
RAVENS NEST NCM MESS

CONSTITUTION AND BY-LAWS

**Ravens Nest NCM Mess
Joint Task Force North
PO Box 6666
Yellowknife, NT X1A 2R3**

CANADIAN ARMED FORCES JOINT TASK FORCE NORTH

RAVENS NEST NCM MESS

CONSTITUTION AND BY-LAWS

May 2016

**FORWARD TO THE RAVENS NEST NCM MESS
RAVENS NEST CONSTITUTION AND BY-LAWS**

1. The JTFN Ravens Nest Mess Constitution and By-Laws are written as a means of prescribing the policy and procedures necessary to operate the Mess on a routine basis. As such, they are not intended to provide specific guidance to all potential occurrences within the Mess but rather to serve as a broad framework in which the Mess is operated. Common sense must prevail when interpreting the guidance of these documents.
2. Comments and queries may be directed to the PMC and Secretary of the Ravens Nest Mess.

C.M. Deri
Lieutenant-Colonel
Commanding Officer
Area Support Unit (North)
CO of the Mess

RAVENS NEST NCM MESS CONSITUTION AND BY-LAWS

TABLE OF CONTENTS

SECTION ONE – GENERAL

- 1.01 Definitions**
- 1.02 Authority**
- 1.03 Purpose of Operation**
- 1.04 Amendments**
- 1.05 Approval**

SECTION TWO – TYPES OF MEMBERSHIP

- 2.01 Ordinary Membership**
- 2.02 Associate Membership – Retired NCM**
- 2.03 Associate Membership – Working**
- 2.04 Associate Membership – Social**
- 2.05 Honorary Membership**
- 2.06 Cancellation of Associate Membership**

SECTION THREE – MESS COMMITTEE AND MEETINGS

- 3.01 Executive Committee**
- 3.02 Mess Meetings**
- 3.03 Meeting Format**
- 3.04 Quorum**
- 3.05 Voting**

SECTION FOUR – STATEMENT OF DUTIES

- 4.01 HON PMC**
- 4.02 PMC**
- 4.03 VPMC**
- 4.04 Mess Secretary**
- 4.05 Treasurer**
- 4.06 Housing Representative**
- 4.07 Entertainment Representative**
- 4.08 Sport Representative**
- 4.09 Unit Reps**
- 4.10 PSP Manager**
- 4.11 Bar Supervisor**
- 4.12 Entertainment Committee**
- 4.13 Mess Entertainment Activities**
- 4.14 Sport Committee**

BY-LAWS

SECTION FIVE – ACCOUNTABILITY AND CONTROL

- 5.01 Signing Authorities**
- 5.02 Remuneration and Conflict of Interest**
- 5.03 Loans/Grants/Donations**
- 5.04 Base Fund Contribution**
- 5.05 Payment for Purchase**
- 5.06 Bar Chits**
- 5.07 Supply Customer Account (SCA)**

SECTION SIX – MESS ACCOUNTS

- 6.01 Mess Accounts**
- 6.02 Subscriptions and Mess Charges**
- 6.03 Gift Funds**

SECTION SEVEN – ENTERTAINMENT

- 7.01 Mess Functions**
- 7.02 Private Functions**
- 7.03 Bar Cards**
- 7.04 Mess Guests**
- 7.05 TGIF/TGIT**
- 7.06 Event Ticket/Door Prizes**
- 7.08 Gambling**

SECTION EIGHT – BUDGETS AND FINANCIAL STATEMENTS

- 8.01 General Operating Budget**
- 8.02 Mess Dues Breakdown**
- 8.03 Bar Operating Budget**
- 8.04 Entertainment Budget**
- 8.05 Sport Budget**
- 8.06 Gift Fund**
- 8.07 Financial Statements**
- 8.08 Spending Limits**

SECTION NINE – BAR OPERATIONS

- 9.01 Bar Hours**
- 9.02 Extension of Bar Hours**
- 9.03 Dividing Wall**
- 9.04 Price List**
- 9.05 Serving of Intoxicants**

SECTION TEN – DEPARTMENT AND DISCIPLINE

- 10.01 Department**
- 10.02 Discipline**
- 10.03 Suspensions**

SECTION ELEVEN – DRESS

- 11.01 Orders of Dress
- 11.02 Dress Regulations
- 11.03 Inappropriate Dress

SECTION TWELVE – SUGGESTIONS AND COMPLAINTS

- 12.01 Suggestions
- 12.02 Concerns

RECORD OF AMENDMENTS

| NUMBER | DATE | DATE-OF ISSUE | SIGNATURE |
|---------------|-------------|----------------------|------------------|
| 1 | 28 Feb 05 | 28 Feb 05 | |
| 2 | 30 Oct 06 | 30 Oct 06 | |
| 3 | 26 Nov 07 | 26 Nov 07 | |
| 4 | 29 Jul 08 | 29 Jul 08 | |
| 5 | 20 Apr 10 | 23 Mar 10 | |
| 6 | 11 Dec 13 | 11 Dec 13 | |
| 7 | 15 Jun 15 | 11 Jun 15 | Pte Sanchez |
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SECTION 1 – GENERAL

1.01 DEFINITIONS

Unless the context otherwise requires:

The name of the Institute shall be "Ravens Nest" hereafter referred to as "the Mess",

The Formation Chief Warrant Officer means "FCWO", Joint Task Force North, hereafter referred to as "FCWO",

The Commander means "The Commander", Joint Task Force North, hereafter referred to as "the Commander", and

The Commanding Officer means "Commanding Officer", Area Support Unit (North), hereafter referred to as "the CO".

The President of the Mess Committee means "PMC", hereafter referred to as "PMC".

The Vice President of the Mess Committee means "VPMC", hereafter referred to as "VPMC".

