviewed weekly by the Garrison Sergeant Major and the PMC.

210. FURNITURE AND EQUIPMENT

1. The Mess inventories of furniture and effects (NPF and Public DA) will be the responsibility of the Mess Manager together with the Housing Officer.
2. Those items recognized as articles that were donated by a person or group to the Mess shall be documented on a Memorabilia Inventory and listed separately from the NPF and Public DA. No Memorabilia shall be disposed of without the approval of the donor or the Mess Committee.
3. No furniture, equipment or other item of Mess property is to be removed from the Mess. All disposals will be conducted following write-off, with the recommendation of the Mess Manager according to NPF and Public Policy and procedures. (See para 5).
4. Any Member who wilfully or negligently causes, permits or contributes to damage, or the loss, deficiency, theft, destruction, or improper expenditure of any Mess property is liable to reimburse the Mess for the financial costs involved.
5. Disposal of Mess furniture and effects shall be in accordance with the PSP Policy Manual, and A-FN-105-001/AG-001.

211. ENTERTAINMENT

1. The Mess entertainment program shall be planned yearly by the Mess Committee and approved by the membership prior to or with the budget. The entertainment program will be supervised by the Entertainment Representative appointed as Chairperson, and OPIs for each function will be designated. The Mess Manager has the contracting authority, and the PMC or VPMC may approve the expenditure according to the Delegation of Signing Authority.
3. Members shall be advised at each General Mess Meeting of a proposed entertainment schedule. In addition, entertainment schedules and notices will be displayed in the Mess and emailed to Members.
4. 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 consideration of a fee.

212. USE OF MESS FACILITIES

1. Members may request the permission of the PMC (through the Mess Manager) to entertain privately using one or more rooms in the Mess. Permission should be requested in writing at least ten (10) working days prior to the proposed date of the function. The Member concerned shall be held financially responsible for any expense

incurred by the Mess in connection with private entertainment, as determined by the PMC.

2. On occasion, Garrison COS or others may wish to use Mess facilities for Mess Dinners, luncheons or other special functions. All such requests shall be submitted to the Mess Manager to ensure that all necessary arrangements may be coordinated.

3. That portion of the cost of a Mess Dinner, luncheon or similar function that is borne by the Members shall be shared equally by those attending.

4. Associations or similar service-affiliate organizations wishing to use the Mess facilities for private functions shall request such facilities in writing according to direction provided in paragraph 1 above.

213. SUGGESTIONS AND COMPLAINTS

1. Any suggestions or complaints regarding the management or operation of the Mess shall be made in writing in the suggestion book held at the main bar. Any suggestions or complaints regarding the Mess staff, or are of a confidential nature, shall be made directly to the PMC or Mess Manager in writing. The PMC or his/her delegated representative shall respond to the complaint or observation within 48 hours of its having been written in the book.

2. No Member, except the PMC or a delegated representative may censure or give orders to any one of the Mess staff with respect to the duties of the Mess staff. However, this does not preclude Ordinary Members from correcting one of the Mess staff for obvious breaches of discipline or conduct, or to correct a serious or potentially embarrassing situation. If this should occur, the Member will inform the PMC and/or the Mess Manager

214. DISCIPLINE AND MESS CONDUCT

1. Every Member of the Mess shall be personally responsible for the conduct and the proper observance of Mess regulations and customs while in the Mess.

2. The PMC shall be responsible to the Garrison Sergeant Major for the maintenance of Mess discipline and the observance of Mess regulations. In the absence of the PMC or VPMC, the senior Member present in the Mess shall be responsible for Mess discipline and the observance of Mess regulations.

3. Reprehensible conduct or other abuse of Mess privileges by a Member may result in disciplinary and or administrative action.

4. The PMC may, with approval of the Garrison Sergeant Major, impose restricted privileges on any Member for misconduct or for an infraction of any Mess order of instruction. In each instance, a report shall be made to the Garrison Sergeant Major.

