

17 Wing Det Dundurn

All Ranks Mess

Constitution and By-Laws



Issued under the authority of

Major Nadine Dale
Commanding Officer
17 Wing Detachment Dundurn
Effective upon signature date

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MESS CONSTITUTION

General

References:

- A. [DAOD 5045-0](#) – Canadian Forces Personnel Support Programs (Issued 2014-01-14)
- B. [Personnel Support Programs - Policy Manual](#) – Part 9 Messes
- C. [A-PS-110-001/AG-002](#) – Volume 1- Public Support For Morale And Welfare Programs And Non Public Property (23 Mar 2007)
- D. A-FN-105-001/AG-001 – Non-Public Funds Accounting Policies and Procedures Manual
- E. Amendments to the CDS DOA for Financial Expenditure of Non-public Funds

Statement of Principle

1. This order describes the working arrangements of the 17 Wing Det Dundurn All Ranks Mess which serves all CAF members of 17 Wing Detachment Dundurn. Nothing in this Constitution and its By-Laws is intended to over-ride, misconstrue or circumvent direction from higher authority. In those instances where confusion or doubt might arise, interpretation will be determined in accordance with promulgated orders and the direction of the Commanding Officer upon submission of the Mess Committee.

Name

2. The name of the Mess is “17 Wing Det Dundurn All Ranks Mess”, hereinafter referred to as “The Mess” or simply “Mess”.

Authority for Establishment and Operation

3. The Mess is established under the authority of Reference B.
4. The Mess shall be operated in accordance with regulations and orders governing Messes in the Canadian Forces, specifically References A and B, including, but not limited to References C and D, and the instructions contained in this Constitution. The Mess By-Laws are intended to amplify the Constitution.
5. A copy of the Mess Constitution and By-laws will be posted in a prominent location within the Dundurn Mess and available on Sharepoint for all members' perusal.

Purpose of Operation

6. The Mess shall be operated for the purpose of providing goods, services and amenities to the members. The Mess shall receive and account for all revenues and expenses that apply to the Mess.

Definitions

7. The following definitions apply to this constitution:
 - a. 17 Wing Det Dundurn All Ranks Mess. The Combined Mess is the name of the mess proper, encompassing all Mess members and the events/activities undertaken to support them.
 - b. Flightline Mess. The name of the building, contents and organizational structure
 - c. Mess Manager (MM). Deputy Manger PSP
 - d. Combined Mess Committee. A committee comprised of all ranks including Junior NCM's, Senior NCM's and Officers, further described in the By-laws
 - e. Games Rooms. The two games rooms are located on either side of the wings and are accessible to the respective Junior and Senior ranks wings prior to the amalgamation.
 - f. Mess Committee Members. May be abbreviated to the "Committee". Consists of the Executive and all committee members identified in para 10.
 - g. Mess Committee Executive. May be abbreviated to the "Executive" or "Exec". Consists of the PMC, VPMC, Secretary, and Treasurer, and Entertainment/ Sports Rep/Food Rep.
 - h. Rank Groups. A term used to refer to the previous individual mess membership structures: Jr Ranks, WO & Sgts, and Officer's messes. May also be referred to as Jr NCMs, Sr NCMs, and Officers ranks.
 - i. Designated Family Function. A mess function intended for families of members and advertised to include children.

Membership

8. The membership of the Mess shall consist of Ordinary Members, Associate Members and Honorary Members as defined in Reference C and as further amplified in the By-Laws.

Mess Committee

9. The Mess shall be administered by an Executive Committee appointed by the Commanding Officer or elected by and from the Ordinary Members.

Mess Committee Members

10. The Mess Committee shall consist of the following members:
 - a. PMC - President of the Mess Committee; appointed by the CO
 - b. VPMC - Vice-PMC; elected at a General Mess meeting;
 - c. Secretary/Hospitality Rep; Elected at a General Mess Meeting;
 - d. Treasurer; Elected at a General Mess Meeting;
 - e. Entertainment Rep/Sports Rep;
 - f. Food Rep; elected at a general mess meeting
 - g. Ex-Officio Members:
 - i. DSM;
 - ii. Deputy Manager PSP / Mess Manager
 - iii. PSP Mess Administrator

Mess Committee Duties and Responsibilities

11. The duties and responsibilities of the Mess Committee Members shall be set out in the By-laws.
12. It is the responsibility of each new elected or appointed Mess Committee member and all Mess Members to familiarize themselves with the Constitution and By-Laws of the Mess.
13. The executive will have representation across all ranks. Tenure for the PMC and VPMC shall be 1 year, exceptions can be made under the CO authority.

