



National Défense  
Defence nationale

West Nova Scotia Regiment  
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## WEST NOVA SCOTIA REGIMENT MESS

### CONSTITUTION AND BY-LAWS

This Constitution and By-Laws supersedes former-like Publications, Orders and Instructions pertaining to the West Nova Scotia Regiment Mess.

25 October 2020

Bobbitt MA  
Major  
PMC

WEST NOVA SCOTIA REGIMENT MESS CONSTITUTION

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## WEST NOVA SCOTIA REGIMENT

### MESS CONSTITUTION

#### PART ONE

#### SECTION 101 – GENERAL

##### 101.01 Name

1. The name of the Institution is the West Nova Scotia Regiment Mess, hereafter referred to as “the Mess”.

##### 101.02 Authority for Establishment and Operation

2. The Mess is established under the authority of QR&O, Article 27.01. It shall be operated in accordance with the regulations and orders governing the operation of messes in the Canadian Forces, the instructions contained in this constitution, and the by-laws that amplify it. The instructions contained in this Constitution and By-Laws amplify, and do not supersede, the applicable regulations.

3. Related Orders and Instructions include:

- a. QR&O 1.075 – Common-Law Partner and Common-Law Partnership
- b. QR&O 19.04 – Conduct and Discipline - Intoxicants
- c. QR&O 27.01 – Messes, Canteens and Institutes – Establishment or Closure
- d. QR&O 27.07 – Messes, Canteens and Institutes – Audit of Non-Public Property Accounts
- e. QR&O 27.38 – Messes, Canteens and Institutes – Overdue Non-Public Accounts
- f. CFAO 19-8 – Canvassing – Defence Establishments
- g. CFAO 19-41 Common-Law Relationships
- h. CFAO 27-1 - Messes
- i. CFAO 27-8 – Branch, Regimental, and Group Funds
- j. CFAO 27-12 – Provision, Serving and Consumption of Alcoholic Beverages
- k. CFAO 203-4 – Payment of Mess Charges Through Pay Accounts

- l. CFAO 210-17 – Advances to Messes and Canteens
- m. A-AD-262-000/AG-000 – Mess Administration
- n. A-AE-219-003/AG-001 (Personnel) Organization, Establishment Staffing Criteria,
- o. A-FN-105-001/AG-001 – Policies and Procedures for NPF Accounting,
- p. A-LM-182-001/JS-001 (Equipment, furniture, furnishings) Canadian Forces Scale (CFS) 2 and Standard Supply Instructions, Chapter 23 for procurement of nonstandard items
- q. Aide Memoire – Depart with Dignity – Dec 2005

#### 101.03 Suspension and Closing

4. The approving authority for the suspension of the Mess is the Commanding Officer, West Nova Scotia Regiment.

#### 101.04 Purpose of Operation

5. The Mess shall be operated for the purpose of providing goods, services, and amenities to members and guests.

#### 101.05 Definitions and Terminology

6. The following definitions are provided:

- a. Mess: the term “mess” is used interchangeably to mean:
  - (1) the organization, whose membership is related to an identifiable and specified military organization, formed for the purpose of building “esprit de corps” and comradeship; or
  - (2) the facility, or facilities, which provide space in which to carry out the functions of the organization and may include a dining room, accommodations and quarters, bar or anteroom, lounge, games room and other common rooms which are operated and administered to provide services to its members.
- b. Junior Rank (JR): means all persons holding the rank of Private, Corporal and Master Corporal.
- c. Sergeant: means all persons holding the rank of Sergeant.



- d. Warrant Officer: means to include all persons holding the ranks of Warrant Officer, Master Warrant Officer, and Chief Warrant Officer.
  - e. Officer: means to include all persons holding the ranks of Officer Cadet through General.
  - f. Commanding Officer: indicates the individual who commands the West Nova Scotia Regiment and who is authorized to establish a mess, or the person so delegated by them to act as Commanding Officer for the purpose of the mess.
  - g. Mess Function: indicates an activity planned or authorized by the Mess Committee for the benefit of all mess members. These activities may have funds budgeted to support the activity.
  - h. Private Function: indicates an activity held by specific groups, such as private weddings and private luncheons, which are not planned by the Mess Committee, not open to all members of the Mess and are not subsidized by mess funds.
7. The following terminology applies for the purpose of this document:
- a. Unless the contrary appears, words in the singular include the plural, and words in the plural include the singular.
  - b. In this document;
    - (1) 'may' shall be construed as being permissive and 'shall' as being imperative;
    - (2) 'should' shall be construed as being information only;
    - (3) 'practicable' shall be construed as physically possible; and
    - (4) 'practical' shall be construed as reasonable in the circumstance.
8. Unless the context otherwise requires, words importing male persons include female persons, and words importing female persons include male persons.

## SECTION 102 – MEMBERSHIP

### 102.01 General

9. The membership of the Mess shall consist of:
- a. Ordinary Members;

- b. Associate Members; and
- c. Honourary Members.

10. Unless otherwise stated herein, ordinary membership shall continue during all periods of temporary absence such as leave, hospitalization and temporary duty of 14 days or less.

11. Only ordinary members are eligible to serve on the Mess Committee, attend Mess Meetings and vote at Mess Meetings.

#### 102.02 Ordinary Members

12. Ordinary Members of the Mess shall be comprised of:

- a. All ranks of the West Nova Scotia Regiment;
- b. All ranks attached to the West Nova Scotia Regiment; and
- c. Uniformed members of the Armed Forces of other countries serving in the vicinity of the West Nova Scotia Regiment and who are authorized by the Commanding Officer to become Ordinary Members.

#### 102.03 Associate Members

13. Associate Members of the Mess shall be comprised of:

- a. A retired member of the Canadian Armed Forces who on retirement was a member of a Regular or Reserve Force Mess and who is not an Honourary Member;
- b. Civilian employees of the Department of National Defence and any other civilian similarly employed at, or in connection with, a unit served by the Mess; and
- c. Any other person recommended by the Mess Executive Committed and approved by the Commanding Officer, for a term not exceeding one year (without prejudice to renewal of membership for further one year terms).

14. Associate Members shall be accorded the privileges of the Mess but they shall not serve the Mess in any capacity.

#### 102.04 Honourary Members

15. Honourary Members shall be comprised of:

- a. Any member of the West Nova Scotia Regiment retiring in good standing from the Mess to an annuity, for a term of one year from their date of retirement;
- b. Any Associate Member in good standing, 60 years of age or older who retires to an annuity from the Mess; and
- c. Any other person recommended by the Mess Executive Committee, the Commanding Officer or the Regimental Sergeant Major (RSM).

16. Honourary members shall be accorded the privileges of the Mess but shall not pay mess subscriptions nor serve the Mess in any capacity. They may be assessed a proportionate share of expense associated with any Mess Function or entertainment to which they are invited and subsequently attend. Reprehensible conduct or other abuse of Mess privileges may result in the suspension or withdrawal of Honourary Membership.