5. A Member who invites guests to the Mess shall be responsible for the conduct, dress, and financial obligation of those guests.

215. MESS STAFF

1. The Mess staff will consist of the Mess Manager and Bar staff. In addition, the Food Services staff are not part of the Mess Staff but are there to help support the Mess as per the Garrison COS direction.

2. Mess staff shall comply with the rules laid down by the Mess Committee and appropriate regulations with respect to their dress, conduct, and deportment.

3. Mess staff will not consume intoxicants while on duty in the Mess.

4. The Duties and Responsibilities of the Mess Manager are attached as Annex B to these By-Laws.

216. DRESS

1. The Junior Ranks Mess Dress Code is attached as Annex D to these By-Laws.

2. Dress in the Mess shall be as determined by the Mess Committee and approved by the Garrison COS. Dress regulations shall be posted in the Mess. Any changes to dress regulations will be brought to the prompt attention of all Mess members.

3. During duty hours, Members may wear the dress of the day.

4. Sports clothing may be worn during a planned sports event in the lounge area. This privilege is limited to the evening after the conclusion of the sport concerned or for designated functions (e.g. sports night).

217. ANIMALS

1. Animals shall not be brought into the Mess with the exception of personal assistance dogs for handicapped guests.

218. GUESTS

1. An official guest is a visitor to the Mess, officially invited by the Mess, and is distinct from persons calling on a Member or attending as a guest of a Member. Unofficial guests are the responsibility of the Member who hosts the guests.
2. The Garrison Sergeant Major or PMC shall indicate those considered as official Mess guests. It is the duty of all Members to ensure that such guests are suitably hosted.
3. The PMC's chit shall be utilized for any expenditure incurred in the entertainment of official Mess guests. The cost of such entertainment shall be borne by Mess funds. Members authorized to make entries on the PMC's chit shall be made known to the bar staff, in writing, by the PMC. The annual expenditure limit is not to exceed that which is voted on by the Mess Membership.
4. Members may entertain guests in the Mess during regular hours or as approved until closing unless otherwise directed. Members sponsoring guests will be responsible for their behaviour, dress, decorum, and entertainment.
5. At no time will escorted guests be permitted in the Mess during closed Mess functions unless prior permission is received from the PMC or Garrison COS. In these instances guests may be provided with food at normal prices.
6. Members sponsoring a Mess guest will request that the Guest Book be signed by the guest upon entering the Mess.

219. MESS DINNER PROCEDURE

1. The procedures and protocol required at a Mess Dinner will be in accordance with the PSP Policy Manual. The Garrison Sergeant Major may publish additional practices in these By-Laws to amplify or further define the policy in the PSP Policy Manual.

DUTIES AND RESPONSIBILITIES OF THE MESS COMMITTEE

PRESIDENT OF THE MESS COMMITTEE (PMC)

1. The office of the PMC shall be filled by advancement of the Vice PMC (VPMC).
2. The PMC is responsible to the Garrison COS and normally has a tenure of office for a minimum of 1 year.
3. The PMC and VPMC are appointed by the Garrison Sergeant Major.

DUTIES AND RESPONSIBILITIES

4. The PMC shall be responsible for:
 - a. The efficient administration and management of the Mess, excluding those dining room and kitchen responsibilities assigned to the Officer Commanding Logistics Support Company.
 - b. In consultation with the Garrison Sergeant Major, the appointment or replacement of any Member of the Committee or Subcommittee who may become unavailable for service;
 - c. The issuing of appropriate orders and instructions to Members of Committees and Mess staff;
 - d. The signing of Minutes of General Mess Meetings and Committee Meetings and presentation of Minutes for the approval of the Garrison COS.
 - e. Supervising the preparation of the Agenda for General Mess Meetings and Committee Meetings;
 - f. The issuance of a Mess Constitution and By-Laws;
 - g. Ensuring that a Statement of Duties exists for all Members of the Mess Committee;

- h. Calling of Mess Committee Meetings and General Mess Meetings and presiding at these meetings; and
- i. Security and reporting of unpaid Mess bills.