1.02 AUTHORITY

The Mess is established under authority of DAOD 5045-0 Canadian Forces Personnel Support Programs. It shall be operated in accordance with the regulations and orders governing the operation of messes in the Canadian Armed Forces, to include the Personnel Support Programs Manual, A-AD-262, A-FN 105, A-PS 110, PSP/NPF Policies & Directives and instructions contained in this Constitution, and the By-Laws.

The PMC shall be responsible to the CO for the efficient operation of the Ravens Nest activities.

1.03 PURPOSE OF OPERATION

The Mess shall be operated for the purpose of providing goods, services and amenities to members in order to promote good fellowship and "esprit de corps" among the NCM's of the Mess.

1.04 AMENDMENTS

Proposals to amend the Mess Constitution and By-Laws shall be made in writing to the PMC for consideration. All proposals will be posted for the membership to read. Amendments must be brought forward to a General Mess Meeting.

1.05 APPROVAL

All amendments must be approved by the general membership at a General Mess Meeting. The amendment will not come in effect until the minutes of the General Mess Meeting are signed off by the CO.

SECTION 2 – TYPES OF MEMBERSHIP

2.01 ORDINARY MEMBERSHIP

All Regular Force, Primary Reserve and full time Class B and C Reservists posted to a unit supported by JTFN are members of the Mess effective their COS date. All Ordinary members have one vote at General Mess Meetings.

2.02 ASSOCIATE MEMBERSHIP - RETIRED NCM CATEGORY

This category is for retired NCM's of the Canadian Armed Forces. Applicants for Associate membership; will complete the membership application form. The application need not be signed by a sponsor. Application will be subject to the approval of the PMC and the CO. This membership is a non-voting membership. The associate members' representative attends General Mess Meetings to ensure the Associate membership's interests are known.

2.03 ASSOCIATE MEMBERSHIP - WORKING CATEGORY

This category is reserved for DND employees holding NCM's status positions. Applicants for this category of associate membership will complete the membership application form. The application needs not be signed by a sponsor. Application will be subject to the approval of the PMC and the CO. This membership is a non-voting membership. The Mess Executive may grant applicants for Associate membership, probationary status, subject to the approval of the membership of the application at the next General Mess Meeting.

2.04 ASSOCIATE MEMBERSHIP - SOCIAL CATEGORY

This category is for civilians interested in becoming a part of the Mess. Applicants for this category associate membership will complete the membership application form, accompanied by a biography, which must be signed by a sponsor who is an Ordinary member of the Mess. The application must be presented by the PMC for approval by the Mess Membership at a General Mess Meeting and will also be subject to the approval of the CO of the Mess. This membership is non-voting membership. The Mess Executive may grant applications for Associate membership, probationary status, subject to the approval of the membership of the application at the next General Mess Meeting. Social Membership is approved for one year terms and reviewed yearly at the February/March General Mess Meeting. Social Associate can sit on committees in support of mess functions.

Social Associate Membership in the Mess shall not normally exceed 35 Members at any one time.

2.05 HONORARY MEMBERSHIP

Any distinguished person may be invited to become an Honorary Member of the Mess for a term not exceeding one year. Nominations for Honorary membership shall be made by the Mess Committee and must receive a majority vote at a General Mess Meeting and be approved by the CO, and persons so honored shall be formally offered membership in writing by either the CO or PMC.

An honorary member shall be accorded the privileges of the mess but shall not pay mess subscriptions nor serve the mess in any capacity. An honorary member may be assessed a proportionate share of expenses associated with any mess function or entertainment attended.

Honorary membership of all types is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of messes. However, when an honorary member, wishes to use the facilities of a mess on a frequent basis the honorary member should apply for associate membership.

2.06 CANCELLATION OF ASSOCIATE MEMBERSHIP

It is the responsibility of all Associates Members to notify the PMC, in writing, when they wish to cancel their membership. This practice is not always possible. To assist in financial accounting and to ensure no additional charges are incurred to Associate's accounts after they wish to cease membership, all members who lapse in their monthly payments will be considered to have requested a membership cancellation (for accounting purposes only) after three months. Members in arrears will be contacted by the PMC of the mess to determine their intention towards continued membership. It is understood that unforeseen circumstances may prevent members from meeting payment deadlines; therefore, payment of arrears will automatically constitute continuation of membership.

SECTION 3 – MESS COMMITTEE AND MEETINGS

3.01 EXECUTIVE COMMITTEE

The Mess shall be administered by an Executive Committee appointed by the CO or elected at a General Mess Meeting. The CO shall appoint the President.

The Executive Committee shall consist of:

- President (PMC) - appointed by the CO with recommendation of the HON PMC,
- Vice-President (VPMC) - appointed by the CO with recommendation of the HON PMC,
- Treasurer – Nominated and approved by Mess,
- Secretary - Nominated and approved by Mess,
- Entertainment Chairman - Nominated and approved by Mess,
- Housing Member - Nominated and approved by Mess,
- Sport Member - Nominated and approved by Mess.

The Bar Supervisor and PSP Manager are ex-officio of the Executive Committee.

Additional Ordinary Members may be called upon from time to time to supplement and assist the Mess Committee. Normally the tenure of each office shall be one year for appointed members. Not more than 50 % of the Executive Committee members should change at one time. Requests for extension of term can be approved by the CO of the Mess. The By-Laws contain statements of duties for Mess Committee Representatives.

If any member is unable to continue serving on the Mess Committee for any reason satisfactory to the CO, the CO shall appoint a temporary replacement until the next General Mess Meeting.

3.02 MESS MEETINGS

Meetings shall normally be as follows:

- Executive Committee – monthly;
- General Mess Meeting – semi-annually typically February and September
- Extraordinary General Mess Meeting – as required; and
- Entertainment – monthly or as required.

Executive Committee meetings are held to:

- Approve Mess expenditures;
- Review Mess financial report;
- Discuss Mess entertainment/sporting events; and
- Discuss other topics/issues that pertain to the day-to-day operations of the Mess.

General Mess meetings are held to:

- Approve Mess expenditures;
- Present financial report;
- Propose Mess entertainment/sporting events;
- Propose capital expenditures; and
- Discuss other topics/issues that pertain to the day-to-day operations of the mess.