Meetings

14. The Mess is required to hold meetings at regular intervals. These meetings consist of, but are not limited to:
 - a. General Meeting – held twice annually;
 - b. Committee Meeting – held quarterly (or more frequently as required);
 - c. Extraordinary General Meeting – held as required;

Advisory Office

15. The Ex-Officio Members are responsible for providing guidance and expertise to the Committee from their areas of responsibility. The committee can call on Subject Matter Experts from external agencies as required.

Amendment of Constitution and By-Laws

16. The Mess Executive may temporarily amend the Constitution and By-Laws with the approval of the Commanding Officer. Any temporary amendment shall be disseminated electronically and shall remain in force until the next General Mess Meeting, at which time it shall be presented as a motion to amend the Constitution or By-Laws.
17. Permanent changes to the Constitution can only be approved by the Commanding Officer. Changes to the By-Laws can only be approved by the Commanding Officer or higher. Changes must have been voted on by the Mess Membership prior to submission.
18. All proposals to amend the Constitution and By-Laws shall be submitted, in writing, to the Secretary, VPMC or the PMC at least fourteen (14) working days prior to a General Mess Meeting. If, in the opinion of the PMC, the proposal requires immediate attention, they may call an Extraordinary Mess Meeting.

BY-LAWS

Purpose of By-Laws

19. These By-Laws are authorized by this Mess Constitution and serve to amplify the regulations established by the Mess Constitution.

Membership, Guests and Discipline

Ordinary Members

20. All Regular and Primary Reserve Force personnel serving at 17 Wing Det Dundurn and lodger units are Ordinary Members of the Mess.
21. Members of the Armed Forces of other countries, who are on exchange with or on loan to the Canadian Forces and who are employed at 17 Wing Det Dundurn and lodger units, are Ordinary Members of the Mess.
22. Members of the Cadet Instructors Cadre of directly sponsored Cadet Units who share the same facilities, upon application and payment of mess dues are Ordinary Members.
23. All Regular and Primary Reserve Force personnel on temporary duty or attached posting to 17 Wing Det Dundurn or lodger units for more than 14 days shall clear into the Dundurn Mess and pay mess dues to the Mess for the duration of their stay. Mess dues can be credited by presenting a receipt from the Dundurn Mess acknowledging the dates for which they paid dues elsewhere. These personnel shall be considered Ordinary Members of the Mess.

24. Members of the Reserve Force when performing Class B or C Reserve Service at a Regular Force establishment shall be considered Ordinary Members of the Mess.
25. Officer Cadets: This category comprises officer cadets of the Regular Officer Training Plan (ROTP) attending university during their academic year if a mess is not established at their institution; and

Associate Members

26. Personnel meeting the provisions listed hereunder and subject to paragraph 8 with the approval of the Commanding Officer may hold an Associate Membership.

27. The following persons may be Associate Members of the Mess;

Retired: This category comprises former Canadian Armed Forces Personnel and requires PMC recommendation to the Commanding Officer only:

- i. were honorably released from the Regular Force; or
- ii. were honorably released from the Primary Reserve Force

Working: This category comprises:

- i. serving and retired Department of National Defence (DND) civilian employees, NPF, MFRC, DRDC, CSE, DCC and serving RCMP;
- ii. other civilians similarly employed at or in support of 17 Wing Det Dundurn (i.e. CANEX, Commissionaires, Medical Doctors etc.);
- iii. members of the Supplementary Reserve, Cadet Instructors Cadre or Canadian Rangers;
- iv. members of the Regular Armed Forces of other countries serving in the vicinity of 17 Wing Det Dundurn;
- v. currently-serving Honorary Colonels or Captain (Navy) and Honorary Lieutenant-Colonels or Commanders;

28. The following procedures will be adhered to in all cases of nominations for Associate Membership.
- a. an Ordinary Member of the Mess sponsors (nominates) the prospective Associate Member; the PMC and Mess Committee shall screen the nomination and review the individual's suitability at the next Executive Mess Meeting;
 - b. upon conclusion of the above screening, the nomination shall be made available to the membership no less than 14 calendar days prior to an General Mess Meeting;
 - c. Shall be rejected if there is sufficient evidence that the applicant does not meet the standards of the Mess;
 - d. If the Committee sanctions the nomination and upon Commanding Officer approval of the respective minutes, applicant is to pay mess dues for the remainder of the fiscal year and is granted full Associate membership rights and privileges up to the next General Mess Meeting;
 - e. Membership to be reviewed annually. If the motion is passed, the individual will continue serving as an Associate Member. Otherwise, remaining unused mess dues paid for the fiscal year are to be refunded and privileges revoked from the applicant;
 - f. An Associate Member shall be accorded the privileges of the Mess but may not serve on the Mess Committee. An Associate Member may assist the Mess Committee, but by doing so has no voting authority;
 - g. Associate membership is not transferable from one mess to another. However, a person may have associate membership in more than one mess but shall pay dues in each mess; and
 - h. Associate memberships shall be reviewed at the same date each year. Temporary membership may be granted until the next general mess meeting upon approval of the CO.
29. Precedence for associate membership should be given in the sequence that the categories are listed in this article.