VICE PRESIDENT OF THE MESS COMMITTEE

- 1. The VPMC shall be appointed by the Garrison Sergeant Major.
- 2. The term of office shall normally be a minimum of 1 year, followed by advancement to the office of PMC.

DUTIES AND RESPONSIBILITIES

- 3. The VPMC is responsible for:
 - a. Assisting the PMC as required, including reporting to the PMC and being responsible for the activities of:
 - (1) The Housing Rep;
 - (2) The Membership Rep;
 - (3) The Bars O; and
 - (4) The Advertising Rep.
 - b. Perform the duties of the PMC during the PMC's absence, including financial signing authority;
 - c. Preparation of long and short range mess improvement programs, to include:
 - (1) Submission of work orders decided upon by the Mess Executive;
 - (2) Maintaining a working list of repairs to be completed;
 - (3) Guidance to various reps for improvements;
 - (4) Monitoring timely completion of improvements.
 - d. Supervise the Housing Officer and Mess furniture and effects accounts;
 - e. Monitor Mess functions.

SECRETARY

1. The Mess Secretary shall be elected at a General Mess Meeting.
2. The term of office shall normally be twelve (12) months and a replacement is selected at a General Mess Meeting..

DUTIES AND RESPONSIBILITIES

2. The Mess Secretary is responsible to the PMC for:
 - a. The conduct and coordination of all Mess correspondence, including distribution of regular PMC letters;
 - b. The recording, signing, and distribution of Minutes of General Mess Meetings and Committee Meetings;
 - c. The preparation and posting of the Agenda for General Mess Meetings;
 - d. Ensuring the Constitution and By-Laws are kept up to date at all times;
 - e. Maintaining an efficient filing system for Mess correspondence;
 - f. Assisting in the preparation of correspondence for Mess dinners and other formal functions and the checking of guest lists and seating arrangements, in conjunction with the OPI and the Mess Manager ; and
 - h. Such other duties as assigned by the PMC or VPMC.

FINANCIAL OFFICER

1. The Financial Adviser is responsible to the PMC. He is appointed by the Sergeant Major for an indefinite term of office.

DUTIES AND RESPONSIBILITIES

2. The duties of the Financial Officer are:
 - a. Assist in the preparation of the Annual Budget;
 - b. Monitor financial results in comparison with the Annual Budget;

- c. Prepare, present and interpret financial statements and advising the PMC on the financial condition of the Mess;
- d. Ensure that the Mess Committee is aware of the financial implications of any decision; and
- e. Perform such other duties as may be assigned by the PMC or VPMC.

BAR OFFICER

- 1. The Bar Officer shall be elected at a General Mess Meeting.
- 2. The term of office shall normally be twelve (12) months and a replacement is selected at a General Mess Meeting.

DUTIES AND REPOSIBILITIES

- 3. The Bar Officer is responsible to the VPMC. The duties of the Bar Member are to:
 - a. Ensure that goods and services available in the Mess reflect the wishes of the Membership;
 - b. Ensure prices are frequently reviewed, profit recognized, and profit margins maintained;
 - c. Liaise directly with the Mess Manager and PMC on the procurement of operational equipment and saleable stock items for the Mess;
 - d. To follow up on all complaints or suggestions made by Members of the Mess in regards to their desires for various types or brands of liquors, wines, soft drinks, chips, peanuts, etc. which are sold in the Mess;
 - e. Perform such other duties as may be assigned by the PMC or VPMC as outlined in appropriate regulations; and

HOUSING REP

- 1. The Housing Officer shall be elected at a General Mess Meeting.
- 2. The term of office shall normally be twelve (12) months and a replacement is selected at a General Mess Meeting.