Extraordinary mess meetings can be called by the FCWO, PMC or in written request to the PMC from 25% of the membership. Extraordinary mess meetings are convened to discuss a particular issue that cannot wait for a General Mess Meeting.

Entertainment Committee meetings will be held as required to discuss entertainment activities for the Mess.

3.03 MEETING FORMAT

It is the responsibility of the PMC to ensure that a notice of a General Mess Meeting, a copy of the agenda, a copy of the financial statement (or extract), and the minutes from the last General Mess Meeting are placed on the notice board at least 7 days prior to the meeting. It is also the responsibility of the PMC to ensure that all meetings are conducted in accordance to the procedures stated in A-AD-262 Mess Administration Manual, Chapter 3.

General Mess Meetings are held so that members can fully discuss, in a democratic manner, matters relating to the operation of the Mess and arrive at decisions based on the will of the majority of the members. General Mess Meetings are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality, and (they shall be conducted in accordance with the parliamentary procedures stated in A-AD 262 Chapter 3). A General Mess Meeting, when convened, shall be considered a parade and attendance will be mandatory for all ordinary members unless specifically excused by their respective Commanding Officer.

Annex A further explains how to conduct a Mess Meeting.

3.04 QUORUM

The quorum to have an Executive Committee meeting is four, of one of whom must be the PMC or VPMC. A quorum at General Mess Meetings shall be 50% of the ordinary members of the Mess reasonably able to attend. However, where exigencies of the service dictate otherwise, the CO may authorize the percentage of members to be present to provide a quorum.

3.05 VOTING

All motions or other matters for decision raised at a Mess Meeting are voted upon by the Ordinary Members present and are decided by voting subject to the approval of the CO.

SECTION 4 – STATEMENT OF DUTIES

4.01 HONORARY PRESIDENT OF THE MESS COMMITTEE (HON PMC)

The FCWO is the Hon PMC and responsible for:

- a. advising the CO on matters affecting the mess;
- b. acting as an ex-officio member of the Executive Committee; and
- c. assisting and advising the PMC and Executive Committee as required.

4.02 PMC

The President of the Executive Committee is responsible for:

- a. the administration of the Mess;
- b. the issuance of the Mess Constitution and By-Laws;
- c. ensuring that statements of duties exist for all members of the Mess Executive Committee;
- d. calling of Mess Executive Committee meetings and General Mess Meetings and presiding at these meetings; and
- e. liaise with the Bears Den PMC for combined mess issues and combined mess activities.

4.03 VPMC

The Vice-President of the Executive Committee is responsible for:

- a. assisting the PMC in the performance of his duties;
- b. assist Entertainment Officer with entertainment schedules and purchases for events; and
- c. officiating in their absence;

4.04 SECRETARY

The Secretary of the Executive Committee is responsible for:

- a. preparation of the agenda for Executive Committee and General Mess meetings and the recording of minutes;
- b. conduct of all mess correspondence;
- c. maintenance of an accurate mess social register showing all Ordinary, Associate and Honorary Members;
- d. other duties as assigned by the PMC.

4.05 TREASURER

The Treasurer shall be voted on by the General Mess Membership with consideration to those members with financial background. Treasurer to ensure all CAF policies and procedures are followed for financial matter of the Mess. The Treasurer is to liaise with the PSP Manager and/or NPF Accounting Clerk for any financial concerns. Responsibilities are:

- a. departure gifts for mess members
- b. to assist Mess Executive Committee in preparation of yearly budget
- c. to monitor financial results in relations to the budget
- d. ensure the Executive Committee is aware of the financial implications of any decisions
- e. perform such duties as may be assigned by the PMC

4.06 HOUSING REPRESENTATIVE

The Housing Rep is responsible for:

- a. the control of mess public and non-public property;
- b. maintaining a ledger of mess public and non-public property;
- c. performing an annual verification of all mess property;
- d. repair and cleaning of all mess property as required; and
- e. other duties as assigned by the PMC

4.07 ENTERTAINMENT REPRESENTATIVE

The Entertainment Rep is responsible for:

- a. development of an Entertainment Schedule for the Mess;
- b. development of an Entertainment Budget based on program of events;
- c. hold an NPF Credit Card for purchase on behalf of the Ravens Nest Mess;
- d. effective and timely advertising of Mess activities in conjunction with PMC using email, routine orders, websites and notice boards;
- e. assisting the organization of entertainment events with the various OPIs; and
- f. other duties as assigned by the PMC.

4.08 SPORT REPRESENTATIVE

The Sport Rep is responsible for:

- a. development of a sport schedule for the Mess;
- b. hold an NPF Credit Card for purchase on behalf of the Ravens Nest Mess;
- c. organizing and supervising arrangements for all mess sport functions within limitations contained herein; and
- d. other duties as assigned by the PMC.

4.09 UNIT REPRESENTATIVES

Unit Representatives will be provided by each of the following units:

- a. ASU(N) - 1 x Snr mbr, 2 x Jr mbrs (one per building)
- b. JTFN – 1 x Snr mbr, 1 x Jr mbr
- c. 1 CRPG – 1 x Snr mbr, 1 x Jr mbr
- d. LER – 1 x Rep (Snr or Jr)
- e. 440 SQN - 1 x Snr mbr, 1 x Jr mbr

Unit Reps are a vital part of the Mess in planning and operations. Unit Reps ensure the input from all units is provided.

The normal length of term for a Unit Rep will be 12 months. The Unit Rep is responsible to ensure a temporary replacement during their absence.

4.10 PSP MANAGER

The PSP Manager assists the PMC and Executive Committee to plan, direct, organize and control the Mess Operations to achieve financial and service objectives. The PSP Manager will serve as financial advisor and serve as ex-officio member of the Executive Committee.