30. Associate Membership is subject to suspension or cancellation for cause or at the discretion of the Commanding Officer. A person who meets Associate Member eligibility but who fails to join the Mess and is not an Honorary Member, shall not be permitted to use the facilities of the Mess, except as the guest of an Ordinary or Associate Member.
31. The total number of Associate Memberships will be limited to 50% of the Ordinary Membership.
32. Associate Membership status will be reviewed annually by the Mess Executive. Membership for the next year is not guaranteed and member must remain in good standing with the ARM.

Honorary Members

33. A member of the Canadian Armed Forces (Regular or Primary Reserve) is an Honorary Member of every Mess, except in a Mess where they are an Ordinary Member.
34. Any distinguished person may be invited to become an Honorary Member of the Mess for a term not to exceed one year, without prejudice to renewal of the membership for a further one-year term. Membership is granted based upon recommendation of the Mess Committee, majority vote of those present at a General Mess meeting, and subsequent approval of the Commanding Officer.
35. An Honorary Member is accorded the privileges of the Mess, but shall not pay Mess dues nor serve the Mess in any capacity. They may be assessed a proportional share of the expenses associated with any Mess function or entertainment which they attend. They may not enter DND property, buildings or Messes for the purpose of soliciting or transacting business. The Commanding Officer has power of authority to cancel an Honorary Members membership.
36. Honorary Memberships are intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of the Mess. However, when an Honorary Member, including an Ordinary Member of another Mess, wishes to use the facilities of the Mess on a frequent basis, they should apply for Associate Membership.

Guest(s) of the Mess

37. The Commanding Officer or PMC normally designates an official guest(s) of the Mess prior to the visit so that all Mess members are aware of their presence.
38. Base/Wing and Unit CO's may authorize foreign military members, DND and SNPF civilians, or the boyfriend/girlfriend/partner of a CAF member to attend a subsidized NPP function on the same basis as serving and former CAF personnel and their families Ref E. para 17.b;

39. Individual Mess Members in good standing may host personal guests in the Mess. Members are permitted to invite any number of guests to the Mess so long as it does not impede on other Mess member's activities. These personal guests must be signed into the Mess in the Guest Register provided at the bar.
40. Hosts must accompany their guests with the exception of the member's spouse. Hosts are responsible for their conduct, dress and deportment while they are in the Mess.
41. Guests under the age of 16 will be admitted to the ARM if accompanied by an adult for designated family functions, and at other times specified by the Mess Committee.
42. When the host leaves the Mess, their guests must also leave at the same time.

Conduct & Discipline

43. Members of the Mess will share the same privileges within the shared facilities. However, the ordinary relations of superior and subordinate must be maintained and adherence to military norms and customs is still applicable at the mess. All members must abide by the regulations and conduct themselves in a manner that will preserve the efficient operation and dignity of the shared facilities.
44. No Mess Member, except for the PMC, shall direct, criticize or reprimand a Committee Member or Mess employee. Any disciplinary issue involving a military member and PSP staff must be brought to the attention of the Mess Manager/D/Mgr PSP and the DSM within 24 hours of the incident.
45. Dress and deportment of guests are the inviting member's responsibility.
46. Although the senior member present in the shared facilities shall be responsible, all members are obliged to ensure correct discipline and observance of military protocol and orders. The PMC must report misconduct or an infraction of any order or instruction to the DSM via the Mess Manager (MM).
47. The following restrictions apply:

The working areas of the bar are out of bounds to all personnel except for the Dundurn PSP Mess Staff and cleaning or maintenance staff in the course of their duties:

the ladies washrooms are out of bounds to all male personnel; and the male washrooms are out of bounds to all female personnel;

'guests may participate in all activities in the Mess. In the event of an incident or misconduct of the guest(s), and a guest may be escorted off the premises; the Mess Executives may recommend a suspension of 60 days for the first incident and a permanent suspension for the second.'
48. Notices are not to be posted in the ARM without the permission of the Committee Executives, Mess Manager, or PSP Mess Administrator.

49. Animals are not permitted in the Mess with the exception of those used as assistance animals (e.g. Guide/Service Dogs).
50. The Mess property, articles of furniture, equipment, glassware etc, are not to be defaced or removed from without the permission from the PMC, Mess Manager, or PSP Administrator.
51. Damage to any Mess infrastructure or property is to be reported immediately to the MM. Articles accidentally broken or damaged may be charged at their replacement value. Units or individuals will be liable for misbehaviour resulting in damage. Any cases of intentional breakage will be considered as a serious breach of etiquette and will be treated accordingly.
52. The Mess will close 60 minutes after the bar closes and all personnel, except those on duty therein, shall vacate the Mess 30 minutes of the bar closing. Permission to keep the bar open after normal closing hours must be requested in writing to the MM via the PMC approved by the CO. This must be requested 10 business days prior to date of request.
53. Smoking is a hazard to health and must be controlled in the interest of all members; smoking, chewing tobacco and use of e-cigarettes is permitted only in the designated smoking area located at this time on the mess patio.