## SECTION 103 – MESS COMMITTEE

### 103.01 Composition

17. The Mess shall be administered by an Executive Committee. The President of the Mess Committee (PMC) and the Vice President of the Mess Committee (VPMC) will be appointed by the Commanding Officer in consultation with the RSM, or will otherwise be voted in by the Ordinary Members.

18. All other Executive Committee positions shall be elected by and from the Ordinary Members at a General Mess Meeting. The supervising officer shall be appointed by the CO.

19. The Mess Executive Committee shall consist of:

- a. PMC;
- b. VPMC;
- c. Secretary;
- d. Sports & Entertainment; and
- e. Treasurer.

20. Subject to the approval of the CO, the Mess Executive Committee may organize Sub-Committees and select Ordinary Members to serve on these following Committees as required:

- a. Entertainment/Sports;
- b. Hospital; and

c. Planning.

21. If it is necessary to appoint or elect a Sub-Committee, the Chair shall be an Ordinary Member.

22. In the event of a vacancy on the Mess Executive Committee, volunteers may be appointed by the Mess Executive Committee to fill the vacancy until the next General Mess Meeting.

23. The duties and responsibilities of the Mess Executive Committee are set out in SECTION 205 – BY-LAW NO 5 – DUTIES AND RESPONSIBILITIES below.

## SECTION 104 – MEETINGS

### 104.01 Meetings - General

24. Meetings shall be held as follows:

- a. Mess Executive Committee Meetings, twice annually or as required;
- b. General Mess Meetings, at least annually; and
- c. Extraordinary General Meetings may be convened at the request of:
  - (1) The CO;
  - (2) The PMC; or
  - (3) The signed request of 25% of the Ordinary Members available.

### 104.02 Executive Committee Meetings

25. Executive Committee Meetings shall be held not less than twice annually at the call of the PMC to consider:

- a. Approval of expenditures which comes within the Committee's authority;
- b. Approval of financial statements; and
- c. Any other matters concerning the operation of the Mess.

### 104.03 General Mess Meetings

26. General Mess Meetings shall be held not less than once annually at the call of the PMC to consider:

- a. Financial matters;
- b. Proposed Mess activities; and
- c. Any other business concerning the Mess.

## SECTION 105 – MESS DINNERS

### 105.01 Mess Dinners

27. Mess Dinners may be held at the call of the CO, RSM or PMC.

## SECTION 106 – AMENDMENTS

### 106.01 Amendments

28. Proposals to amend this Constitution or By-Laws will be made in writing to the PMC. The proposed amendment shall be subject to a Mess Executive Committee Meeting and if considered valid shall be made available online for at least 30 days prior to a General Mess Meeting. The proposed amendment shall form part of the Agenda of a General Mess Meeting.

29. Should the proposal be considered invalid by the Mess Executive Committee, the PMC shall advise the originator in writing, of the reason for considering the proposal invalid.

## PART TWO

## SECTION 201 – BY-LAW NO 1 – BY-LAWS

### 201.01 Definition

30. By-Laws are a set of rules, which amplify the Constitution, are of a continuing nature and provide detailed rules for efficient operation of the Mess.

### 201.02 Amendments to the By-Laws

1. Proposals to amend the By-Laws shall be made to the PMC in writing. The proposed amendment shall be subject to a Mess Executive Meeting and if considered valid shall be made available online for at 30 days prior to a General Mess Meeting. The proposed amendment shall form part of the Agenda of a General Mess Meeting.

2. Should the proposal be considered invalid by the Mess Executive Committee, the PMC shall advise the originator in writing of the reason for considering the proposal invalid.

### 201.03 Distribution of the Constitution and By-Laws

3. A copy of the Constitution and By-Laws shall be available online in ACIMS and at <https://wnsr.ca/mess> for public review.

## SECTION 202 – BY-LAW NO 2 – COMMITTEE

### 202.01 Mess Executive Committee – Composition

4. The Mess Executive Committee shall be responsible for the management of the Mess in accordance with current regulations, the Constitution, By-laws, and/or instructions issued by the CO. Individual members of the Mess Executive Committee shall exercise reasonable prudence in the performance of assigned duties, and be faithful to the interests of the Mess.

5. The Mess Executive Committee shall consists of:

- a. PMC;
- b. Vice PMC;
- c. Secretary;
- d. Sports & Entertainment; and
- e. Treasurer.

6. When a member has served a term of office on the Mess Executive Committee he/she will not be liable to serve again on this Committee or Sub-Committee without his/her consent for the following periods:

- a. PMC/VPMC, two years following the completion of his term of office; and
- b. Secretary, 12 months following the completion of his/her term of office.

### 202.02 Handover

7. When any member of a Committee is changed, a handover will be made of duties and items of Public and Non-Public Property for which the outgoing member is responsible.

### 202.03 President of the Mess Committee

8. When practical, the office of the PMC shall be filled by the advancement of the Vice-President of the Mess Executive Committee. The term of office for the PMC shall normally be 2 years.

### 202.04 Vice-President of the Mess Executive Committee

9. The VPMC will be voted in by the Ordinary Members for a term of 2 years, if not appointed by the CO. In order to ensure continuity, the VPMC shall succeed the PMC when practical upon his termination of office.

## SECTION 203 – BY-LAW NO 3 – SUB-COMMITTEES

### 203.01 Sub-Committees

10. When they are considered necessary for the proper administration of the Mess, Sub-Committees may be appointed by the Mess Executive Committee, elected at a General Mess Meeting, or may be volunteers, subject to approval of the CO.

- a. Sub-Committees may comprise of any Ordinary Member of the Mess, except an employee thereof;
- b. The Entertainment & Sports Sub-Committee shall consist of no more than four Ordinary Members, and shall be responsible for the planning and execution of all sports, social, and entertainment functions. To provide continuity within the Entertainment Committee, normally not more than four members will be elected at any one time at a General Mess Meeting;
- c. Sub-Committees may be formed for:
  - (1) Entertainment & Sports (maximum four);
  - (2) Planning (minimum two);and
  - (3) Hospital (minimum one);
- d. While serving on a Sub-Committee, the member shall not be liable for election to the Mess Executive Committee. When a member has completed a term of office on a Sub-Committee he/she shall not be liable for re-election for a period of six months to a Committee or Sub-Committee.

### 203.02 Vacant Mess Executive Committee Offices

11. The PMC shall fill vacant Mess Executive Committee offices by appointment when required. An incumbent of Mess Executive Committee holding office by appointment shall be the subject of a vote at the first General Mess Meeting following the appointment.

### 203.03 Special Committee Members

12. Members of Special Committees, when appointed by the PMC shall be ex-officio members of the Mess Executive Committee until such time as the PMC dissolves the Special Committee.