DUTIES AND RESPONSIBILITIES

1. The Housing Officer is responsible to the VPMC. The Public Funds duties of the Housing Officer are:

- a. Advise the Mess Manager concerning work requests, and monitor their progress until completed;
- b. Account for all equipment and items of a Construction Engineering (CE) nature, both public and non-public, including aspects of serviceability, maintenance, and replacement;
- c. Report any loss or damage to the building or equipment and coordinate any involvement in follow-up investigations, recommendations, or implementation of changes in policy that may result;
- d. Act as the Security Officer for the Mess, ensuring the Mess security orders are adhered to by Members, and that Mess building security is done in accordance with Wainwright security regulations;
- e. Perform such other duties as may be assigned by the PMC or VPMC.

4. The Non-Public Funds duties of the Housing Officer are:

- a. With the Mess Manager perform semi-annual verifications of the Non-Public furniture account;
- b. Affect repair of non-serviceable material in a timely fashion;
- c. Investigate any losses or damages incurred and advise the PMC of his/her findings; and
- d. Action requests by the PMC with respect to the NPF furniture account.

CHAIRPERSON OF THE ENTERTAINMENT SUBCOMMITTEE

1. The Chairperson of the Entertainment Subcommittee shall be appointed by the PMC from among the Entertainment Representatives. This member plus the Entertainment Representatives, the Mess Manager and the Sports Officer shall compose the Entertainment Subcommittee.

2. The term of office of Chairperson shall normally be twelve (12) months.
3. Entertainment events, including sports, will be planned by the Subcommittee and shall be implemented either by the Subcommittee or with the help of a work party of Ordinary Members.
4. The Entertainment Chairperson will notify the work parties of planned events, which they will be requested to organize. Mess Members may be requested to coordinate specific events. They will be required to appoint a Coordinator who will attend the Entertainment Subcommittee meetings to brief its Members on the tasking and to report on its progress during the planning and implementation phases.

DUTIES AND RESPONSIBILITIES

5. The Entertainment Chairperson is responsible to the PMC. The duties of the Entertainment Chairperson are to:
 - a. Budget preparation for the Annual Entertainment Schedule;
 - b. Plan and implement entertainment and social functions within the authorized budget;
 - c. Provide direction, advice, and assistance to a work party;
 - d. Maintain accurate costs for all functions;
 - e. Ensure all Mess Members are advised through the Advertisement Rep of all upcoming events via all or a sufficient combination of the following media to ensure sufficient participation: newspaper, Mess bill flyers, flyers directed to individuals, notices in the Mess, and letters to units. Notices should give sufficient lead-time to allow for social calendar planning by Members;
 - f. Provide after action reports and follow up on functions to ensure maximum enjoyment by as many Mess Members as possible;
 - g. Ensure the proper control of revenues from entertainment and that the funds are turned in promptly to the Mess Manager; and
 - h. Perform such other duties as assigned by the PMC/VPKC.
 - i.

MEMBERS OF THE ENTERTAINMENT SUBCOMMITTEE

1. The Members of the Entertainment Subcommittee shall be the Entertainment Representatives plus the Mess Manager and the Sports Officer.
2. The term of office shall normally be twelve (12) months.

DUTIES AND RESPONSIBILITIES

3. Organize and run assigned events.
4. Be prepared to assist other Entertainment Representatives in conducting events.

MEMBERSHIP REP

1. The term of office shall normally be twelve (12) months and the replacement normally elected by the General Mess Meeting.

DUTIES AND RESPONSIBILITIES

2. The Membership Representative is responsible to the VPMC. The duties of the Membership Representative are:
 - a. Coordinate and account for all departure gifts;
 - b. Coordinate and account for all gifts for the Members as specified in the Constitution;
 - c. Ensure the Adjutants or OCs of each Unit represented at Garrison Wainwright are aware of the reporting procedures for members deserving Tokens of Sympathy or Gifts as specified in the Constitution; and
 - d. Perform such other duties as may be assigned by the PMC or VPMC.

SPORTS OFFICER

1. The term of office shall normally be twelve (12) months and the replacement normally elected by the General Mess Meeting.