Provision for Appeal

54. A Mess Member, who is of the belief that they or their guest(s) have been improperly dealt with in the enforcement of these By-Laws, has the right to submit their complaint, in writing, to the Committee Executives for consideration.

Suggestions and Complaints

55. Suggestions and complaints can be forwarded to the Mess Committee and Mess Staff by email. If the suggestion or complaint is of a serious or sensitive nature, it can be made directly to the Committee Executives or MM.

Dress

56. While in the Mess, personnel shall maintain a standard of dress which reflects credit on the Mess and the individual. Personnel in uniform shall conform to CF Dress Regulations as defined in Canadian Forces Dress Instructions (A-DH-265-000/AG-001).
57. Headdress and outer wear, including rubber boots and overshoes, shall be removed and stored in the cloak room.
58. During periods of semi-formal dress, the PMC or the member's delegate may authorize the removal of jackets.
59. Dress may be specific to the event with prior approval from PMC/CO/DSM

60. Civilian attire shall be clean and in good repair, free of inappropriate messages or images. Dress codes for the Mess can be found in Annex B.

Mess Committee

61. The composition of the Mess Committee is listed in the Constitution. Duties and responsibilities for these positions are contained in Annex A.
62. The Executive of the Mess Committee should consist of a balance of members across all ranks represented in the ARM. The length of tenure is listed in the descriptions of each executive role. 6 months should be the minimum up to one year, and can be extended up to two years with the Commanding Officers approval.

Meetings

General Mess Meetings

63. General Mess Meetings will be held bi-annually but may be held semi-annually. One meeting in October for the 6-month review, and one meeting in February for the upcoming fiscal year. Notification will be made in Routine Orders or via email at least two weeks in advance when possible.
64. Proposals for agenda items shall be made to the Mess Secretary or the PMC at least seven (7) working days prior to the meeting.

Conduct of General Mess Meetings

65. As General Mess Meetings are the primary means by which all Ordinary Mess Members may acquaint themselves with Mess business and make their wishes known, it is important that Mess meetings be a democratic and open forum for this discussion.

Order of Business – Mess Meetings

66. The normal order of business for Mess Meetings is:
- a. call to order;
 - b. nominal roll; confirmation of signing in;
 - c. Adoption of the agenda
 - d. ratification of the minutes of the last meeting;
 - e. old business arising from the minutes;
 - i. financial statement or report;
 - ii. PMC's report;

- f. new business from the agenda;
 - i. outgoing PMC welcomes incoming PMC;
 - ii. election of committee members;
- g. open discussion; and
- h. Adjournment and set next meeting

67. All remarks will be addressed to the Chairperson.

Quarterly Committee Meeting

- 68. The Mess Committee will meet quarterly as a minimum, or more frequently if required, to discuss continued running of Mess functions and matters arising.
- 69. As well as the Mess Committee, the Ex-Officio Advisory Group are invited to attend, as required. Any specific approval authority, or SME, required to cover a specific agenda item, will be invited to attend through the agenda.
- 70. The Entertainment O will discuss upcoming events with the aim of defining and co-ordinating all Mess events for the next quarter. One OPI for each event shall be chosen.

Extraordinary General Mess Meeting

Extraordinary General Mess Meetings may be convened at the direction of

- a. the Commanding Officer;
 - b. the President of the Mess Committee (PMC); or
 - c. the signed request of twenty-five (25) percent of the Ordinary Members.
71. An Extraordinary Mess Meeting may be called to consider a matter of urgent business that may affect the Mess.

Motions

- 72. A motion is a proposal that the Mess take action, or that it expresses itself as having certain options. Any Ordinary Member of the Mess except the PMC may make a motion.

Voting

- 73. In certain circumstances, the Mess Committee Executive may deem a vote by electronic means is more suitable than calling an Extraordinary GM. Electronic votes do not require a motion or seconder.

74. Electronic voting is acceptable to ensure the maximum number of members have an opportunity to vote. Electronic voting may be accomplished by means of email using voting buttons, or by a survey mechanism such as SharePoint or SurveyMonkey with clearly defined questions and options. Electronic voting shall specifically state the applicability period of the vote.
75. All motions are decided by majority vote of the Ordinary Mess Members present, or those that have responded to an electronic vote within the defined timeframe. This is interpreted to mean more than half of the votes cast or received, disregarding those who abstain from voting. A tie vote defeats the motion. The voting is done by a show of hands when done in person at a GM, or submission of a response in the case of electronic voting. Members are encouraged to vote on all motions.
76. The PMC may vote on all motions, however, they normally refrain from doing so. In the event of a tie, they do have the tie-breaking vote.