#### SECTION 204 – BY-LAW NO 4 – AUTHORITY AND RESPONSIBILITY

##### 204.01 Mess Executive Committee – Authority and Responsibility

13. The Mess Executive Committee shall be responsible for the efficient operation of the Mess in accordance with the Constitution, By-Laws and other current regulations.

14. The PMC and the Mess Executive Committee are empowered to:

- a. Authorize all recurring expenditures of the Mess and all expenditures of a capital or nonrecurring nature up to \$1000;
- b. PMC may approve expenditures up to \$1000 per single item;
- c. Present any purchases in excess of \$1000 to a General Mess Meeting for ratification prior to submission to the CO for approval;
- d. Purchase minor items for common use among Mess members such as newspapers, periodicals and magazines as they are required; and
- e. Authorize expenditures up to the budgeted amount as per the approved Mess fiscal budget.

#### SECTION 205 – BY-LAW NO 5 – DUTIES AND RESPONSIBILITIES

##### 205.01 Supervising Officer/RSM

15. The Supervising Officer / RSM, or those persons appointed by the CO, shall serve as Honourary President of the Mess advising the Mess Executive Committee as required in accordance with CF Mil Pers Instr 09/03 and CFP 262 Chap 2 Para 13 – 14.

##### 205.02 President of the Mess Committee

16. The PMC is responsible to the Commanding Officer for the following:

- a. Ensure that all members of the Mess Executive Committee, Special Committees and Sub-Committees perform their duties in accordance with the provisions of the Constitution and By-Laws;
- b. Administer, manage and supervise Mess activities, including the maintenance of discipline within the Mess;



- c. Publish the Mess Constitution and By-Laws and amendments thereto as required;
- d. Convene Mess Executive Committee Meetings at least twice annually or as required, General Mess Meetings at least once annually, Extraordinary Mess Meetings as required, and presides at the subject meetings;
- e. Review and understand the duties for Service and Civilian employees of the Mess and contracts;
- f. Scrutinize and report to the Regimental Sergeant Major, unpaid Mess accounts and the names of members who have been placed on restricted privileges because of misconduct or infractions of Mess regulations;
- g. Action any suggestions and complaints received from Mess members;
- h. Control Mess expenditure in accordance with current regulations and instructions;
- i. Assume responsibility for Public and Non-Public Mess property;
- j. Maintain the online Suggestion and Proposal Book; and
- k. Publish advance notice of General Mess Meeting at least 30 days in advance and ensure entries into Routine Orders.

#### 205.03 Vice-President of the Mess Committee

17. In addition to the duties and responsibilities detailed in other Articles of the By-Laws, the VPMC is responsible to the PMC for:

- a. Assuming all responsibilities and duties of the President when acting on behalf of, or as a replacement for the President;
- b. Chairing Sub-Committee Meetings as directed by the PMC;
- c. The control of the entertainment and sports expenditures and is the primary signing authority for these expenditures;
- d. Periodic inspections as required of Mess Public and Non-Public property;
- e. Assisting and guiding other Committee members in the performance of their duties;
- f. Ensuring that the Entertainment Calendar of Events is produced and published;

- g. Ensuring that the proposed entertainment and sports functions covering a six month period are presented to the Committee and to the General Meeting as required by the Entertainment & Sports Sub-Committee Representative; and
- h. Delegating specific duties to the various personnel so that all the members share the workload of the entertainment members.

#### 205.04 Mess Secretary

18. The Mess Secretary is responsible for the following:
- a. Record the minutes of the Mess Executive Meetings, General Mess Meetings and Extraordinary Mess Meetings;
  - b. Prepare the agenda of Mess Executive Committee Meetings, General Mess Meetings and Extraordinary Mess Meetings;
  - c. Prepare and signs the Minutes of Meetings as required;
  - d. Publish the Minutes of Meetings as required;
  - e. Assume other responsibilities as assigned by the PMC or VPMC; and
  - f. Ensure timing for all Mess Meetings are posted in Routine Orders. Publish minutes of General Mess Meeting no later than 14 days after approval by CO's authority.

#### 205.05 Treasurer

19. The Treasurer is responsible to the PMC for the following:
- a. Prepare the annual budget;
  - b. Monitor financial results in comparison to the budget;
  - c. Interpret financial statements and advise the PMC on the financial conditions of the Mess;
  - d. Ensure that the Mess Committee is aware of the financial implications of any decision;
  - e. Make all deposits, as frequently as is necessary and reasonable, to ensure that only petty cash and the Bartender's float remain secured overnight in the Mess safe; and

- f. Participate in stocktaking and to assist the auditors when Mess activities and/or records are being examined.

#### 205.06 Entertainment & Sports Committee

20. The Entertainment Committee shall consist of a reasonable number of interested volunteers or members nominated and duly elected by the General Mess Meeting and shall normally serve for a minimum period of six months. The Entertainment Committee members are responsible to the PMC for the following:

- a. Organize all Mess social functions;
- b. Prepare a proposed calendar of Mess social functions for a three-month period;
- c. Publish the social calendar once approved;
- d. Prepare, acquire all required entertainment supplies and supervise functions as detailed;
- e. Arrange for provisions of food for entertainment functions;
- f. Arrange for decorating and removal of decorations from social functions as required;
- g. Prepare a budget for each social event, and have the proposed budget approved at a General Mess Meeting; and
- h. Perform any other duty, as directed by the Mess Executive Committee.

#### 205.07 Bartender

21. Bartenders are to be identified and approved in advance of any event where alcohol is to be served. The Bartender is responsible for the following:

- a. Maintain the bar, stockroom, lounge, ante-room and other areas where alcohol maybe consumed in a clean, tidy condition;
- b. Remove empty glasses and bottles from the lounge and ante-room promptly;
- c. Wash all glasses in a clean hygienic fashion, observing all Federal and Provincial Health regulations; and
- d. Keep all silver, trophies, pictures and punch bowls clean.

#### SECTION 206 – BY-LAW NO 6 - EMPLOYEES

### 206.01 Personnel

22. Personnel employed in the Mess must meet all current NPF/PSP and other DND regulations.

## SECTION 207 – BY-LAW NO 7 – MEMBERSHIP

### 207.01 Ordinary Members

23. Ordinary members shall have equal status within the Mess but shall observe the senior rank relationship at all times.

24. Ordinary Members are entitled to all privileges of the Mess as stated in the Mess Constitution and Mess By-Laws.

25. Ordinary Members honourably released may retain Ordinary Membership up to the effective date of release on payment of current Mess subscription and assessment in advance.

### 207.02 Associate Members

26. Associate Membership quota shall not exceed 25% of the Ordinary Membership.

27. The Mess Executive Committee with the consent of a General Mess Meeting and the approval of the CO, may invite any person in the category listed in Section 102.03 Associate Members, with the exception of retiring or released members of the Mess, to become an Associate Member, for which procedures are provided in Section 207.02 Associate Members.