DUTIES AND RESPONSIBILITIES

1. The Sports Officer is responsible to the PMC. The duties of the Sports Officer are to:

- a. Coordinate and run all sporting events associated with the Mess; and
- b. Perform such other duties as may be assigned by the PMC or VPMC.

ADVERTISEMENT REP

- 1. The Advertisement Rep shall be elected at a General Mess Meeting.
- 2. The term of office shall normally be twelve (12) months and a replacement is selected at a general mess meeting.
- 3. The individual selected should have some skill with the facebook social media application.

DUTIES AND RESPONSIBILITIES

- 1. The Advertisement Rep is responsible for maintaining the event calendar on facebook at least 2 months out, including:
 - a. TGIT, Mess Exec and General Mess Meetings, Coffee and menus;
 - b. Posting advertisements for super TGITs and directing attendees to further information; and
 - c. Ensuring the outlook Mess Calendar is maintained at least 2 months out.

DUTIES AND RESPONSIBILITIES OF THE MESS MANAGER

MESS MANAGER

1. The Mess Manager is a Director General Personnel and Family Support Services (DGPFS) civilian employee who is responsible to the Senior Mess Manager and responsive to the PMC. He/She performs his/her duties as per the appropriate Work Description.

SUMMARY OF JOB RESPONSIBILITIES

2. The Mess Manager is responsible for the daily operation of the bar, and assists in his/her advisory capacity the PMC and Mess Committee in all other aspects of the operation of the Junior Ranks Mess. He/She is the liaison between all parties involved: i.e., Non Public Fund Accounting, the Mess Administration Office, Mess Members, Suppliers, Entertainers, and so on.

PRIMARY RESPONSIBILITIES

3. The duties of the Mess Manager are:
- a. Supervise the overall training of the bartenders and any NPF staff hired to support Mess functions;
 - b. Ensure that all bills encumbered by the Mess are prepared for payment in a prompt fashion, in conjunction with the Mess Administration Assistant;
 - c. Advise the PMC or other Members on the Mess Committee on regulations directly affecting their duties within the Mess;
 - d. Act as an advisor and ex-officio on the Mess Committee Meetings;
 - e. In his/her capacity as the Mess Manager, act as the Senior Steward in the management of Mess functions,
 - f. NPF Accounting completes the Mess spread sheets for each fiscal month. The Mess Administrator produces the Mess bills, and with the Mess Manager ensures that the Mess bills and the monthly PMC newsletters are mailed promptly to all Members of the Mess. Further to this, the Mess

Administrator and Mess Manager accept payment and issue receipts for the payments of Mess bills;

- g. Assist in and advise the Secretary on the maintenance and safekeeping of accounts, records, and files for the Mess;
 - h. Assist the PMC, VPMC, Financial Officer, Entertainment Chair, and Sports Officer with the annual preparation of the fiscal year budget;
 - i. Monitor the current fiscal year budget and ensure that the daily Mess operations are maintained within the approved budget;
 - j. Prepare the recap and attendance sheets for all functions and submit them to the PMC for approval;
 - k. Conduct periodic inspections of the Mess with the Housing Rep and ensure normal maintenance is conducted in the Mess;
 - l. Coordinate all cleaning requirements with the cleaning staff for the Mess;
 - m. Update the PMC on outstanding/delinquent Mess bills;
 - n. Conduct daily liaison with the NPF staff with regard to any administrative matters for the Mess;
 - o. In conjunction with the Advertising Rep and Secretary, handle all Mess correspondence as directed and maintain an appropriate filing system;
 - p. In conjunction with the Housing Rep, maintain the current NPF and Public DA account for the Mess, as well as the Memorabilia Inventory; and
 - q. Maintain a master copy of the Mess Constitution and By-Laws for the Mess, as well as General Mess Meeting Minutes and Mess Committee Meeting Minutes. All original documents will be kept in the Mess Administration Office.
4. Other duties include:
- a. Organize working staff, schedule work, train and supervise employees, provide policy interpretation, ensure that proper practice and procedures are implemented, and discuss performance with employees and employer;