Nominations

77. Nominations for Mess Committee positions at Mess meetings are normally made from the floor.
78. Nominees will be given the option of accepting or declining the nomination before a vote is called. Nominations will then be seconded.
79. Before closing nominations, the PMC shall inquire if there are further nominations. If there is no response, they shall declare that nominations cease. Nominees will then be asked to leave the room during the subsequent vote. If there is only one seconded nominee a vote is not required.

Adjournment

80. The closing of the meeting shall be by resolution invited only by the PMC. A seconder is required. The PMC may adjourn the meeting for a specific period or may close the meeting at any time under special circumstances.

Attendance

81. It is the duty of all Ordinary members to attend General Mess Meetings unless on duty, annual leave or excused by either the Commanding Officer or the PMC.

Recommending, Approval and Distribution of Mess Meeting Minutes

82. The Secretary shall prepare the minutes of all General Mess meetings within seven working days after the meeting. The minutes will be signed off as follows:
 - a. Secretary
 - b. PMC;
 - c. Deputy Manger PSP/MM; and

d. Commanding Officer.

83. Mess meeting minutes will be saved on the Sharepoint site under the All Ranks Mess. PMC/VPKC will ensure Actionees will be contacted separately to ensure they are aware of their responsibilities.

Quorum

84. A general Mess meeting or extraordinary meeting of the Mess is not valid or competent to transact any business unless a quorum of 30% is present. A quorum shall consist of those members present at the meeting, or those that respond to electronic voting. For those that are absent, another mess member may vote on their behalf with their written authorization; proxy vote.

Financial

Mess Subscriptions/ Mess Dues

85. Mess subscriptions and special assessments, often referred to as mess dues, shall begin for a member on the first day of the month following the Coming on Strength (COS) date at the gaining unit. The losing unit shall charge the member until the last day of the month of the COS date.
86. The Mess will assess dues corresponding to a membership fee on each Ordinary Member and Associate Member. The normal method of payment is via pay allotment. The revenue from the dues subscription will be used to fund the general operating expenses of the Mess.
87. With the consensus of the General Mess membership, additional subscriptions for specific requirements, such as plaques, and gavels, etc, may be billed to the Mess membership gift fund and should be voted on at a general meeting.
88. Associate members are required to pay Mess dues one year in advance either by debit/credit at the PSP office with 30 days notice before the expiration otherwise their membership will be cancelled.
89. An Associate or Honorary member may elect to cease membership by writing to the PMC.

Mess Dues Accounting

90. Each member of the Mess may request an itemized monthly statement, denoting the charges incurred by the member during the previous month.

Expenditure of Mess Funds

91. The following financial authorities (expenditures) shall be reviewed annually and any changes submitted for approval to the D/Commanding Officer:

- a. Bar Cards – The CO, DSM, PMC, and VPMC will have access to a bar card at \$50 per month and will not exceed \$600.00 per annum as a combined expense for the purpose of extending hospitality to official Mess guests. approved by the Commanding Officer.
 - b. Bar cards shall be used with discretion for the entertainment of guests of the mess, official visitors or special occasions as considered appropriate by the PMC;
 - c. Mess Committee- The Mess committee may authorize expenditures of a capital or non-recurring nature that do not exceed \$1000.00
- 92. All items in para above shall be reviewed at the first General Mess Meeting of each year and the financial limitation of each shall be expressed in dollars and included in the minutes.
- 93. A proposed balanced Entertainment budget will be submitted annually by the Entertainment Rep. This budget shall be approved at the first General Mess Meeting of each year and reviewed at each subsequent Mess Committee meeting.
- 94. The approved Entertainment Budget shall be amended should any significant deviation occur.
- 95. Any suggested amendments or changes to any Mess expenditure shall be submitted to the PMC. These suggestions will be considered by the Mess Executive and if warranted, brought before a General Mess Meeting in the form of a motion.
- 96. Mess Committee Members spending authorization is listed below, any changes to this will be voted on at the General Meeting scheduled at the start of the FY.
 - a. the PMC; or
 - b. in their absence the VPMC; or
 - c. in the absence of any of the Executive Committee the delegated representative.
 - i. any approved expenditures involving construction or alteration of work or the building shall not be implemented before approval to carry out the work has been obtained;
 - ii. all recurring expenditures must be authorized by the Executive Committee having once been approved by a General Mess meeting, which must be reviewed and approved annually;
 - iii. the PMC is required to take the NPP DOA course prior to approving any expenditures. They may then approve individual non-recurring expenditures up to \$500. The total quarterly expenditures of this

nature shall not exceed \$1,000 and such expenditures are to be of direct benefit to the majority of the Mess membership; and

- iv. the Mess Committee may approve individual non-recurring expenditures up to \$1,000. The total quarterly expenditures of this nature shall not
- v. exceed \$3,000 and such expenditures are to be of direct benefit to the majority of the Mess membership.
- vi. Funding for the Junior NCM's, and Senior NCMs and Officers may be voted on at the AGM for separate amounts to hold separate events or make mess improvements to their wings.

