

Canadian Forces Base Wainwright



Combined Mess Constitution and By-Laws

The CFB Wainwright Officers, Warrants and Sgts 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 Wainwright Officers, Warrants and Sgts Mess. The Base Deputy Commander exercises technical control of the daily operation of the establishment.

This Constitution and By-Laws, approved by a General Mess Meeting on 20 March 2025, is the first issued for this establishment.

B.J Churney
Lieutenant-Colonel
Base Commander

Approved at General Mess Meeting on 20 Mar 25

RECORD OF AMENDMENTS

AMENDMENT	ENTERED BY	DATE ENTERED

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WAINWRIGHT OFFICERS, WARRANTS AND SGTS MESS CONSTITUTION

101. NAME

1. The Wainwright Officers, Warrants and Sgts Mess, hereinafter referred to as “the Mess”, consists of Building 16, Garrison Wainwright, and such buildings as may be authorized by the CFB Wainwright Base Commander.

102. AUTHORITY FOR ESTABLISHMENT AND OPERATION

1. The Mess is established under authority of QR&O 27.01 and PSP POLICY MANUAL CHAPTER 9-1. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Forces detailed in , and A-PS-110-001/AG 002 Public Support to Morale and Welfare Programs and Non-Public Property, Base Standing Orders 1706 and 1707 (as in place), together with the instructions contained in this Constitution, and the By- Laws, which amplify it. CFB Wainwright Base Commander is the Commanding Officer of the Mess and has delegated his authority to the Base Deputy Commander, 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 Associates Member Rep) 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 jointly by the Base Deputy Commander and Base Sergeant-Major.

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

- a. President of the Mess Committee (PMC);
- b. Vice President of the Mess Committee (VPMC);
- c. Mess Secretary;
- d. Treasurer;
- e. Housing Representative;
- f. Chair of Entertainment Committee;
- g. Entertainment Representatives;
- h. Living-In Representative;
- i. Associate Members Representative;
- j. Sports Representative; and
- k. Membership Representative.

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. **Base Commander and Base Sergeant-Major**. The Base Commander and Base Sergeant-Major will act in an advisory capacity to the Mess Committee, and as ex-officio members;
- b. **Mess Manager**. The Mess Manager is responsible to the Sr Manager PSP. They're also responsive 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 PSP POLICY MANUAL CHAPTER 9-1 Sec 7 Table 9-4-7, and a summary is attached as Annex B to this Constitution; and
- c. **Unit Representatives**. The Unit Representatives are invited to audit executive committee meetings by exception. They are not allowed to vote; however, they may present specific unit concerns such as block leave, exercise dates, or unit activities at the Mess.

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. 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. 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.

2. **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 available Ordinary Members shall normally constitute a quorum; however, where the exigencies of the service dictate otherwise, the Base Deputy Commander, Base Sergeant-Major, or in their absences, may authorize the percentage of Members present to constitute a quorum.

3. Meetings shall be held as follows:

- a. Mess Committee Meetings. Normally monthly (or as required);
- b. General Mess Meetings. Semi-annually; and
- c. Extraordinary Mess Meetings. may be convened at the request of:
 - (1) The Base Commander;
 - (2) The Base Sergeant-Major;

- (3) The PMC; or
 - (4) At the signed request of 25 percent of Ordinary Members.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. The time and place of General Mess Meetings, together with a copy of the Agenda, will be

distributed to all Members at least two days prior to the meeting.

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 distributed to the membership at least two 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 Base Deputy Commander and Base Sergeant-Major 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 electronic access to a current copy. Any Member may obtain a copy of the Constitution by written request to the PMC or by accessing a current copy on the Canadian Forces Morale and Welfare Services (CFMWS) website.

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.

WAINWRIGHT OFFICERS, WARRANTS AND SGTS 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.