4.11 BAR SUPERVISOR

The Bar Supervisor is responsible for:

- a. Supervising of mess bar staff;
- b. Schedule bar staff for all mess events;
- c. Control of bar inventory;
- d. Assist Mess Executive Committee in planning annual functions;
- e. Serve as ex-officio to the Executive Committee; and
- f. Assist PSP Manager with assuring all NPF policies and regulations are followed

4.12 ENTERTAINMENT COMMITTEE

The Entertainment Committee will consist of the Unit Entertainment Reps. Members of the committee are responsible to the PMC through the Entertainment Rep to:

- a. Attend all Entertainment Committee Meetings,
- b. Assist in organizing, setting up and tearing down all Entertainment functions,
- c. Assist and supervise at functions as detailed, and
- d. Perform any other duty related to entertainment that the Entertainment Rep may request

4.13 MESS ENTERTAINMENT ACTIVITIES

When a Mess activity is planned and assigned to a particular group, the Entertainment Rep of that group will ensure that the activity is planned, coordinated and executed accordingly.

When a Mess activity is planned and the Entertainment Committee is assigned as the OPI, all Entertainment Reps will be responsible to submit names of volunteers to the Entertainment Chairperson for consideration and subsequent selection.

When there is a mess activity planned the function OPI will be responsible for the entire event and ensuring the mess is clean and put back to its original state.

Significant Mess activities will be voted on annually during the General Mess Meeting immediately before the new fiscal year in question and any updated activities that need membership approval will be voted on at subsequent Mess meetings. (A significant Mess activity is one that requires funding beyond what the Executive Committee can approve.)

The Ravens Nest Mess will allow minors into the Mess only at designated entertainment activities. If the activity is not designated a "family" event, then minors (under the age of majority) will not be allowed in the Ravens Nest.

4.14 SPORT COMMITTEE

The Sport Committee will consist of 2 volunteers to support the Sport Rep. Committee will assist with:

- a. organizing, setting up and tearing down all Sport functions,
- b. Assist and supervise at sport functions as detailed, and
- c. Perform any other duty related to sport that the Sport Rep may request.

BY-LAWS

These By-Laws are a set of rules which amplify the basic principles laid out in the constitution. They are not to be considered all-embracing. Nothing herein contained shall be deemed to contravene any of the provisions of:

- Queen's Regulations and Orders (QR&O's);
- Personnel Support Programs Manual
- Defence Administrative Orders and Directives (DAOD's);
- CAF Mess Administration Manual (A-AD 262);
- CAF Policies and Procedures for NPF Accounting (A-FN 105);
- CAF Policy of PSP Operations (A-PS 110);
- NPF Human Resources Policy and Procedure Manual (NPF HR Pol)
- NPF Budget and Policy Directive;
- NPF Sponsorship and Donations Policy; and
- Northwest Territories Liquor License Act

SECTION 5 – ACCOUNTABILITY AND CONTROL

5.01 SIGNING AUTHORITIES

The following individuals have signing authority with the Ravens Nest Mess:

- PMC;
- VPMC;
- PSP Manager; and
- CO of Mess

Effective 30 June, 2012, all positions assigned with NPP delegated authority, shall complete the online training coordinated through the NPF Accounts office. By virtue of the position this training must be completed before the above mentioned positions will have signing authority.

5.02 REMUNERATION AND CONFLICT OF INTEREST

Remuneration, whether in cash or in kind, shall not be paid out in respect of service as a member of any committee or sub-committee.

Members of committees shall be prohibited from having any personal or financial interest in purchases, profits, or from receiving any advantages by reason of their connection with the management of the Mess.

When any direct or indirect profit or advantage may devolve upon a member of a committee or sub-committee by reason of any connection whatsoever as a shareholder of a corporation, or when such member has any vendor's business from which purchases by the mess may be made, he shall disclose the particulars thereof to the PMC who shall adjudicate on the advisability of the member continuing to serve in office.

5.03 LOANS, GRANTS AND DONATIONS

Loans, grants or donations in any form to Mess members or any organization that is not specifically part of the base Personnel Support Programs is prohibited. This does not preclude the establishment to set up a separate trust account to administer funds donated by individuals for a specific purpose or obtained from fund raising events or activities held for that purpose.

5.04 BASE FUND CONTRIBUTION

As directed by the CO, the Mess shall contribute 7% of bar sales to the Base Fund.

5.05 PAYMENT FOR PURCHASE

The following methods of payment for bar purchases are:

- cash;
- debit;
- credit card; and
- bar chit.

5.06 BAR CHITS

Credit sales (Chits) are for ordinary members only unless authorized by the CO

Chits are to be signed at the bar prior to the member leaving the mess for the evening. Members that do not sign their chits will be contacted the next day by the Bar Supervisor. If chits that are not signed for 3 consecutive times, member will lose bar chit privilege for 30 days.

An authorized member may allow chits to be written in their name on their behalf when the following conditions have been met:

- The member has signed a permission form stating who can use their chit;
- The member has signed up for Acquittance roll deduction;
- The member will determine the maximum for said chit; and
- Authorized members shall renew their permission forms for a minimum of once a year.

Individual member's chits shall be totaled monthly and added to their Mess account. These chits will be kept separately and secure for perusal by members if so requested.

Bar chits will not be used for cash advances.

Reserve Members on a Class A or B contract and Associate Members are extended the privilege of credit sales. In order to have the privilege of bar chits Reserve Members and Associate Members must have method of payment (Payment Deduction Authorization Form) on file with the NPF Accounting Office.

5.07 SUPPLY CUSTOMER ACCOUNT (SCA)

The Bar Supervisor is the DA Holder for the Mess' SCA. It is the responsibility of the DA Holder to control, maintain and safe keep all assets listed on the public account.

SECTION 6 – MESS ACCOUNTS

6.01 MESS ACCOUNTS

All Mess funds received by the Mess shall be properly accounted for by the Bar Supervisor and submitted to the NPF Accounting Office.

Mess Funds and other Mess assets shall only be expended for direct benefit for the members of the Mess.