- b. Ensure the efficient operation of the bar through the continuous monitoring of activities and by carrying out regular inspections;
- c. Be accountable for all bar inventories and cash;
- d. Carry out stock checks to ensure that adequate supplies are on hand at all times and place orders;
- e. Receive, inspect, and verify deliveries prior to signing for bar stock;
- f. Write merchandise requisitions for transfers to other outlets;
- g. Complete weekly sales reports;
- h. Process invoices and purchase orders as required;
- i. Receive customer complaints;
- j. Ensure the maintenance of a clean and orderly bar;
- k. Ensure that there is sufficient denomination of bills and coins available for giving change;
- l. Enforce fire, safety, and sanitation regulations;
- m. Carry out periodic inspection of bar and recommend maintenance or replacement; and
- n. Any other tasks assigned by the PMC or Senior Manager PSP.

CONDUCTING A MESS MEETING

INTRODUCTION

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 upon the will of the majority of the Members.
2. Detailed procedures for Mess meetings are detailed in the PSP Policy Manual. This publication should be consulted for greater detail than the summarized information below.

ATTENDANCE

3. All Members who are in the Wainwright location at the time of a Mess meeting will attend unless excused by the Garrison Sergeant Major or the PMC.

QUORUM

4. A General Mess Meeting or Extraordinary Meeting shall not be valid or competent unless a quorum is present. A meeting composed of not less than 50 percent of available Ordinary Members shall normally constitute a quorum. However, where the exigencies of the service dictate otherwise, the Garrison Sergeant Major, or in his/her absence the PMC, may authorize the percentage of Members present to provide a quorum.

CHAIRPERSON RESPONSIBILITIES

5. Mess meetings shall be chaired by the PMC, or the VPMC in the PMC's absence. The chairperson shall ensure:
 - a. The Mess meeting is conducted in accordance with parliamentary procedure;
 - b. Each Member has an opportunity to express his/her views, but is not allowed to abuse this right by being repetitious;
 - c. All remarks are addressed to the Chair, and not directly discussed by two or more Members; and

- d. Only one speaker has the floor at a time.

AGENDA

- 6. The approved Agenda for a General Mess Meeting shall be posted in the Mess at least two working days before the time of the Mess Meeting.

ORDER OF BUSINESS

- 7. The following shall be the normal order of business at a General Mess Meeting:

- a. Call to Order;
- b. Reading of the Minutes (the Minutes of the previous meeting may be distributed to all Members before the meeting and the formal reading disposed with);
- c. Approval of Minutes;
- d. Reports of the PMC and Financial Officer;
- e. Reports of Subcommittees;
- f. Old Business – arising out of the Minutes of the previous meetings;
- g. New Business; and
- h. Adjournment.

- 8. If a subject of major importance, or a proposal which requires study, is to be introduced as New Business, it is normal to require prior notice of four working days to enable the Committee to prepare relevant information and for Members to formulate opinions and prepare questions they might wish to ask.

MOTIONS

- 9. A motion is a proposal that the Mess take action, or that it expresses itself as holding certain opinions. A motion may be made by any Ordinary Member of the Mess except the PMC. To make a motion, a Member first obtains recognition from the PMC by standing and waiting until acknowledged. It is 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 proposer if the wording is correct.

SECONDING A MOTION

10. A motion must be seconded before it may be considered. If no seconding is forthcoming, the PMC says, "the motion cannot be considered," and proceeds with business as before.

LEGALITY OF MOTION

11. No motion is in order which conflicts with the avowed object or purpose of the Mess, or concerns a subject over which the Mess has no jurisdiction.

12. When a motion has been made, the PMC will consider it to determine if it is in order for discussion by the meeting. This may be done before, or after, it is seconded. If the PMC considers a motion in order, it will be repeated to the meeting and discussion invited. If the PMC considers a motion not in order, it will be ruled out of order and the Member 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, order, 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 a vote of the Members present.