28. Other Released or Retiring Mess Members: The name of the Proposed Candidate is to be put forward on the approved application, signed by the Sponsor and seconded. Both the Sponsor and the Secondary Sponsor must be Ordinary Mess Members. They will submit the application to the Mess Executive Committee, outlining the particulars and background of the Proposed Candidate.

- a. For retired members of the West Nova Scotia Regiment, the Mess Executive Committee will add the name of the Proposed Candidate to the Associate Member nominal roll;
- b. For all other applicants, the PMC will present the application with noted observations;
- c. Subject to the approval of the Mess Executive Committee, the PMC will publish details of the application online for a period of not less than 30 days;

- d. Any member wishing to register an objection to the Proposed Candidate shall do so in writing to the PMC, outlining the reasons of the objection. The Mess Executive Committee shall consider the objection for presentation at a General Mess Meeting;
- e. An objection accepted by the Mess Executive Committee at a General Mess Meeting as valid shall be deemed to be sufficient to deny acceptance of the application and the Sponsor shall be invited to meet with the Mess Executive Committee;
- f. It shall be the responsibility of the Sponsor to notify the Proposed Candidate of the refusal or acceptance of the application;
- g. At the conclusion of the 30 day publication period, the Mess Executive Committee shall be empowered to grant Mess privileges to the Proposed Candidate, providing no objection has been registered, and the PMC shall call for a vote of acceptance at the next General Mess Meeting;
- h. A Proposed Candidate who has been refused an Associate Membership will not be considered for another Associate Membership for one year as of the date of the objection.

#### 207.03 Honourary Members

- 29. Honourary Membership quota may not exceed 25% of Ordinary Membership.
- 30. Honourary Members of the Mess may comprise:
  - a. The category listed in Section 102.04 Honourary Members except in the Mess in which he/she is an ordinary member;
  - b. Any distinguished person, for a term not exceeding one year (without prejudice to renewal of membership for a further period of one year). Upon recommendation of the Mess Executive Committee, majority vote of a General Mess Meeting and approval of the CO;
  - c. Ordinary Members of the Mess on retiring from the Canadian Armed Forces may be granted Honourary Membership for a period of one year commencing on the official date of release;
- 31. The procedure to be followed for considering a prospective Honourary Member will be as for Associated Members, outlined in Section 207.02 Associate Members.

#### SECTION 208 – BY-LAW NO 8 – MESS PRIVILEGES

#### 208.01 Mess Privileges – Ordinary Members

32. Mess privileges consist of advantages that may be enjoyed by individuals because of Mess Membership.

33. Mess privileges are:

- a. Attend and vote on all motions put to a General or Extraordinary Mess Meeting;
- b. May introduce any proposals, administrative changes or any other business pertaining to the operation of the Mess;
- c. Be a member of the Mess Executive Committee;
- d. Make purchases from the bar facilities;
- e. Utilize the facilities of the Mess designed for social and sports functions;
- f. Attend all social, sports and general functions held in the Mess that are not restricted to particular groups or that require reservations;
- g. May bring a maximum of five guests to the Mess, subject to restrictions on guests that require the prior approval of the PMC; and
- h. May sponsor applicants for Associate or Honourary Membership.

#### 208.02 Privileges of Associated Members

34. Associate Members shall be accorded the privileges of the Mess with the following restrictions:

- a. No voice in the management;
- b. Cannot nominate Associated Members nor Honourary Members;
- c. May not bring more than three guests to a Mess function unless prior permission has been granted by the PMC.

#### 208.03 Privileges of Honourary Members

35. Honourary Members shall be accorded the privileges of the Mess in the same manner as Associate Members as detailed in Section 208.02 Privileges of Associated Members.

#### 208.04 Restrictions of Mess Privileges

36. The PMC may restrict or remove Mess privileges of any Ordinary, Associate, and Honourary Members for reasons of misconduct or contravention of the Constitution or By-Laws.

37. The restriction may be for any period of time deemed appropriate and may be any combination of:

- a. Removal of privileges of making purchases of and consuming alcoholic beverages in the Mess; and
- b. Removal of all or any combination of Mess privileges, except attendance at Mess Meetings for Ordinary Mess Members.

38. Procedures for implementing removal or restriction of privileges shall include notification to the member by memorandum with information copies to:

- a. CO;
- b. Member's immediate supervisor in their Chain of Command; and
- c. RSM.

39. An Associate Member or Honourary Member who has had their membership cancelled, for reasons of misconduct or delinquency of payment of Mess dues, shall not be allowed entry into the Mess as a guest.

## SECTION 209 – BY-LAW NO 9 – GUESTS

### 209.01 Guests

40. All members may invite personal guests into the Mess at times when the Mess is regularly open. Personnel will not be invited into the Mess without the express permission of an Ordinary Mess Member.

41. Members will be responsible for the conduct and dress of any guests they introduce to the Mess. A member will assume responsibility for the entire cost of entertainment of his personal guests.

42. The PMC has the authority, in conjunction with Section 208.04 Restrictions of Mess Privileges, to refuse entry or the occupancy of any guests in the Mess.

### 209.02 Guest Book

43. A guest book shall be maintained in the main foyer to record the names of visitors to the Mess as well as the names of their sponsors.

## SECTION 210 – BY-LAW NO 10 – MEETINGS

### 210.01 Meetings – General

44. Any Mess meeting may be conducted in person or online via a meeting service such as WebEx, Zoom, or Google Meet. Should a meeting be conducted online, the following conditions apply:

- a. Members must identify themselves by name and rank in their displayed name. If this is not possible, the member must verbally identify themselves during a roll call prior to bringing the meeting to order;
- b. Unknown or unidentified members will be ejected prior to bringing the meeting to order;
- c. Meetings should not be recorded unless there is a specific need to do so;
- d. Voting shall occur by users registering their response via text chat within the meeting or by any other means identified by the PMC; and
- e. Minutes are to be produced and published normally.

### 210.01 Mess Executive Committee Meetings

45. Mess Executive Committee Meetings shall be held not less than twice annually or as required at the call of the PMC.

46. Mess Executive Committee Meetings shall provide management for the Mess to the extent authorized by the Constitution and the By-Laws.

47. Mess Executive Committee Meetings shall provide the facility for determining the agenda of items of General and Extraordinary Mess Meetings.

48. Minutes of Mess Executive Committee Meetings shall be signed by the PMC, Mess Secretary, and the CO or his representative.