The NPF Accounting Office shall produce a financial statement at the end of each accounting period outlining the revenues and expenses that occurred during such period. The PSP Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The PSP Manager will prepare a financial analysis for the PMC and Treasurer as required.

The PMC, PSP Manager and Mess Executive Committee members shall be fiscally responsible in assuring sufficient funds are available to meet the following:

- Continuing obligations; and
- Replacement of assets;

The Mess shall maintain a minimum bank balance of \$10,000-\$15,000 as advised by the NPF Prairie Regional Accounting Manager to maintain minimum operating costs.

6.02 SUBSCRIPTIONS AND MESS CHARGES

Each ordinary and associate member shall pay into Mess funds such amounts as may be determined by a General Mess Meeting and approved by the CO of Mess. Mess Dues are broken down as follows:

- General subscription;
- Gift; and
- GST

Mess dues are a monthly assessment charged to each member to defray the general operating expenses of the mess. The mess dues breakdown is reviewed yearly by the Executive Committee and the PSP Manager in conjunction with the budget planning. Mess dues shall be charged on a pro-rated daily basis for any period less than a month.

Ordinary members on attached posting or TD to JTFN for more than 14 days shall pay mess dues on a pro-rated daily basis.

The method in which mess dues are collected depends on the category of the member (ie. regular, reserve, attached, TD or associate). Ordinary members attached posted out or on TD away from JTFN for more than 14 days will receive a refund of dues paid to their home mess providing proper proof of such duty is submitted to the mess. Amount refunded is based on what you paid at your home unit mess.

When a member is posted out or on retirement, he shall pay his mess bill in full prior to his departure.

Note: It is the responsibility of the member to ensure they are paying mess dues and to start and cease the pay allotment for dues at the PSP Accounting Office.

6.03 GIFT FUND

As part of the mess dues and as determined by the Mess Executive Committee a portion of the mess dues is contributed into a gift fund trust account. Expenditures from the gift fund are as follows:

- Gift Fund. A gift fund will be established for the purpose of providing donations, plaques, presentations, and departure gifts for members as required. Amount charged monthly to each member to be determined on an annual basis by the ordinary membership, to be reviewed in the February General Mess Meeting.

- Departure Gift. Every member is entitled to a parting gift, provided the individual has been a member for a minimum of 12 months. Gift of the member's choice to a maximum value of \$100.00. Member provides copy of receipt to Mess Treasurer for reimbursement.
- Retirement Gift. Current Mess members retiring to an immediate or deferred service annuity shall be entitled to a retirement gift instead of a departure gift. Value not to exceed \$250.00. Member provides copy of receipt to Mess Treasurer for reimbursement
- Sympathy/Get Well/Congratulations. The purchase of a "get well", "sympathy", and/or "congratulations" gift not to exceed \$75.00 on behalf of the Mess for a member or his immediate family, i.e.: wife, husband, (common law partner), children, mother, father, (brother, sister, or a person who has undertaken the responsibilities and fulfilled the duties of a father or mother). Get-well, sympathy, or congratulations cards may be authorized by the PMC on behalf of the Mess for other than Members or immediate family.
- Hospital Comforts. Hospital comforts for hospitalized members whose stay is three consecutive days or longer shall receive a suitable gift, or a sum not to exceed \$75.00 for amenities he or she may require during the hospital stay.
- Childbirth and Adoption Gifts. Current Mess members, who gain a new child in the family, whether by childbirth or adoption, shall receive a childbirth or adoption gift. Value not to exceed \$75.00.
- PMC. A suitable souvenir shall be presented to the outgoing PMC upon departure from office.

SECTION 7 - ENTERTAINMENT

7.01 MESS FUNCTIONS

As part of the mess dues, the Mess will conduct Entertainment functions outlined in the Mess annual budget.

The standard mess functions are as follows:

- a. TGIF / TGIT

The major annual events normally include:

- a. East Coast Night;
- b. Meet and Greet;
- c. Oktoberfest;
- d. Halloween;

The cost of entertainment in which all ordinary and associate members are not eligible to participate shall not be made a charge against Mess funds but shall be borne by the members participating.

A social calendar shall be produced and distributed as required.

7.02 PRIVATE FUNCTIONS

All private functions must receive prior authorization from the PMC and CO of the Mess. Private functions are not hosted by the mess or subsidized by the mess in any way. All private function costs are borne by the user.

Use of the Ravens Nest Mess for a Private Function is restricted for non-members. Members of the Mess may sponsor a Private Function for civilian guests. Sponsors of Private Functions are the first point of contact and must be in attendance at all times. They are responsible for the mess and its contents during the function. The Sponsor shall provide a guest list 48hrs prior to the Bar Supervisor. List shall be handed to the Commissionaire prior to the function.

The balance of the expenses incurred for a Private Function must be paid within 30 days.

All Private Functions for non-members will be billed at fair Market Value. The PSP Manager and the Bar Supervisor will establish the guidelines determining who is a non-member.

The cost of all Private Functions for non-members will be re-evaluated annually and presented to the CO of the mess. The CO of the Mess has the authority to waive this fee.

7.03 BAR CARDS

The PMC will have a PMC Bar Card in the amount of \$200 per month to be used when executing official hosting obligations. The FCWO may use this bar card when executing official hosting obligations. Chit is to be cleared at month end by the Bar Supervisor and written off at cost. No person acting as PMC is authorized to expend fund on this chit, with the exception of the CO, the FCWO, VPMC and the Entertainment Officer in the absence of the PMC.

The Entertainment Representative and Sport Representative will share a Bar Card in the amount of \$75.00 per month to supply beverages to individuals who assisted with the function.

7.04 MESS GUESTS

It is the duty and responsibility of each member to make guests welcome.

An official Mess guest is a visitor to the Mess officially invited by the Mess and is distinct from persons calling on a member or attending as a guest of a member. The FCWO or PMC shall indicate those attending as official Mess guests.