202. MEMBERSHIP

1. **Ordinary Members.** Ordinary Members shall comprise of:
 - a. All Senior Non-commission Officers, Warrant Officers, Officers, and Officer Cadets (or equivalent) of the Canadian Armed Forces while on strength of a unit served by the Mess including personnel on the establishment, the holding list, and or carried supernumerary, or attached to such a unit for a period in excess of 14 days;
 - b. Senior Non-commission Officers, Warrant Officers, Officers, and Officer Cadets (or equivalent) of the forces of other countries while employed or at a unit served by the Mess; and
 - c. Senior Non-commission Officers, Warrant Officers, Officers, and Officer Cadets (or equivalent) of the Canadian Armed Forces or forces of other countries serving in the vicinity may, at the discretion of the Base Sergeant-Major for Senior Non-commission Officers and Warrant Officers (or equivalent), or the discretion of Base Deputy Commander, for Officers and Officer Cadets (or equivalent), become Ordinary Members.
 - d. If a Member is posted but is remotely working in Wainwright and wishes to remain a member of the Wainwright Officers, Warrants and Sgts Mess, the Member will need to contact the gaining Mess for permission to cease dues at the gaining Mess and instead

pay dues at the Mess nearest the location to which they physically work. The member will need to draft a memo to the CO of the gaining base requesting approval. Once approved, the Member can provide the approval memos from the gaining Mess and CO to the Wainwright Mess Admin Office to continue dues and membership. If the request is denied, the member must pay dues at both Messes to be a Member at the gaining Mess and the Wainwright Officers, Warrants and Sgts Mess.

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 Senior Non-commission Officers, Warrant Officers, officers, and officer cadets of the Canadian Armed Forces and visiting Senior Non-Commission Officers, Warrant Officers, officers, and officer cadets from Allied Nations are entitled to all the privileges of Ordinary Members, except for:

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

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

- a. Retired members who were honourably released from the Canadian Armed Forces and on retirement that were Members of the Officers' Mess or Members of a Warrants' and Sergeants' Mess;
- b. Any such other person may be admitted to membership for a term not exceeding one year, without prejudice to renewal thereof for further one year terms, and upon the recommendation of the mess committee, the majority vote of those present at a general

mess meeting and the approval of the Base Deputy Commander and Base Sergeant-Major;

- c. 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 Senior Non-Commissioned Officers, Warrant Officers, or Officers (or equivalent) of Regular component of the Canadian Armed Forces who are not Ordinary Members of the Mess;
- b. 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 Committee and approval of the Base Deputy Commander and Base Sergeant-Major;
- c. The Mess may honour a retiring or retired member by granting an honorary lifetime membership, valid only in the mess granting the membership upon recommendation of the Mess Committee and approval of the Base Deputy Commander and Base Sergeant-Major.
- d. Terms of Membership. 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
- e. The term of Honorary Membership for retiring Ordinary Members will be for a period of one year commencing the first day of retirement leave.

6. **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, the Base Commander or the Base Sergeant-Major.

7. **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 Base Deputy Commander and Base Sergeant-Major.

8. 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.

9. The PMC shall take the following action:

- a. Determine the eligibility of the candidate in accordance with existing regulations and wishes of the Base Deputy Commander and Base Sergeant-Major;
- b. Place the application and biographical sketch on the Mess notice board and distribute electronically 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.

10. The Membership Representative 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.

11. **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.

12. **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, Base Deputy Commander and Base Sergeant-Major;

- c. Inform the sponsor and the candidate of the decision from the PMC, Base Deputy Commander and Base Sergeant-Major regarding the Associate or Honorary Member; and
- d. 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 of Mess Committee members are set out in Annex A to these By-Laws and will be signed off by the member upon taking the role
- 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 Entertainment Representatives, the Mess Manager and a Representative from the Associate Membership, shall compose the Subcommittee along with other Members of the Mess.
- 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 Base Deputy Commander 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 Base Deputy Commander, 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 CFB Wainwright) or attending the entertainment for which the Member is being assessed.
- 2. Subscriptions for Honorary Members will not be charged, but Honorary Members may be charged additional entry for functions which they attend.
- 3. Mess subscriptions and assessments will be charged and prorated on a daily basis for periods less than a month.

4. When visiting Senior Non-Commissioned Officers, Warrant Officers, Officers, Officer Cadets, 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 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. Members will receive further communication from the Mess Administration Office for any additional steps that may need to be taken before the completion of Clearance cards.