49. Minutes of Mess Executive Committee Meetings shall be posted online not less than 21 days following final sign-off.

### 210.02 General Mess Meetings

50. General Mess Meetings shall be held not less than annually at the call of the PMC.

51. General Mess Meeting procedure is described in [CFP 262](#).



52. Minutes of General Mess Meeting shall be signed by the PMC, Mess Secretary and the CO.

53. Electronic copies of the minutes shall be forwarded to the signing authorities concerned and to NPF.

54. A copy of the minutes shall be posted online not later than 21 days following the approval of the CO.

#### 210.03 Extraordinary Mess Meetings

55. Extraordinary Mess Meetings may be held as detailed in Section 104.01 Meetings - General.

56. Extraordinary Mess Meetings called by petition in accordance with Section 104.01 Meetings - General will clearly state the purpose of the meeting and will be signed by 25% of the Ordinary Mess Members available.

57. Extraordinary Mess Meetings shall be called to discuss one subject only.

58. Extraordinary Mess Meeting procedure shall be:

- a. Call to order;
- b. Confirmation of Ordinary Membership quorum;
- c. Action of the business; and
- d. Adjournment.

59. Minutes of Extraordinary Mess Meetings shall be signed by the PMC, Mess Secretary, and the CO or his designated representative.

60. Electronic copies of the minutes shall be forwarded to the signing authorities concerned, and to NPF.

61. A copy of the minutes shall be posted online no later than 21 days following approval by the CO.

#### 210.04 Mess Meeting – The Agenda

62. A proposed agenda for a General Mess Meeting shall be posted online at <https://wnsr.ca/mess> not less than 14 days prior to the Meeting. The finalized Agenda will be posted not less than two days prior to the Meeting, and presented at the General Mess Meeting by the Mess Committee.

#### 210.05 Method of Notifying Members of Meetings

63. The Mess Executive Committee shall post online notification of a General Mess Meeting not less than 14 days before the date of the meeting. A proposed agenda and the final Agenda will be posted in accordance with Section 210.04 Mess Meeting – The Agenda.

#### 210.06 Constitution of a Quorum

64. A General Mess Meeting or Extraordinary Meeting of the Mess is not valid or competent to transact any business unless a quorum is present. A quorum shall consist of 50% of the Ordinary Membership reasonably able to attend. The CO may authorize a lesser percentage as constituting a quorum at a particular meeting; the circumstances will be attached to the Minutes of that General Meeting.

#### 210.07 Method of Conducting Votes

65. All motions are decided by majority vote of the Ordinary Mess Members in attendance, in accordance with Section 210.06 Constitution of a Quorum. A majority is interpreted as follows:

- a. More than half of the Ordinary Members present, ignoring members who do not vote; and
- b. In the event of equal votes for and against a motion, the motion is defeated by the lack of consensus of the majority.

66. The PMC may exercise his/her right to vote as an Ordinary Member, but as a general rule the PMC should refrain from doing so. Except for his/her vote as an Ordinary Member, the PMC does not have an extra or casting vote in the event of a tie.

#### 210.08 Procedure to be followed in the Adjournment of a Meeting

67. At the discretion of the PMC, a motion to adjourn a Meeting may be proposed and seconded. The motion is not debatable and the PMC will immediately call for a vote, in accordance with Section 210.07 Method of Conducting Votes.

#### 210.09 Proposal Book

68. A Proposal Book shall be available online at <https://wnsr.ca/mess> for all Ordinary Members wishing to record proposals. Valid proposals shall be included in the Agenda of a General Mess Meeting providing the proposition is recorded in the Proposal Book not less than 14 days in advance of the date of the Meeting.

### SECTION 211 – BY-LAW NO 11 – SUBSCRIPTIONS

### 211.01 Subscriptions and Assessments

69. Mess subscriptions and assessments are necessary to achieve the aim of the Mess.
70. Subscriptions and assessments are required to:
  - a. Defray normal operating expenses;
  - b. Repay loans;
  - c. Support entertainment functions; and
  - d. Provide for retirement, celebration, or sympathy gifts, etc.

### 211.02 Rate

71. Each Ordinary and Associate Member shall pay into the Mess funds in the amount determined by a General Mess Meeting and approved by the CO in accordance with the following:
  - a. A monthly subscription to a membership fee, towards defraying the general operating expenses of the Mess;
  - b. Fees are to be deducted directly from the pay of Ordinary Members;
  - c. Mess subscriptions and assessments will be charged, pro rata, on a daily basis for a period of less than one month;
  - d. Payment of Mess assessments shall be governed as follows:
    - (1) Every Associated Member shall pay their bill:
      - (a) Twice yearly, not later than 01 January and 01 July; or
      - (b) The date that he/she ceases to be an Associated Member.
  - e. It is the individual member's responsibility upon promotion, posting, or temporary duty to ensure arrangements are made for payment of monthly dues.

## SECTION 212 – BY-LAW NO 12 – TEMPORARY AND ATTACHED DUTY

### 212.01 Temporary and Attached Duty

72. When a Member is absent on temporary or attached duty on a course of instruction in excess of 14 days and thereby is unable to use the facilities of his/her home Mess, his/her Mess

subscription and special assessments shall be waived at his/her parent Mess and he/she shall pay into the Mess funds of the host Mess. This is in accordance with CFAO 27-1, para 24.

## SECTION 213 – BY-LAW NO 13 – TRADING ACTIVITY

### 213.01 Merchandise

73. The Mess may hold for retail sale to members liquors, wines, beers, and other incidentals as desired by the Members. To provide sale of these items must not be in contravention to military regulations or civil law.

74. The bar will close at the hours stipulated unless extended under the following conditions:

a. At any time by the following:

- (1) PMC;
- (2) VPMC; or
- (3) CO/RSM.

b. For up to two hours by the senior member present by signature of that senior member in the Bar Extension Book. The senior member signing must be in attendance during the time the bar is to remain open, with the following conditions:

- (1) More than six members present – Mess will pay the cost of the Bartender;
- (2) Four to six members present – the senior member signing will be personally responsible to pay for the Bartender;
- (3) Less than four members present – no extension will be permitted.

c. Under no circumstance will the bar hours be extended later than what is allowed by Provincial Law.

### 213.02 Prices of Merchandise

75. Bar prices shall be set by the CO. Prices shall be sufficient to recover the cost of merchandise, operating expenses, and generate a modest profit.

76. A bar price list will be available at the bar.

### 213.03 Sales of Alcoholic Beverages

77. The serving of alcoholic beverages is restricted to the public rooms of the Mess.
78. Alcoholic beverages shall not be served, exchanged or given to an individual who is not a Member of the Mess, a guest of the Mess, or a personal guest of a Member.
79. Members or guests under the age of 19 years will not be served or consume alcoholic beverages.

## SECTION 214 – BY-LAW NO 14 – FINANCE AND ACCOUNTING

### 214.01 Finance and Accounting

80. The Financial Adviser, appointed by the PMC or delegated by the CO, is to act as the financial adviser to the Mess Executive Committee and is responsible to the PMC.
81. The NPFAO may serve as an ex-officio on the Mess Executive Committee and shall provide financial information and advice as required.
82. Mess funds or other assets may be expended for the operation, social activities, development and improvement of the Mess.
83. All write-offs will be in accordance with Standing Orders, and investigation of loss or damage to NPF property shall be in accordance with QR&Os 21.72 and 21.73. NPF entity write-off authorities, as a result of loss, damage or life expiration are as follows:
- a. PMC with authority of General Mess Meeting: \$1000; and
  - b. CO: over \$1000.

### 214.02 Financial Statements

84. Financial statements shall be prepared at the end of each accounting period from the financial records maintained for the Mess by NPFAS.
85. Financial statements shall be reviewed at each General Mess Meeting.

### 214.03 Deposits

86. Deposits shall be made daily insofar as possible. Except for the current day's receipts, all cash on hand on the last banking day of the month will be deposited on that day.

### 214.04 Accumulation of Mess Dues

87. Mess funds shall be accumulated only in the amount sufficient to:

- a. Meet continuing obligations; and
- b. Establish an adequate reserve for:
  - (1) Replacement of assets or inventory; and
  - (2) Capital outlays in a normal year.

88. The funds of the Mess shall be expended only for the immediate benefit of the members of the Mess.

#### 214.05 Authority to Pay

89. The NPFAS is authorized to pay, on behalf of the Mess all debts incurred. All such payments shall be made by cheques except that settlements may be made in cash from the Petty Cash Fund for items under \$150.00.

#### 214.06 Petty Cash and Change Floats

90. The Mess Manager is authorized to hold a petty cash fund in an amount as approved at a General Mess Meeting. This petty cash fund is for payment of miscellaneous charges as approved by the PMC, and shall comply with Section 214.05 Authority to Pay.

91. The Bar Manager is authorized to hold a change fund in amount as approved at a General Mess Meeting.

#### 214.07 Sympathy Tokens

92. The Mess Executive Committee is authorized to spend up to \$100 for each deceased member of the Mess or the Mess Staff.

93. In the case of a death in a Member's family, the Mess Executive Committee is authorized up to \$80 for flowers/donations. For the purpose of this Article, immediate family means:

- a. mother, father;
- b. daughter, son;
- c. sister, brother;
- d. grandparents (only if the Member was raised by them);
- e. legal guardian;
- f. spouse; and

g. mother-in-law, father-in-law.

94. The amount stated in paragraphs 1 and 2 are inclusive of all costs of delivery, etc.

## SECTION 215 – BY-LAW NO 15 – MESS ENTERTAINMENT

### 215.01 Entertainment

95. Entertainment in which all members are entitled to participate will be held only after being agreed to by the majority of the Ordinary Members present at a General Mess Meeting. This provision may be reviewed if in the opinion of the CO, circumstances do not permit the convening of a General Mess Meeting.

96. The cost of entertainment in which all members are entitled to participate will be determined by a majority vote of Members at an Executive Committee Meeting, subject to the concurrence of the CO. The cost of such entertainment may be a charge in part or in whole against Mess funds.

97. An assessment will not be made against a member who has been excused from attending the function because of leave, duty or sickness.

### 215.02 Notification

98. Members will be advised of Mess entertainment activities by the Entertainment Committee, by at least one of the following means:

- a. Online notice at <https://wnsr.ca/mess>;
- b. Online publication to a group designated for the purpose of informing Mess Members of an event;
- c. Notice board at the Mess;
- d. Posters;
- e. Electronic Mail; or
- f. Phone.

### 215.03 Reservation of the Mess

99. At the direction of the PMC, a member or unit may be granted the privilege of reserving the Mess for a private function. These requests will be granted on a tri-monthly basis only, with the stipulation that if another Mess function of greater importance arises, previously approved functions may be cancelled or rescheduled if with three weeks' notice.

100. The use of the Mess for private functions is granted provided there is no cost to the Mess:
- a. Official function:
    - (1) Food/serving cost borne by attendees, and
    - (2) Bar facilities provided by the Mess.
  - b. Unit happy hours, barbeques, parties or member sponsored functions:
    - (1) Entire cost of food/serving to be borne by attendees.

#### 215.04 Official Mess Guests

101. The CO, RSM or PMC shall indicate those considered to be official Mess guests.

#### 215.04 The PMC's Chit

102. The PMC may employ a chit from the Mess Fund, not to exceed \$150 and for the sole benefit of Ordinary Members and distinguished guests of the Mess. The PMC's chit may be used for occasions such as (but not limited to):

- a. Ordering food delivery for all Members present on a training night;
- b. Supplementing the bar tab during Promotion celebrations; and
- c. Covering Mess costs for distinguished guests.

103. The PMC's chit may not be used more than once in a 30-day period and its use must be reasonably expected to benefit to a balance of Mess Members.

104. Any expenditure against the PMC's chit is to be detailed at the following General Mess Meeting.

### SECTION 216 – BY-LAW NO 16 – MESS BILLS

#### 216.01 General

105. Mess bills are not permitted for Ordinary Members. Payment of Mess fees is to be deducted automatically from an Ordinary Member's pay.

106. The cost alcohol, food, or other items in the Mess must be paid at the time of purchase.

107. Chits for Mess Members and guests are strictly forbidden, with the exception of the PMC's chit which is to be used only for the sole benefit of Ordinary Members.



108. The PMC shall furnish the RSM with the name of any Associate Member who has not paid their Mess bills.

109. When the RSM receives the list of names he shall:

- a. Call upon the Associate Member concerned for an explanation; and
- b. If no satisfactory explanation is given by an Associated Member, consider revoking their membership.

#### SECTION 217 – BY-LAW NO 17 – SIGNING AUTHORITY

##### 217.01 Signing Authority

110. All members of the Mess Executive Committee shall have the authority to sign a requisition for cheques on behalf of the Mess.

111. The cheque signing authorities will be any two of the following:

- a. PMC;
- b. VPMC;
- c. Treasurer; or
- d. Secretary.

#### SECTION 218 – BY-LAW NO 18 – POSTING/RETIREMENT GIFTS, CELEBRATION GIFTS, AND HOSPITAL ENTITLEMENTS

##### 218.01 Posting/Retirement Gift

112. The Mess funds shall provide a gift from the Mess to a value not in excess of \$80.00 for each member who retires or is posted from the Mess, regardless of years of service.

113. Companies shall notify the PMC of retiring or posted members, providing the individual's particulars.

114. Posting/Retirement gifts should be presented at an official Mess function, such as a luncheon (posting/retirement), Departure With Dignity (DWD), or a Mess Dinner (retirement only), by a representative of the Mess Executive Committee.

115. If the member is unavailable to attend an official Mess function for presentation, it may be presented at a unit level provided a representative from the Mess Executive Committee is invited to present the Mess gift.

### 218.02 Celebration Gifts

116. The Mess funds may provide a gift from the Mess to a value not in excess of \$80.00 for each member who has a child or is married, on the occasion of the birth or marriage.

117. Companies shall notify the PMC when one of their members has such an event, providing the individual's particulars and details of the event sufficient to support an appropriate gift.

118. Gifts should be presented at an official Mess function, by a representative of the Mess Executive Committee.

119. If the member is unavailable to attend an official Mess function for presentation, it may be presented at a unit level provided a representative from the Mess Executive Committee is invited to present the Mess gift.

### 218.03 Hospital Entitlements

120. The following regulations shall apply to members in the hospital:

- a. Members must be hospitalized for a minimum of seven days before being entitled to hospital comforts;
- b. Members will be entitled to hospital comforts each time they are admitted to a hospital;
- c. Members are entitled to a maximum of \$1000 per admission; and
- d. Members cannot receive their hospital comforts as a cash payment or as purchases towards smoking material or alcoholic beverages. Hospital comforts may be used towards reading material, toiletries, hospital television rental, etc., and will be reimbursed upon receipt to a maximum of \$1000, at the discretion of the Mess Executive Committee.

## SECTION 219 – BY-LAW NO 19 – DISPOSAL OF NON-PUBLIC MESS PROPERTY

### 219.01 Disposal of Non-Public Mess Property

121. Disposal of surplus or worn items of Non-Public Mess property shall be in accordance with CFP 105. Proceeds from sales are to be properly accounted for and deposited for credit to the Mess Account.

## SECTION 220 – BY-LAW NO 20 – MESS PROPERTY

### 220.01 Mess Property

122. It shall be the responsibility of every Mess member to:
- a. Observe all rules of fire prevention while in the Mess; and
  - b. Report damages or breakage of Mess furnishing and Mess property to the PMC or VPMC.
123. Mess Members shall not remove or cause to be removed from the Mess any items of Mess property without prior approval from the PMC.
124. Expenses arising from the wilful damage, loss or misappropriation of Mess property shall be levied against the individual member or members responsible.

#### SECTION 221 – BY-LAW NO 221 – PERSONAL PROPERTY

##### 221.01 Personal Property

125. The Mess shall not be responsible for the loss, damage, or items of personal property introduced into the Mess by a member or guest.

#### SECTION 222 – BY-LAW NO 22 – DRESS IN THE MESS

##### 222.01 Dress

126. It is every Member's and guest's responsibility to dress in such a manner as to bring credit upon themselves and the Mess.
127. Every member shall make it his/her responsibility to ensure that a good standard of dress is maintained.
128. Outdoor clothing such as hats, rubber boots, overcoats, etc., shall not be worn in the Mess lounge.
129. Acceptable orders of dress will be posted in the Mess, and are listed in Annex A. These orders of dress will be strictly adhered to at all times.
130. Footwear:
- a. Socks are not required; and
  - b. Sandals may be worn with dress shorts.
131. Masks: The Mess will follow all DND/CAF and Nova Scotia health regulations with regards to the wearing of masks.

132. Exceptions to Annex A may be made, in the event of a costume party, with prior approval of the PMC.

## SECTION 223 – BY-LAW NO 23 – DISCIPLINE

### 223.01 Discipline

133. Every member of the Mess will personally be responsible for their decency of conduct and proper observation of Mess rules and customs. Every member or guest enjoying Mess privileges who wilfully or negligently causes, permits or contributes to the loss, deficiency, theft, destruction, deterioration, or improper expenditure of any Mess property shall be disciplined or suffer loss of privileges as determined by the CO, Supervising Officer, RSM and/or PMC. In addition, the individual responsible may be liable to make restitution or reimbursement to the Mess for the financial loss incurred.

134. The PMC will be responsible to the CO for the maintenance of Mess discipline and may impose restrictions upon any Member for misconduct or infraction of the Constitution or By-Laws.

135. When the PMC and VPMC are absent, the senior Ordinary Member present will be responsible for the maintenance of Mess discipline.

136. Members shall not interfere with, nor cause censure of the Mess Staff in performance of their duties.

137. Notices shall not be posted on the Mess notice board or any part of the Mess without permission of the PMC.

138. Furniture and equipment shall not be taken out of the Mess by members without permission of the PMC.

139. Children shall not be permitted in the Mess except on special occasions when authorized by the PMC. During the occasions, they will not be permitted to enter the bar, and will behave in accordance with Section 213.03 Sales of Alcoholic Beverages.

140. Mess Members and their guests shall not enter the Mess storeroom or bar without the permission of the PMC or his/her delegated representative.

## SECTION 224 – BY-LAW NO 24 – PETS

### 224.01 Pets

141. Pets shall not be allowed in the Mess building or grounds at any time.

## ANNEXES

### ANNEX A – DRESS

#### Part 1 - Dress Instruction

1. The following orders and instructions for dress will be complied with by all Members and guests of The Mess:
  - a. Uniforms as detailed in CFP A-AD-265-000/AG-001 Canadian Forces Dress Instruction Annex A Chap 2 for all areas of the Mess;
  - b. All clothing is to be clean, neat, in good taste, and of a high standard expected of military members;
  - c. Outer garments are not to be worn in the Mess, but shall be hung in cloakrooms or on a coat rack;
  - d. The PMC/VPMC or in his absence, the senior member present will ensure these instructions are adhered to at all times;
  - e. The Supervising Officer or RSM may alter dress regulations at any time; and
  - f. Authority for alternate orders of dress for specific functions or occasions will only be authorized by the Mess Executive Committee.

#### Part 2 - Order of Dress

2. Occasions when and types of dress worn are as follows:

<b>SER</b>	<b>DRESS</b>	<b>DETAIL</b>	<b>OCCASION</b>
1	Military Dress Ceremonial, Order 1A, 1B, and 1C; Service Dress, Order 3, 3A, 3B, and 3C;	Formal Dress Working Dress	Ceremonial Parades and other occasions Daily
2	Combat Clothing	Working Dress	Daily
3	Formal Dress Mess, Order 2, 2A, and 2B; Tuxedo; Dinner Jacket; Three Piece Business Suit	Formal Functions	Formal evening Functions (after 1800h) such as: a. Mess Dinners, b. Other Formal Functions, c. Service or civilian occasions where formal attire would be deemed appropriate

<b>SER</b>	<b>DRESS</b>	<b>DETAIL</b>	<b>OCCASION</b>
4	Semi-Formal; Casual suit with tie; Dress slacks with shirt and tie or turtle neck sweater	Function Dress	Worn daily in all areas of the Mess. Removal of jackets and ties may be authorized by the PMC/Senior Member
5	Casual; Shirt with collar or sweater (knitted) with sleeves; Dress slacks with clean presentable footwear (no running shoes)	Casual	Worn daily in the Mess
6	Relaxed; Denim slacks (blue jeans) must be clean, hemmed, without patches or holes and presentable in appearance; Dress shorts or skirts must be conservative in length and style. “Cut-offs” are not allowed; No “muscle shirts/sweatshirts” are allowed; Footwear must be clean and presentable. Running shoes are allowed; Shirt with collar or sweater (knitted) with sleeves	Relaxed Mess	Worn daily in all areas of the Mess unless specified
7	Sports attire	Sports	As authorized for specific events

ANNEX B – MESS COMMITTEE RESPONSIBILITIES

Part 1 - President of the Mess Committee

1. The PMC is responsible to the Commanding Officer for the following:
  - a. Ensure that all members of the Mess Executive Committee, Special Committees and Sub-Committees perform their duties in accordance with the provisions of the Constitution and By-Laws;
  - b. Administers, manages and supervises Mess activities, including the maintenance of discipline within the Mess;
  - c. Publishes the Mess Constitution and By-Laws and amendments thereto as required;
  - d. Convenes Mess Executive Committee Meetings not less than twice annually or as required, General Mess Meetings not less than once annually, Extraordinary Mess Meetings as required, and presides at the subject meetings;
  - e. Reviews and understands the duties for Service and Civilian employees of the Mess and contracts;
  - f. Scrutinizes and reports to the CO unpaid Mess accounts, and the names of members who have been placed on restricted privileges because of misconduct or infractions of Mess regulations;
  - g. Actions any suggestions and complaints received from Mess members;
  - h. Controls Mess expenditure in accordance with current regulations and instructions;
  - i. Assumes responsibility for Public and Non-Public Mess property;
  - j. Maintains the Suggestion and Proposal Book; and
  - k. Publishes notice of General Mess Meeting at least 30 days in advance of the Meeting date.

\_\_\_\_\_  
President of the Mess Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Honourary President of the Mess Committee

\_\_\_\_\_  
Date

Part 2 - Vice-President of the Mess Committee

1. In addition to the duties and responsibilities detailed in other Articles of the By-Laws, the VPMC is responsible to the PMC for:

- a. Assuming all responsibilities and duties of the President when acting on behalf of, or as a replacement for the President;
- b. Chairing Sub-Committee Meetings as directed by the PMC;
- c. The control of the entertainment and sports expenditures and is the primary signing authority for these expenditures;
- d. Periodic inspections as required of Mess Public and Non-Public property;
- e. Assisting and guiding other Committee members in the performance of their duties;
- f. Ensuring that the Entertainment Calendar of Events is produced and published;
- g. Ensuring that the proposed entertainment and sports functions covering a six month period are presented to the Committee and to the General Meeting as required by the Entertainment and Sports Sub-Committee Representative; and
- h. Delegating specific duties to the various personnel so that all the members share the workload of the entertainment members.

\_\_\_\_\_

Vice-President of the Mess Committee

\_\_\_\_\_

Date

\_\_\_\_\_

President of the Mess Committee

\_\_\_\_\_

Date



Part 3 - Secretary

1. The Mess Secretary is responsible for the following:
  - a. Ensures timing for all Mess Meetings are published online and posted in Routine Orders;
  - b. Prepares the agenda of Mess Executive Committee Meetings, General Mess Meetings and Extraordinary Mess Meetings;
  - c. Records the minutes of the Mess Executive Meetings, General Mess Meetings and Extraordinary Mess Meetings;
  - d. Signs the Minutes of Meetings and causes them to be reviewed for approval by the CO;
  - e. Publishes the Minutes of Meetings at <https://wnsr.ca/mess> not more than 21 days after approval by the CO; and
  - f. Assumes other responsibilities as assigned by the PMC or VPMC.

_____	_____
Secretary	Date
_____	_____
President of the Mess Committee	Date

Part 4 - Treasurer

1. The Treasurer is responsible to the PMC for the following:
  - a. To prepare the annual budget;
  - b. To monitor financial results in comparison to the budget;
  - c. To interpret financial statements and advise the PMC on the financial conditions of the Mess;
  - d. To ensure that the Mess Committee is aware of the financial implications of any decision;
  - e. To make all bank deposits, as frequently as is necessary and reasonable, to ensure that only petty cash and the Bartender's float remain secured overnight in the Mess safe; and
  - f. To participate in stocktaking and to assist the auditors when Mess activities and/or records are being examined.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Mess Committee

\_\_\_\_\_  
Date

Part 5 - Entertainment Committee

1. The Entertainment Committee shall consist of at least one representative, and may consist of a reasonable number of interested volunteers or members nominated and duly elected by the General Mess Meeting. The Entertainment Committee shall serve for a minimum period of six months.
  
2. The Entertainment Committee Chair and its members are responsible to the PMC for the following:
  - a. Organizing all Mess social functions, and prepare a proposed calendar of Mess social functions for not less than a three-month period;
  - b. Publish the Mess calendar of social activities online;
  - c. Prepare, acquire all required entertainment supplies and supervise functions as detailed;
  - d. Arrange for provisions of food for entertainment functions;
  - e. Arrange for Mess decorating and removal of decorations as required;
  - f. Prepare a budget for each social event, and have the proposed budget approved at a General Mess Meeting; and
  - g. Perform any other duty, as directed by the Mess Executive Committee.

\_\_\_\_\_

Entertainment Committee

\_\_\_\_\_

Date

\_\_\_\_\_

President of the Mess Committee

\_\_\_\_\_

Date

Part 6 - Bartender

1. The Bartender (if employed) is responsible for the following:
  - a. Maintain the bar, stockroom, lounge, and ante-room in a clean, tidy condition;
  - b. Remove empty glasses and bottles from the lounge and ante-room promptly;
  - c. Wash all glasses in a clean hygienic fashion; and
  - d. Keep all silver, trophies, pictures and punch bowls clean.

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Bartender

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Date

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President of the Mess Committee

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Date

ANNEX C – WNSR MESS: APPLICATION FOR ASSOCIATE MEMBERSHIP

Part 1 - Associate Member Application

Candidate Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_ Initials: \_\_\_\_\_

Released:       Retired:       Civilian Employee       Other: \_\_\_\_\_

\_\_\_\_\_  
Candidate Contact Information

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Candidate Background: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Secondary Sponsor's Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
PMC

\_\_\_\_\_  
VPMC

\_\_\_\_\_  
Date Posted on Mess Notice Board

\_\_\_\_\_  
Date Approved by General Mess Meeting

ANNEX D – WNSR MESS: APPLICATION FOR HONOURARY MEMBERSHIP

Part 1 - Honourary Member Application

Candidate Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_ Initials: \_\_\_\_\_

Released:       Retired:       Civilian Employee       Other: \_\_\_\_\_

Candidate Contact Information

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Candidate Background: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Secondary Sponsor's Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
PMC

\_\_\_\_\_  
VPMC

\_\_\_\_\_  
Date Posted on Mess Notice Board

\_\_\_\_\_  
Date Approved by General Mess Meeting