Normally members may entertain guests at the Mess at any time except during restricted functions, at which time PMC approval is required. Members assume the costs of entertaining their guests and will be assessed at the established rate for accrued costs. As a courtesy, members should normally check with the PMC before bringing guests and introduce them to him/her upon arrival or as the opportunity arises.

All Members may bring up to and including four guests at any one time, but shall obtain the approval of the PMC to bring more than that number into the Mess. Notwithstanding, certain functions may require limiting the number of guests.

Family members are considered guests of the Mess. When an Ordinary Mess member is away on TD, the spouse of a Mess member may enter the mess without the Mess member present.

The member shall be responsible for the dress, conduct, and behavior of their guests while they are on the premises. The Member shall not leave the premises until their guests leave.

Member's children, under the age of 19, will be permitted in the Mess during functions so designated. They are to be supervised by their parents/guardians at all times and they are restricted from the main bar area. During family designated functions children under the age of 19 can stay NLT 2100.

7.05 TGIF / TGIT

The number and frequency of TGIF/TGIT events are voted on at General Mess Meetings.

The workload, and output, will depend entirely on the level of creativity and dedication from each individual unit. The responsibilities include:

- a. Ensure your group is ready in advance for TGIF. Contact the Entertainment Chair or VPMC to assist in food ordering and payment before COB 2 days prior;
- b. Send out an email to the Entertainment Chair for a Ravens Nest wide distribution with the menu attached informing the membership of the TGIF NLT 1500hrs 2 days prior;
- c. Set up table inside the mess or outside in the hall by the bathroom, as required;
- d. Get the garbage can from the kitchen set up in the mess for garbage disposal;
- e. Set up for the food and supplies when it arrives. Supplies can be found in the supply box found in the kitchen. You must ensure there are sufficient supplies prior so they can be replenished if required;
- f. Announce the meal when it is ready to be served;
- g. Ensure mess members clean up;
- h. When using dishes clean our sinks
- i. Once cleaned, put away the tables;
- j. Return the garbage can to the kitchen and put garbage away; and
- k. General area cleaned up.

7.06 EVENT TICKETS / DOOR PRIZES

The purchasing of all event tickets or door prizes is the responsibility of the Entertainment Chair or the Mess OPI of the specific Mess event. Door Prizes will be open to members and guests that are attending that specific function. Members winning any door prizes must sign a register indicating that they have won and have received the prize. Event Tickets will be distributed by the Mess Event OPI.

Event Ticket Revenue will be handed into the NPF Accounting Clerk to be deposited into the Ravens Nest NPF Bank Account.

Door Prize registries will be handed into the NPF Accounting Clerk to keep on file.

7.07 GAMBLING

Gambling in the mess is strictly prohibited under the Northwest Territories Liquor Act and Liquor Regulations.

SECTION 8 BUDGETS AND FINANCIAL STATEMENTS

8.01 GENERAL OPERATING BUDGET

Yearly, the PSP Manager in consultation with the Bar Supervisor, PMC and Treasurer prepares the annual mess budget. The Bar Operating Budget is the responsibility of the PSP Manager. Other sections of the budget are as follows:

- a. General Operating Budget;
- b. Entertainment Budget;
- c. Sport Budget;
- d. Gift Fund; and
- e. Mess Dues Breakdown.

8.02 MESS DUES BREAKDOWN

Mess dues breakdown is reviewed each year prior to the budget by the PSP Manager in consultation with the PMC and Mess Executive Committee to determine if changes need to be made and it is in line with mess requirements.

8.03 BAR OPERATING BUDGET

The Bar Operating Budget is prepared by the Bar Supervisor in consultation with the PSP Manager.

8.04 ENTERTAINMENT BUDGET

The Mess Entertainment Budget is prepared by the Mess Entertainment Rep in consultation with the PSP Manager, PMC, Treasurer, Unit Ent Reps and other Committee Members as required.

The Executive Committee may move funds from within the entertainment budget without a General Mess Meeting. Any decisions with regards to moving funds from within the entertainment budget shall be discussed, voted on and minuted at an Executive Committee Meeting.

8.05 SPORT BUDGET

The Mess Sport Budget is prepared by the Mess Sport Rep in consultation with the PSP Manager, PMC, Treasurer and other Committee Members as required.

The Executive Committee may move funds from within the sport budget without a General Mess Meeting. Any decisions with regards to moving funds from within the sport budget shall be discussed, voted on and minuted at an Executive Committee Meeting

8.06 GIFT FUND

A portion of the members mess dues is deposited into the messes Gift Fund Trust Account. The gift fund is used to present gifts and testimonials of a reasonable amount to members who are departing the mess by either being posted out, on retirement or promotion. Other items may be purchased through the gift fund for presentations determined by the PMC and Executive Committee as outlines in paragraph 6.03. The gift fund shall be self-sufficient and shall not be replenished by transfers of funds from other mess accounts.

Annually, the PSP Manager in consultation with the Executive Committee will review the gift fund to verify its self-sufficiency and ensure that any required changes are made.

8.07 FINANCIAL STATEMENTS

The NPF Accounting Office shall produce a financial statement at the end of each accounting period outlining the revenues and expenses that occurred during such period. The PSP Manager is to ensure that copies of the monthly financial statement are readily available to the PMC, Treasurer and the general membership. The PSP Manager will prepare a financial analysis for the PMC and Treasurer as required.

8.08 SPENDING LIMITS

The Executive Committee may authorize the following once per month:

- Expenditures of a capital or non-recurring nature not to exceed \$1000 for any one item or project

The PMC may authorize the following once per month:

- Expenditures of a capital or non-recurring nature not to exceed \$200 for any one item or project.

SECTION 9 - BAR OPERATIONS

9.01 BAR HOURS

The mess is licensed under the Northwest Territories Liquor Board and therefore must adhere to the permissible hours outlined in the NT Liquor License Act and follow all regulations thereof.

Bar hours will be reviewed yearly by the PSP Manager and Bar Supervisor on recommendation from the PMC to ensure it meets the needs of the membership and the financial situation of the mess.

Persons defined by the Liquor Licensing Board as minors are permitted in the Mess if accompanied by their parent or guardian. They are not to consume alcohol. The parent or guardian assumes full responsibility to prevent the minor from consuming alcohol.

9.02 EXTENSION OF BAR HOURS

Normal bar hours may be exceeded on the authority of the CO or a member of the Executive Committee. On appropriate occasions and in the absence of the CO or a member of the Executive Committee, bar hours may be extended on an hour-by-hour basis by the Senior Ordinary member present.

9.03 DIVIDING WALL REMOVAL

The Bears Den Mess and Ravens Nest Mess are separate entities adhering to distinct constitutions and by-laws, and operating under different budgets. In order to continue meeting the spirit of military traditions, combining those two messes should only be done under exceptional circumstances. The dividing wall which separates the Bears Den Mess and the Ravens Nest Mess shall be open for combined functions; private functions when both messes are rented and when approved by the CO of the Mess. Under any other circumstances, when the CO of the Mess is not present; the PMC and or Senior members present on both sides, can open the dividing wall only if they reach a respective agreement.

9.04 PRICE LIST

A current price list of all commodities sold shall be permanently posted at the bar.

9.05 SERVING OF INTOXICANTS

All mess staff have been trained and certified under the Smart Serve Northwest Territories Program.

Mess staff has the right to refuse service to any person who is or appears to be intoxicated or any person who may cause damage to themselves or others. In addition, no one under the age of 19 years will be permitted to purchase or consume alcohol in the mess.

Spirits, wines or other intoxicants will not be served outside of the Mess except on special occasions authorized by the CO.

SECTION 10 – DEPARTMENT AND DISCIPLINE

10.01 DEPARTMENT

All members must know, understand and observe the rules and regulations of the Mess as outlined in the Constitution and By-Laws, and in any other orders and instructions applicable to the Mess. It is incumbent on every member to conduct themselves in a professional and reasonable manner at all times.

10.02 DISCIPLINE

The PMC shall be responsible to the CO for the maintenance of Mess discipline and etiquette. In the absence of the PMC, the Senior Executive Committee member present shall be responsible to the PMC for the maintenance of Mess discipline and etiquette. Members shall be responsible for the conduct of any guest introduced by them to the Mess. The Bar Supervisor will be responsible for maintaining the discipline of Mess bar employees. No member of the mess shall approach the NPF Bar staff on discipline concerns.

10.03 SUSPENSIONS

All members may have the privilege of the use of the Mess suspended for a term as directed by the PMC for actions contrary to this constitution and by-laws or actions considered to be inappropriate by the Executive Committee. All members are encouraged to bring to the attention of any Executive Committee member conduct they feel is inappropriate. The Mess is there for the enjoyment of all members and their guests and actions that degrade this enjoyment must be corrected.

SECTION 11 – DRESS

Standards of dress shall be determined by the Executive Committee with approval of the FCWO and CO.

When uniform is worn, it shall be worn in accordance with dress regulation and as laid out in Standing Orders.

11.01 ORDERS OF DRESS

FORMAL. Service/Mess Dress as described in CFP 265, tuxedo or dinner jacket for men and full length gowns/pant suits for ladies.

SEMI-FORMAL. Business Suit or blazer and flannels with appropriate shirt and tie for men and cocktail dress/attire for ladies.

INFORMAL. Sport jacket and slacks with shirt and tie, presentable open neck shirt or turtleneck sweater designed for indoor wear. Ladies attire shall be in keeping with the decorum of the Mess;

CASUAL. Acceptable items such as slacks, blue jeans or walking shorts with a suitable shirt; blue jeans will be un-patched, clean and in good repair. T-shirts must cover the abdomen and back completely. T-shirts with suggestive or questionable slogans will not be allowed. Suitable shoes will be worn with all modes of dress. All clothing must be clean and in good repair.

11.02 DRESS REGULATIONS

Following is the minimum standard of dress required for adult persons using the Mess;

Monday to Friday. Casual or military.

Saturdays, Sundays, Holidays, and Entertainment Events. Casual, military or as published for the event.

11.03 INAPPROPRIATE DRESS

Dirty or unfit clothing is not permitted to be worn in the Mess at any time. Wearing of headdress is forbidden in the Mess, special functions excepted. PT Clothing (with exception of designated sporting events), beach/sport sandals, and flip-flops are not allowed. As the Mess is a designated non-smoking area, outerwear (parkas, jackets or rain gear) will be permitted in the Mess for the purpose of traversing to the designated smoking area (deck). At all other times all outer wear will be removed and placed in the cloakrooms prior to entering the Mess.

Annex B provides examples of appropriate and inappropriate footwear in the summer months.

SECTION 12 – SUGGESTIONS AND CONCERNS

12.01 SUGGESTIONS

Suggestions shall be made in writing to the appropriate member of the Executive Committee by letter or email.

Suggestions made well in advance of a General Mess Meeting will be afforded the expertise of the Executive Committee in the preparation of a suitable motion.

12.02 CONCERNS

Concerns shall be made in writing to the PMC by letter or email.

Verbal complaints are only expediency and shall be followed with written confirmation to the PMC by either a letter or email.

ANNEX A – CONDUCT OF MESS MEETINGS

1.01 INTRODUCTION

General mess meetings are held in order that members can fully discuss, in a democratic manner, matters relating to the operation of the mess, and arrive at decisions based on the will of the majority of the members.

If general mess meetings are to be conducted in a manner which will result in accuracy of business, economy of time, uniformity, and impartiality, they should be conducted in accordance with parliamentary procedure.

1.02 PURPOSE

This annex outlines the responsibilities of the PMC in conducting mess meetings, parliamentary procedure insofar as it applies to such meetings, and the types and methods of dealing with motions.