DELETING A MOTION

13. Unless ruled out of order by the PMC, a motion when moved, seconded, and stated by the PMC becomes a subject for discussion and decision. A motion once made and seconded cannot be withdrawn or ignored, except when the original mover asks for permission from the meeting that it so be done.

VOTING

14. All motions are decided by majority vote of the Ordinary Members present by a show of hands. This is interpreted to mean more than half of the votes cast, ignoring Members who do not vote. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so. Equal votes defeat a motion. The PMC may exercise his/her own vote as a Member, but as a general rule will refrain from doing so. Except for voting as an Ordinary Member, the PMC does **not** have an extra or casting vote in the event of a tie. Note: E voting and virtual Mess meetings are

permitted for General and Emergency Mess meetings. The voting result must be attached with the mess minutes for approval.

MAIN MOTION

15. A main motion is one which introduces a subject to the Meeting. It is debatable and amendable – that is to say, the opinion of those also present may be expressed in regard to it, not only by their votes, but also by their words. It is quite proper for any Member in favour of a motion to present all the arguments he/she can think of, as persuasively as possible, in an attempt to influence undecided Members. Opponents have the same privilege. Only the PMC must remain absolutely impartial.

SECONDARY MOTION

16. In most instances, a main motion will be proposed, seconded, discussed and voted upon without any 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 upon, or other circumstances may occur which make a vote on the main motion advisable. The questions and circumstances are referred to as secondary motions and may take the form of:

- a. An amendment to the original motion, or an amendment to an amendment; and
- b. A motion to:
 - (1) defer the subject of the original motion temporarily or indefinitely;
 - (2) refer the subject of the original motion for further study; and
 - (3) limit the time for debate of a motion.

NOMINATIONS

17. Nominations at a Mess Meeting are normally made from the floor. A seconder is required. If nominations are proposed by a Nomination Committee, additional nominations can be made from the floor. The PMC will attempt to obtain at least one nomination for each vacancy to be filled. Before closing nominations, the PMC should inquire if there are any further nominations; if there is no response, the PMC may declare nominations closed. But if nominations are to be closed on a motion from the floor, instead of by the PMC, such a motion is not in order until a reasonable time has been given. Except for nominations by acclamation, personnel nominated for a position

will be invited to leave the Meeting during a deciding vote. The appointment of an individual will be by majority vote and with the concurrence of the Garrison Sergeant Major.

SAMPLE FORMAT OF MINUTES

Minutes should not only portray the decisions of the Mess but should provide for ready reference of decisions. The following format allows for this.

Wainwright Junior Ranks' Mess

5545-3 (Secy)

Date

Distr List

WAINWRIGHT JUNIOR RANKS' MESS
MESS GENERAL MEETING HELD IN THE
JUNIOR RANKS' MESS AT 1500 HRS *Date of Meeting*

In Attendance:

Chairperson: *Rank, Name & Initials*, PMC

Members: *Rank, Name & Initials*, VPMC

Rank, Name & Initials, Secretary

Rank, Name & Initials, Bar O

Rank, Name & Initials, Sports O

Rank, Name & Initials, Housing Rep

Rank, Name & Initials, Entertainment Rep

Rank, Name & Initials,

Ex-Officio:

Rank, Name & Initials, Financial Officer

Rank, Name & Initials, Mess Manager

Rank, Name & Initials, Garrison Sergeant Major

Absent:

Rank, Name & Initials, Membership Rep

INTRODUCTORY REMARKS

1. This should include the time the Meeting was called to order and should indicate the number of Members present in order to establish that there was a quorum. There being a quorum present, the PMC called the meeting to order at hrs.

DISCUSSION

ACTION BY

MINUTES OF PREVIOUS MEETING

2. Adoption of Minutes of a General Mess Meeting requires a formal motion and vote.

This column is reserved to indicate the assignment of responsibility by appointment, opposite each discussion item. If no action is required, the phrase "None Required" shall be recorded.