Non-Public Funds Capital Expenditure Program (NPF CEP)

- 97. The NPF CEP is prepared each year to identify those projects which the Mess proposes to undertake in the future. The program includes a five-year forecast with the immediate forthcoming year being the most important.
- 98. The NPF Manager is the OPI for the NPF CEP and is available to offer assistance as required. Prior to submission, the NPF CEP is to be put before a General Mess meeting for approval in principle.

Alienation of Non-Public Funds (NPF)

- 99. There are several items/areas for which Mess funds cannot be expended. The NPF/PSP Manager and D/Commanding Officer are available to advise the Mess on those areas where doubt exists. In general, the following principles apply:

the monies of any fund, Mess or institute including CANEX shall not be alienated by relieving a member for loss or damage to public or non-public property, for testimonials or gifts, for national appeals for financial assistance, or the provision of anything connected with religious services.

Ref E

Insurance

- 100. Insurance coverage for the Mess is provided by the CFCF Consolidated Insurance Program at a percentage rate of gross monthly sales in accordance with Reference F.

Banking

- 101. The PSP Manager, through the D/Commanding Officer, controls access to NPF accounts, and establishes banking arrangements for the Mess in acceptance with accounting principles established by the Regional Accounting Office.

102. The Mess bank account is a sole account which consists of all the monies from the Mess as well as the Gift Fund. This account has an identified Unencumbered Cash amount which is there to cover the costs Gift Fund.

Mess Departure/Retirement Gifts

103. All Ordinary members who served on the Detachment receive a gift suitable to the time served as a Mess Member and presented by the PMC

Criteria	Gift
Upon 1-Year Membership	Det. Dundurn All Ranks Mess branded coin
Upon Posting	Gift Card valued at \$ 50.
Upon Retirement / Release	Gift Card valued at \$ 150.

104. The outgoing PMC shall be presented with a gavel by the Mess through the gift fund up to \$100.

Welfare & Hospitality Gifts

105. The Gift Fund is designed to allow the mess to gift an Ordinary Member for personal extenuating circumstances. The Member's immediate supervisor will inform the Executive Committee, through the Secretary, of any situation which would qualify as a gift.

Type	Gift Criteria
Hospitalization	If an Ordinary Member, or immediate family member, is hospitalized for any period. This fund can be authorized to expend up to \$ 50.
Bereavement	For the death of any immediate family member of an Ordinary or member, purchases up to \$ 50 are authorized. Tokens of sympathy may include flowers, gift baskets and/or donation to a charity of the Member or NOK's choosing.
Birth	For the birth of a child, a gift of up to a \$ 50 value for an Ordinary Member is authorized

MESS OPERATIONS

Mess Staff

106. The Mess Staff is comprised of the Mess Manager, PSP Mess and Office Admin, and casual bartenders. A detailed list of their duties is retained by the MM.

Mess Entertainment

107. Mess entertainment is the responsibility of the Entertainment Rep, which shall normally provide one entertainment event each month. Furthermore, regular events such as TGIT or Coffee Breaks will be coordinated with the Mess Entertainment Rep.
108. Entertainment functions, which are not open to General Mess Members, shall be self-supporting.
109. All functions involving ticket sales shall adhere to the following

- a. all tickets must be serialized, recorded and controlled using a register;
 - b. Mess Entertainment events are for Mess Members and their guests and non-Mess Members are not allowed to attend (unless otherwise advertised);
- the Mess Committee, in consultation with the Mess Manager, shall determine the price of tickets; and
- all ticket sales shall be reported to NPF accounting.

Mess Notice Board

110. The Mess Notice Board is located in the combined mess area. The Mess Administrator shall be responsible for all displays on this board. Information will normally be restricted to Mess Committee principle appointments and a calendar of major events for the current month. Posting of notices shall be approved by the Mess Administrator (MA).

Mess Property

111. Mess property of any kind is not to be removed from the Mess without the express permission of the PMC and MM.

Bar Operation

112. A current price list of all commodities sold by the bar shall be posted for ease of review by customers.
113. All sales from the bar can be paid for via cash, credit, or debit.
114. Alcoholic beverages shall not be purchased, handled, received, or consumed within the Mess by minors. A person who has not reached the age of 19 years is considered a minor.
115. Alcoholic beverages are to be sold in the Mess by the glass or individual drink only and are to be consumed within the confines of the Mess. Wine may be sold by the bottle but may not be removed from the mess. Alcoholic beverages are not to be sold for the consumption outside the confines of the Mess. The confines of the Mess include outside areas which are associated with the Mess (eg. Patio, BBQ area).