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. Bar cards are permitted for use by the PMC, VPMC, Entertainment Chairperson (or other mess executive committee positions, as budgeted and approved by the mess membership at a General Mess Meeting) and officially approved by the Base Commander or Unit CO. Bar card holders must use the bar cards in accordance with the CFMWS Letter 7331-1 19 April, 2022. The following guidance shall be adhered to:
 - (1) Bar cards are to supply complimentary beverages to official mess guest(s) for that function, (i.e. Guest of Honour at a Mess Dinner, Dignitaries, VIP Guest Speakers, etc.);
 - (2) The host may only charge reasonable personal use to the card while actively hosting the guest(s);
 - (3) Unauthorized use of a bar card will be the financial responsibility of the individual assigned the card; and
 - (4) In all cases, at no time should a bar card be used to allow a mess member or

guest to become intoxicated.

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 three thousand dollars (\$3000.00) for any one item or project. The PMC is empowered to spend monies of the Mess not exceeding one thousand dollars (\$1000.00) 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.

d. Mess expenditures of a capital or non-recurring nature exceeding three thousand dollars (3,000) 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 Base Deputy Commander.

e. 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 Base Sergeant-Major; and
- (3) The approval of Base Deputy Commander.

2. Tokens of Sympathy

a. 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;

b. 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:

- (1) A Member;
- (2) Member's spouse;
- (3) Member's child;
- (4) Member's next of kin;

- (5) Member's parents; or
- (6) Others at the discretion of the Mess Committee.
- c. The cost of tokens shall normally not exceed \$75.00 and shall be paid from Mess Gift Funds.
- d. Members of the Mess and spouses of Members of the Mess may be sent flowers or gift up to \$50 in value while in the hospital.
- e. The Adjutant or RSM of a unit or OC or CSM of a sub-unit will notify the VPMC and Membership Representative when a Member of their Unit is deserving of a Token of Sympathy.

3. Gifts

- a. Members who marry during their tour in Wainwright will be presented with an appropriate gift with a value not to exceed \$75.00 from the Mess.
- b. A Member or a Member's spouse who gives birth during their tour in Wainwright will be presented with a suitable bouquet or gift certificate not to exceed a value of \$75.00 per child.
- c. Gifts will be presented to Ordinary Members who have served a minimum of twelve (12) months, upon departure from the Mess. The cost of a Member's departure gift will not exceed \$75.00.
- d. A suitable gift with an approximate cost of \$25.00 will be presented to a retiring Member's spouse/partner.
- e. The costs of such gifts and mementos shall be borne by Ordinary Members through the gift fund in accordance with **Article 205**.
- f. The Adjutant or RSM of a Unit or OC or CSM of a sub-unit will notify the VPMC and Membership Rep when a Member of their Unit is deserving of a Gift.

4. Mess Staff Wages

- a. 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 their 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 Manager in accordance with the maintenance of a profit margin set out by CFMWS and recommendations given by the PMC.
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 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 Base Sergeant-Major and approved by the Base Deputy Commander. Regular bar hours will be prominently displayed in the Mess; and
 - b. **Extension of Hours.** Bar opening hours may be extended, according to Base Standing Orders, for one hour by the PMC, VPMC, the Base Deputy Commander, the Base Sergeant-Major, or the CO/RSM of the lodger units, 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 Base Duty Officer to secure the Mess. The Extension Forms will be reviewed weekly by the Base Deputy Commander and the PMC.

6. Should the bar staff not recognize a Member utilizing a chit, the Member may be requested to produce identification.

7. The PMC is authorized to cease chit privileges if Mess bill payments are in arrears.

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 without the written approval from either the PMC, Mess Manager and Base Deputy Commander or Base Sergeant-Major. 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.

2. 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.

3. 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. Direction for allowable activities can be found in the PSP Policy Manual Chapter 9, Section 3, Para 67.

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, Base Sergeant-Major, Base Deputy Commander, 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 and subject to approval by the PMC in exchange for a fee established by the PMC and Mess Manager.

5. Mess facilities may be used by non-Members on request as approved by the PMC in exchange for a fee established by the PMC and Mess Manager.

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. The suggestion book shall be reviewed monthly. Any suggestions or complaints regarding the Mess staff, which are of a confidential nature, shall be made directly to the PMC or Mess Manager in writing. The PMC or their delegated representative shall respond to the complaint or observation within 48 hours of the monthly review of the book.