3. The correct way to state whether a motion was carried - the term CARRIED, NOT CARRIED or DEFEATED is appropriate.

FINANCIAL REPORT

4. If a formal statement is presented, a motion of acceptance is required. This statement should be attached to the Minutes.

INTRODUCTION OF NEW MEMBERS

5. Section 2ICs are given the opportunity to introduce to the Membership any new Members within their section who have joined the Mess since the last General Mess Meeting.

DISCUSSION

ACTION BY

CORRESPONDENCE

6. Correspondence received since the last meeting is normally introduced here.

PMC'S REPORT

7. As required.

COMMITTEE REPORTS

8. **Committee Name**. This heading is a convenient way to include reports on ongoing business from the various Committee Members. **All** Committee Members should be listed including a summary of their reports, or a statement of "Nil Report".

OLD BUSINESS

9. This will frequently form the bulk of the Minutes. It includes subjects discussed at a previous Meeting. Topics should be introduced with a reference to where the subject last appeared in Minutes, as illustrated in the next paragraph.

10. **Spring Ball**. (Paragraph 9 of Minutes dated 4 May 89.)

NEW BUSINESS

11. To be used as required. Other main headings may be introduced but most items of business will fall under one of the headings used here.

ANNOUNCEMENTS

12. General announcements may be made at this time by any Member.

DISCUSSION

ADJOURNMENT

14. This should include a motion of adjournment, time of adjournment, and whenever possible, an indication of the time and place of the next meeting.

Initials & Name
Rank
PMC
Local

Initials & Name
Rank
Secretary
Local

Financial Adviser's Comments

PSP Manager's Comments

Initials & Name
Rank
Financial Officer
Local

Initials & Name
PSP Manager
Local

APPROVED/NOT APPROVED

Initials & Name
Rank
Base Commander

Distribution List

Members of the Mess Executive Committee
Wainwright Junior Ranks' Mess Notice Board
Mess Manager
NPF Accounting Manager
Central Registry (for PA)
N:\GARRISONASU\PSP\Messes\Jr Ranks

ANNEXES

Annex A: Financial Report as at date
Annex B: Budget for Fiscal Year

Attachments:

Annex A Financial Report

Dist List

Committee Members
CO/DCO
Notice Board (2)
File 5545-3
Mess Manager

Annex D
Wainwright Junior Ranks' Mess Bylaws

DRESS CODE

	Gentlemen	Ladies
Formal Minimum standard required	Mess Kit Tuxedo Dinner Jacket Dark Business Suit	Evening Gown Cocktail Dress
Semi-Formal Minimum standard required	Casual Suit with Tie Sport Jacket with Tie or Sport Jacket with Turtleneck Sweater	Ladies may wear a mode of dress within the fashion and of a parallel standard to that of the gentlemen
Casual Minimum standard required	Collared Shirt with Sleeves (e.g., golf shirt) Sweater with Sleeves Dress slacks Presentable Footwear (no running shoes) OR Dress approved by the PMC for a Special Function	Ladies may wear a mode of dress within the fashion and of a parallel standard to that of the gentlemen OR Dress approved by the PMC for a Special Function
Relaxed Minimum standard required	Denim Slacks (must be clean, hemmed, without patches or holes, and presentable in appearance) Dress Shorts (must be conservative in length and style) Collared Shirts with Sleeves (not to be confused with PT, hunting or work apparel) Footwear must be clean and presentable; Running Shoes are allowed. Tank Tops with shoulder straps no less than 1"	Denim Slacks (must be clean, hemmed, without patches or holes, and presentable in appearance) Dress Shorts or Skirts (must be conservative in length and style) Blouses with Sleeves (not to be confused with PT, hunting or work apparel) Footwear must be clean and presentable; Running Shoes are allowed Tank Tops with shoulder straps no less than 1"
Note: When no function is taking place, jeans may be worn in all areas of the Mess. During a function, however, this dress is restricted to the back deck and the non-lounge bar area only.		