1.03 PRESIDENT OF THE EXECUTIVE COMMITTEE: RESPONSIBILITIES

The control of a mess meeting rests with the PMC and the success or failure of the meeting depends to a great extent on his/her preparation and planning and on the PMC's leadership qualities and methods. To carry out his/her responsibilities at a mess meeting, the PMC should:

- be familiar with mess rules and regulations and the constitution and by-laws of the mess;
- know and follow the order of business for the conduct of the mess meeting;
- conduct the mess meeting in accordance with parliamentary procedure and be familiar with his duties as presiding officer in respect of the validity of motions, or amendments thereto, and the control of debate;
- ensure that each member has an opportunity to express his/her views but is not allowed to abuse this right by being repetitious;
- ensure that all remarks are addressed to the chair and not directly discussed by two or more members; and f. ensure that only one speaker has the floor at a time and that the speaker is not interrupted otherwise than permitted by the rules of order.

1.04 ORDER OF BUSINESS

The following is an example of a normal order of business:

- a. call to order;
- b. roll call (if considered necessary);
- c. reading of minutes (minutes of previous meeting may be distributed to all members before the meeting and formal reading dispensed with);
- d. approval of minutes;
- e. reports of —
 - i. the PMC,
 - ii. the secretary, and
 - iii. the financial statement;
- f. reports of sub-committees;
- g. old business (arising out of minutes of previous meeting);
- h. new business; and
- i. adjournment.

If a subject of major importance, such as an amendment to the constitution or by-laws or a proposal which requires study, is to be introduced as new business, it is normal to require prior

notice to enable the committee to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask.

1.05 MAKING A MOTION

A motion is a proposal that the mess take action, or that it expresses itself as holding a certain opinion. A motion may be made by any member of the mess except the PMC. To make a motion, a member first obtains recognition from the PMC by standing and waiting until acknowledged by him. If two or more members rise at approximately the same time, the PMC must use his discretion as to which is to be recognized first. Members must always address the chair.

Prior to making a motion, the member should have formulated the correct wording of the proposal he wishes to bring to the attention of the meeting. He says, after being recognized or obtaining the floor, "I move that. . . ." or "I move to. . . .". For the sake of absolute accuracy, a motion may be put in writing, ready by the one who proposes it, and handed to the secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear the PMC must repeat the motion, inquiring from the proposer if the wording is correct.

1.06 SECONDING A MOTION

A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. If a motion is not seconded, no notice whatever need be taken of it by the PMC but, for the sake of fairness to all, the PMC may say, "It has been moved that so-and-so. Is the motion seconded?" If seconding is not forthcoming, the PMC says, "The motion cannot be considered", and proceeds with business as before.

Seconding a motion is expressing approval and interest, at least for purposes of discussion, by one member other than the proposer. It is customary for the proposer to rise, but it is not necessary for the seconder to rise although, in a large group, it may be advisable.

1.07 LEGALITY OF A MOTION

No motion is in order which conflicts with the confirmed object or purpose of the mess or concerns a subject over which the mess does not have jurisdiction.

When a motion has been made, the PMC must consider it to determine whether it is in order for presentation for discussion by the meeting. This he may do before, or after, it is seconded. If the PMC considers a motion in order, he will repeat it to the meeting and invite discussion thereon. If the PMC considers a motion not in order, he will rule the motion out of order and advise the members of his reason for doing so. Any member, other than a committee member, may challenge the PMC to prove that his ruling is in accordance with regulations, orders, or rules. If there is still dissatisfaction with the ruling, or if a question of interpretation of rules and regulations arises, the validity or the ruling may go to the vote of the meeting.

1.08 DEBATING A MOTION

Unless ruled out of order by the PMC, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted on. When moved, seconded, and stated by the PMC, a motion cannot be withdrawn or ignored, except there the original mover asks for permission from the meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.

1.09 VOTING

All motions are decided by majority vote of the ordinary members present. This is interpreted to mean more than half of the votes cast, ignoring members who do not vote. Because of the interpretation of the meaning of majority, equal votes defeat a motion. The system of voting is decided by local custom, eg, use of ballots, or a show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.

The PMC may exercise his own vote as a member but as a general rule he refrains from doing so. Except for his vote as an ordinary member, he does not have an extra or casting vote in the event of a tie.

1.10 TYPES OF MOTIONS

There are two kinds of motions; main and secondary. An understanding of this simple but sometimes confusing distinction is essential for good parliamentary procedure.

MAIN MOTIONS

A main motion is one which introduces a subject to the meeting. It is debatable and amendable, i.e., the opinions of those present may be expressed in regard to it, not only by their votes, but also by their words. Expression of opinion by members in orderly debate serves the purpose not only of clarifying the issues, but also influencing undecided members. It is quite proper for any member in favour of a motion to present all the arguments he can think of which seem to make the action advisable, and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the PMC must remain absolutely impartial.

SECONDARY MOTIONS

In most instances, a main motion will be proposed, seconded, discussed, and voted on without any further complications. But, this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted on, or other circumstances may occur which make a vote on the main motion inadvisable. These questions and circumstances are referred to as secondary (subsidiary) motions and may take the form of:

- a. an amendment to the original motion, or an amendment to an amendment; or
- b. a motion to —
 - i. defer the subject of original motion temporarily or indefinitely,
 - ii. refer the subject of the original motion for further study, and
 - iii. limit time for debate of a motion.

Such motions must be considered and voted on before action can be taken on the main motion.

1.11 NOMINATIONS

Nominations at a mess meeting are normally made from the floor. No seconder is required. In some messes, nominations are proposed by a nominating committee but in such cases, additional nominations can be made from the floor. Before closing nominations, the PMC should inquire if there are any further nominations, and if there is no response, he/she then declares nominations closed. In some messes, nominations are closed on a motion from the floor but such a motion is not in order until a reasonable time has been given. It is preferable that the PMC declare nominations closed when he/she is satisfied that there are no further nominations.

ANNEX B – APPROPRIATE SUMMER FOOTWEAR

Appropriate Footwear



Inappropriate Footwear