Games Rooms

116. The Games Rooms are available to the Mess membership but should be reserved through the MM when for function or group-specific events.

117. Mess members may be allowed to access the games room when the Mess is closed by signing out keys from the MP's. The member who signs for the keys will be held responsible for any items damaged or missing during the time they have the keys. Alcohol will only be permitted in the mess when the bar is open and must be purchased from the mess either by the individual or by the function or event.
118. Individual mess wings game rooms may be requested for special events by the members through the PMC and mess manager.

Mess Hours

119. Mess/bar hours shall be permanently displayed in a visible area Hours may change subject to the recommendation of a General Mess Meeting and approval by the Commanding Officer.
120. All extensions and changes to the hours of operation must remain IAW provincial and municipal laws and in compliance with the issued liquor license. Only the Commanding Officer has the authority to extend bar hours. Any extensions of the liquor licenses must first be approved by the CO.
121. No sales shall be permitted from the bar except during authorized hours.
122. The "last call" to the bar shall be given one hour prior to the closing of the bar and the Mess shall be cleared of all members no later than thirty minutes after the closure of the bar.

Private Functions

123. The MM may authorize the use of mess facilities for functions sponsored by a mess member or group of members (retirement dinner, farewell event, promotion party etc) provided that:
 - a. the facilities are not otherwise required by the mess;
 - b. food service facilities (where applicable) and bar facilities are available for other members;
 - c. all food and beverages are provided and catered by the mess unless specifically authorized by the MM; and
 - d. all costs are borne by the sponsoring member or group.
 - e. A mess rental agreement is signed
124. The MM or convening authority may authorize the use of mess facilities for private functions sponsored by a mess member (wedding reception, family anniversary etc) subject to the conditions of sub-paragraphs a to e above and as per NPP contracting policy under Reference D.

Mess Dinners

125. All Mess Dinners held in the Dundurn Mess shall be in accordance with Reference B and any appropriate environmental branch guidelines.

President of the Mess Committee (PMC)

126. General

- a. to preside over all meetings of the Mess and Committees thereof, except those for which they see fit to appoint, to act on their behalf, a chairperson;
- b. to coordinate all activities of the Mess and Committees thereof, ensuring at all times the interests of the Mess are served in the best possible manner commensurate with the Wing and higher policies;
- c. to be responsible to the Commanding Officer for the general deportment of all Mess members whilst they are in the Mess;
- d. to ensure that all Mess accounts and finances are handled in accordance with official instructions and procedures;
- e. to maintain the Mess Constitution and By-laws and amendments thereto as required;
- f. to action accepted motions, suggestions and complaints received from members;
- g. to prepare the Mess budget and ensure that Mess expenditures are made in accordance with that budget; and
- h. Complete DLN training for PMC's and the NPP Delegation of Authority Course and provide the certificate to the MM.

127. Appointment and Advancement

- a. The PMC of the Mess Committee may advance from the position of VPMC, and will serve as PMC for a term normally of 1 year
- b. After their term, they will step down from the Executive Mess Committee or their term may be extended with the Commanding Officers approval.

128. Responsibility

- a. Responsible for: V/PMC, Secretary, and all Mess Committee Members; and
Responsible to: the Commanding Officer for overall operation of the Mess

Annex A
Terms of Reference

Vice-President of the Mess Committee (VPMC)

129. General

- a. to assume the duties and authority of the PMC in the latter's absence;
- b. to attend all meetings of the Mess and Committees thereof, except those for which he/she sees fit to appoint, to act on his/her behalf, a chairperson;
- c. to relieve the workload of the PMC as much as possible in matters pertaining to Mess management;
- d. to help prepare the Mess budget and monitor Mess expenditures; and
- e. Complete the NPP Delegation of Authority Course in possible event of the PMC's absence and provide the certificate to the MM.

130. Appointment and Advancement

- a. The VPMC of the Mess Committee will normally serve for a duration of 6 months to 1 year;
- b. After their term, the V/PMC will advance to the position of PMC with approval of the CO.