2. No Member may censure or give orders to any of the Mess staff about their duties. However, this does not preclude Ordinary Members from correcting one of the Mess staff for obvious breaches of discipline or conduct or correcting 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 Base Deputy Commander 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 Base Sergeant-Major or Base Deputy Commander, 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 Base Deputy Commander.

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, Assistant Mess Manager, Mess Administrative Assistant, and Bartenders.
2. Mess staff shall comply with the rules laid down by PSP for dress regulations and mess committees for appropriate regulations with respect to their 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 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 Base Deputy Commander. 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) and must be authorized as exception to the normal Mess Dress Code by the Base Commander, Base Sergeant-Major, or a unit CO.

217. ANIMALS

1. Animals shall not be brought into the Mess except for qualified service animals on active duty.

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. Official guests will fall into the guidelines provided in PSP Pol Chap 9 Sec 3. Para 60. Unofficial guests are the responsibility of the Member who hosts the guests.
2. The PMC shall indicate those designated 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, Base Sergeant-Major, or Base Deputy Commander. 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 Base Deputy Commander 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 PMC is responsible to the Base Deputy Commander and normally has a tenure of office for twelve (12) months.
2. The PMC and VPMC are appointed by the Base Deputy Commander.
3. To ensure representation of all members, the office of PMC will be supported by a VPMC of the opposite corps (Warrant Officer or Officer).

DUTIES AND RESPONSIBILITIES

1. Normally, the PMC should be of a rank not less than Master Warrant Officer. The PMC shall be responsible for:
 - a. The efficient administration and management of the Mess;
 - b. In consultation with the Base Deputy Commander, 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 Base Deputy Commander.
 - 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;
 - i. Security and reporting of unpaid Mess bills;
 - j. Authorizing Mess Committee members to have mess credit cards; and
 - k. Reviewing and authorizing credit card recaps for expenditures for the Mess.

VICE PRESIDENT OF THE MESS COMMITTEE

1. The VPMC shall be appointed by the Base Deputy Commander.
2. The term of office shall normally be twelve (12) months, followed by advancement to the office of PMC.
3. To ensure representation of all members, the office of PMC will be supported by a VPMC of the opposite corps.

DUTIES AND RESPONSIBILITIES

1. The VPMC is responsible for the following activities:
 - 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 Living-in Rep; and
 - (4) The Bar O.
 - 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; and
 - (4) Monitoring timely completion of improvements.
 - d. Supervise the Housing Officer and Mess furniture and effects accounts;
 - e. Ensuring the Mess calendar is distributed, in conjunction with the Secretary;
 - f. Monitor Mess functions.

MESS SECRETARY

1. The Mess Secretary shall be elected at a General Mess Meeting.
2. The term of office shall normally be 12 months and the replacement appointed by General Mess Meeting or appointed by the Base Sergeant-Major or Base Deputy Commander.

DUTIES AND RESPONSIBILITIES

1. The Mess Secretary is responsible to the PMC for:
 - a. Distributing the Monthly Mess Calendar to the Membership;
 - b. The conduct and coordination of all Mess correspondence, including distribution of regular PMC letters;
 - c. The recording, signing, and distribution of Minutes of General Mess Meetings and Committee Meetings;
 - d. The preparation and posting of the Agenda for General Mess Meetings;
 - e. Ensuring the Constitution and By-Laws are kept up to date at all times;
 - f. Maintaining an efficient filing system for Mess correspondence;
 - g. 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.

TREASURER

1. The Treasurer is responsible to the PMC. They are appointed by the Base Deputy Commander for an indefinite term of office.

DUTIES AND RESPONSIBILITIES

1. The duties of the Treasurer 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.

HOUSING REPRESENTATIVE

1. The Housing Representative 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 or appointed by the Base Sergeant-Major or Base Deputy Commander.

DUTIES AND RESPONSIBILITIES

1. The Housing Representative is responsible to the VPMC. The Public Funds duties of the Housing Representative 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.
1. 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 their 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 of the Mess Committee. The chairperson plus the Entertainment Representative of each unit/sub-unit belonging to Garrison Wainwright, the Mess Manager, and a Representative from the Associate Membership 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

1. 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 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;
 - e. Provide after action reports and follow up on functions to ensure maximum enjoyment by as many Mess Members as possible;
 - f. Ensure the proper control of revenues from entertainment and that the funds are turned in promptly to the Mess Manager; and
 - g. Perform such other duties as assigned by the PMC/VPMC.

MEMBERS OF THE ENTERTAINMENT SUBCOMMITTEE

1. The Members of the Entertainment Subcommittee shall be the Entertainment Representatives of CFB Wainwright, CMTC and 3 CDTC, and any other unit or sub-unit on CFB Wainwright, plus the Mess Manager and a Representative from the Associate Membership.
2. The term of office shall normally be twelve (12) months.

DUTIES AND RESPONSIBILITIES

1. Organize and run assigned events.
2. Be prepared to assist other Entertainment Representatives in conducting events.

LIVING-IN REPRESENTATIVE

1. The term of office shall normally be twelve (12) months and the replacement normally elected by the General Mess Meeting or appointed by the Base Sergeant-Major or Base Deputy Commander.

DUTIES AND RESPONSIBILITIES

1. The Living-In Member is responsible to the Housing Representative. The duties of the Living-In Member are to:

- a. Answer all questions or queries pertaining to living-in residents;
- b. Conduct liaison between the Entertainment Chairperson and living-in residents; and
- c. Perform such other duties as may be assigned by the PMC or VPMC.

ASSOCIATE MEMBERS REPRESENTATIVE

1. The Associate Members Representative term of office shall normally be 12 months and the replacement appointed by General Mess Meeting or the Base Sergeant-Major or Base Deputy Commander.

DUTIES AND RESPONSIBILITIES

1. The Associate Members Representative is responsible for the following:
 - a. Be the primary point of contact between the Associate Membership and the Base Commander/PMC/VPMC;
 - b. Ensuring the contact information of all Associate/Honorary Members is accurate;
 - c. Assist in the planning and coordination of all Associate primary functions (e.g. Associate Dining-In);
 - d. Promote Associate Membership within the local community; and
 - e. Provide input to the annual entertainment plan.

SPORTS REPRESENTATIVE

1. The term of office shall normally be twelve (12) months and the replacement normally elected by the General Mess Meeting or appointed by the Base Sergeant-Major or Base Deputy Commander.

DUTIES AND RESPONSIBILITIES

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

- a. Promote sports and physical fitness amongst the membership;
- b. Promote awareness of sporting events occurring in the local area;
- c. Coordinate activities with PSP on behalf of the mess;
- d. Plan activities to promote comradery and friendly competition between mess members;
- e. Manage Wainwright Officers, Warrants and Sgts Mess sports teams and provide advice to the teams on policy, opportunities and restraints; and
- f. Perform such other duties as may be assigned by the PMC or VPMC.

DUTIES AND RESPONSIBILITIES OF THE MESS MANAGER

1. The Mess Manager is a Canadian Forces Morale and Welfare Services (CFMWS) civilian employee who is responsible to the Senior PSP Manager and responsive to the PMC. They perform their duties as per the appropriate Work Description.

SUMMARY OF JOB RESPONSIBILITIES

1. The Mess Manager along with the Assistant Mess Manager is responsible for the daily operation of the bar and assists in their advisory capacity the PMC and Mess Committee in all other aspects of the operation of the Officers' Mess. They are 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

1. 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 advisor and ex-officio on the Mess Committee Meetings;
 - e. In their capacity as the Mess Manager, act as the Senior Steward in the management of all Mess functions;
 - f. NPF Accounting completes the Mess financials for each fiscal month. The Mess Administrative Assistant 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 Administrative Assistant and Mess Manager accept payment and issue receipts for the payments of Mess bills;
 - g. Assist in and advise the Mess Secretary on the maintenance and safekeeping of accounts, records, and files for the Mess;
 - h. Assist the VPMC, Financial Adviser, and Entertainment Chairperson 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;

Annex B: Duties and Responsibilities of the Mess Manager
Wainwright Officers, Warrants and Sgts Mess Bylaws

- 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/Property Officer 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 Mess Secretary, handle all Mess correspondence as directed and maintain an appropriate filing system;
- p. In conjunction with the Housing/Property Officer, 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.

2. 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;

Annex B: Duties and Responsibilities of the Mess Manager
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- 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

1. All Members who are in the Wainwright location at the time of a Mess meeting will attend unless excused by the respective unit CO.

QUORUM

1. 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 Base Sergeant-Major, Base Deputy Commander may authorize the percentage of Members present to provide a quorum.

CHAIRPERSON RESPONSIBILITIES

1. 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 their 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

1. The approved Agenda for a General Mess Meeting shall be distributed to membership at least two working days before the time of the Mess Meeting.

ORDER OF BUSINESS

Annex C: Conducting a Mess Meeting & Sample Format of Minutes
Wainwright Officers, Warrants and Sgts Mess Bylaws

1. 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 Adviser;
 - e. Reports of Subcommittees;
 - f. Old Business – arising out of the Minutes of the previous meetings;
 - g. New Business; and
 - h. Adjournment.
2. 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

1. 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

1. 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

1. 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.
2. 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

1. 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

1. 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 their 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

1. 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 they 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

1. 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

1. 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 Base Deputy Commander.

BASE COMMANDER VETO AUTHORITY

1. The Base Commander retains veto authority for all Mess related decisions. This authority should only be exercised in extremis.

SAMPLE FORMAT OF MINUTES

1. 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 Officers, Warrants
and Sgts Mess

5545-3 (Secretary)

Date

Distr List

WAINWRIGHT SERGEANTS', WARRANT OFFICERS', & OFFICERS' COMBINED MESS
GENERAL MEETING HELD IN THE SERGEANTS', WARRANT OFFICERS', & OFFICERS'
COMBINED MESS AT *Time* 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/Prop O *Rank, Name & Initials*, 3 CDTC Ent Rep *Rank, Name & Initials*, CMTC Ent Rep

Ex-Officio:

Rank, Name & Initials, Financial Adviser *Rank, Name & Initials*, Mess Manager *Rank, Name & Initials*, CO

Absent:

Rank, Name & Initials, CFB Wainwright Ent Rep *Rank, Name & Initials*, Living-In Rep *Rank, Name & Initials*, Dean of Assoc

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.

CORRESPONDENCE

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

PMC’S REPORT

7. As required.

COMMITTEE REPORTS

DISCUSSION

ACTION BY

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

13. 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

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Wainwright Officers, Warrants and Sgts Mess Bylaws

Financial Adviser's Comments

PSP Manager's Comments

Initials & Name Rank
Financial Adviser
Local

Initials & Name PSP Manager
Local

APPROVED/NOT APPROVED

Initials & Name Rank
Base Commander

Distribution List

Members of the Mess Executive Committee

CFB Wainwright Mess Manager

NPF Accounting Manager Central Registry (for PA)

<https://acims.mil.ca/sp/3CDSG/CFBWainwright/ba/PSP/Messes/Wainwright%20Sergeants'%2C%20Warrant%20Officers'%2C%20%26%20Officers'%20Mess>

ANNEXES

Annex A: Financial Report as at date

Annex B: Budget for Fiscal Year

Attachments:

Annex A Financial Report

Dist List

Annex C: Conducting a Mess Meeting & Sample Format of Minutes
Wainwright Officers, Warrants and Sgts Mess Bylaws

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

DRESS CODE

Formal Minimum standard required	<ul style="list-style-type: none"> - Mess Kit Tuxedo Dinner Jacket - Dark Business Suit - Evening Gown <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Cocktail Dress
Semi-Formal Minimum standard required	<ul style="list-style-type: none"> - Casual Suit with Tie Sport Jacket with Tie - Sport Jacket with Turtleneck Sweater <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Dress of matching fashion
Casual Minimum standard required	<ul style="list-style-type: none"> - Collared Shirt with Sleeves (e.g., golf shirt) - Sweater with Sleeves Dress slacks - Presentable Footwear (no running shoes) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Dress approved by the PMC for a Special Function
Relaxed Minimum standard required	<ul style="list-style-type: none"> - Denim Slacks (must be clean, hemmed, without patches or holes, and presentable in appearance) - Dress Shorts (must be conservative in length and style) - Shirts with Sleeves (not to be confused with PT, hunting or work apparel) - Footwear must be clean and presentable Running Shoes are allowed. - Sandals and flip-flops are authorized during summer months.