131. Responsible to: PMC

Secretary of the Mess Committee

132. General

- a. to assume the duties and authority of the PMC or VPMC in the absence of either or both;
- b. to attend all meetings of the Mess and Committees thereof, except those for which they see fit to appoint a chairperson to act on their behalf;
- c. to record, in accurate and recognised form, all business transacted by the Mess Committee;
- d. to have available for perusal at any time accurate and up-to-date records of all Mess business, and be prepared to advise members in this regard at Mess Meetings;
- e. to prepare and post the agenda for all individual Mess Meetings; and
- f. to record and produce minutes of all Mess and Committee Meetings, within a 7-day timeframe.
- g. To save the minutes on the Sharepoint Mess page and ensure they are available to all members of the Mess
- h. Duties of the Hospitality & Welfare Representative:
 - act as a liaison between affected military members, or their unit representative and the Dundurn Mess Administrative staff and/or PMC;
 - ii. if possible, will contact the member or unit liaison to determine what type of gift the member would prefer;
 - iii. arrange for flowers, gift basket or donation for the family of the affected military member;
 - iv. inform Dundurn Mess Administration and/or PMC of member's name and who will be procuring hospitalization comforts or bereavement items and seeking reimbursement; and
 - v. ensure that bereavement gifts/wishes or hospitalization benefits are carried out.

133. Appointment and Advancement

- a. The Secretary of the Mess Committee will be elected by the General Mess membership and serve for a duration of 6 months to 1 year
- b. After their term, the Secretary may advance to the position of V/PMC.

134. Responsible to: PMC

Annex A
Terms of Reference

Treasurer

135. General

- a. to record in accurate and recognised form all financial business transacted by the Mess Committee;
- b. to have available for perusal at any time accurate and up-to-date records of all financial arrangements, and be prepared to advise members in this regard at Mess Meetings;
- c. to coordinate with other members of the Mess Committee on the use of funds; and
- d. to help prepare the Mess budget and monitor Mess expenditures.
- e. To obtain an NPP credit card and complete all training and documentation required to be an NPP credit card holder

136. Appointment and Advancement

- a. The Treasurer of the Mess Committee will be elected by the Mess Membership and serve a duration of 6 months to for 1 year term of 12 months.

137. Responsible to: PMC

Terms of Reference

Entertainment Representative/ Sports Rep

138. General

- a. to ensure that a suitable and adequate quarterly entertainment plan, approved by the Mess PMC, is conducted;
- b. to be prepared to advise other Mess Executive members regarding the Entertainment operations at Mess Meetings;
- c. to assist the Executive in preparation of the annual budget and to ensure that entertainment expenditures are made in accordance with the budget.
- d. to utilize the Rec Advisory Committee for planning the fiscal year calendar of events

139. Finance

- a. to assist with the annual entertainment budget for inclusion in the Mess Budget.

140. Appointment and Advancement

- b. The Entertainment Rep will be elected by the Mess Membership for a term of 12 months.

141. Responsibility: PMC

Terms of Reference

Food Representative

142. General

- a. to ensure that a suitable and adequate quarterly food plan, approved by the Mess PMC, is conducted;
- b. to be prepared to advise all members regarding the Food operations at Mess Meetings and Mess Entertainment events;
- c. to assist the Executive in preparation of the annual budget and to ensure that food expenditures are made in accordance with the budget;
- d. create a food schedule for the fiscal year to be advertised to Mess Members on SharePoint;
- e. qualify as a provincially recognized food safe handler who will oversee preparation, serving, storage and disposal of food served to Mess Members;
- f. perform quarterly reviews of the Mess food storage, including freezers and refrigerators.

143. Finance

- a. to assist with the annual food budget for inclusion in the Mess Budget.

144. Appointment and Advancement

- b. The Food Rep will be elected by the Mess Membership for a term of 12 months.

145. Responsibility: PMC

Dress Code

146. Dress Standards

Standard – with Definition	Appropriate Attire
Formal; Designed for wear or use at occasions or events marked by elaborate ceremony or prescribed social observance. (Black Tie event)	No. 2 or 2B Tuxedo/Suit & Tie/Evening Gown
Semi-Formal; a style of clothing that is slightly less formal than evening gown/tuxedo.	No. 3 Suit/Cocktail Dress (knee length) Sport Jacket/Collared button up/Dress Shirt with Tie
Business Casual ; a style of clothing for the office that is casual but neat and professional-looking	Dress pants/skirts Jacket/Tie optional Collared/Dress styled shirt Dress/Walking shoes (no running shoes)
Casual; clothing that is informal and comfortable, yet clean and professional	Pants/jeans/dress joggers/slacks T-shirts/sweaters/long sleeve Slacks/shorts/skirts/dresses Dress/casual shoes Clean gym shoes/sandals
Relaxed; dress that is relaxed, occasional, spontaneous and suited for everyday use	Athletic Wear T-shirts/Shorts/pants/running shoes (all clothing must be in good repair)

NOTE: the following are unacceptable articles of clothing anywhere in the building:

- a. Muscle shirts;
- b. Cut-offs;
- c. Halter tops;
- d. Tank tops (without a cardigan or cover up).

Dundurn Mess Incident Report

DATE: _____

TIME: _____

MEMBERS INVOLVED: _____

REPORTED BY: _____

WITNESSES: _____

DESCRIPTION OF INCIDENT:
