



**CFB ESQUIMALT OFFICERS' MESS CONSTITUTION AND BY-LAWS  
ADOPTED 28 APRIL 2017**

*//original signed by//*

---

M.S.J. Lessard  
Cdr  
BAdmO/PMC

*//original signed by Cdr J.L.*

*Watkins for//*

---

S.M. Waddell  
Capt(N)  
BComd

**RDIMS 659461**

## CONSTITUTION

### NAME

1. The name of the institution shall be the Canadian Forces Base Esquimalt Officers' Mess, hereinafter referred to as the "Mess". The Mess includes the Naden Wardroom and the Work Point Gunroom. The latter will operate as an adjunct to the Naden Wardroom, primarily, but not exclusively, for the purposes of serving the Officers undergoing training in the Work Point footprint.

### AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The mess is established under authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Armed Forces and the instructions contained in this Constitution, and amplified in the By-Laws.

### PURPOSE

3. The Mess shall provide entertainment, goods, services, and amenities for the purpose of building "esprit de corps" and comradeship. The Mess has a vital role in fostering the traditions of the Canadian Armed Forces and in particular the customs and traditions of the Royal Canadian Navy. Therefore, wherever feasible and desirable, Naval customs will be used and practiced in the Mess.

### MEMBERSHIP

4. The membership of the Mess shall consist of Ordinary, Associate, Honorary, and Honorary Guest Members.

a. Ordinary Members. Officers of the CAF Regular Force, CAF Reserve Force on Class B or C service, or foreign Officers on exchange/loan, employed at CFB Esquimalt or its integral or lodger units (including Officer Cadets of the ROTP/UTPNM/DOTP/METP/MOTP attending college/university in the area during their academic year), excluding those Officers that belong to units with authorised Messes or those who are granted authority by the Base Commander to be members of another mess.

b. Associate Members. Persons who come within the following categories may apply for membership:

(1) Retired.

- (a) Officers honourably released from the Canadian Armed Forces; and
- (b) Officers honourably released from Armed Forces of allied nations.

(2) Working.

- (a) Officer equivalent DND civilian employees who are employed at the unit or other element for which the mess is established;
- (b) teachers, supervisors, inspectors and administrators employed in schools sponsored by DND;
- (c) Officer equivalent other civilians similarly employed at or in connection with the unit or other element served by the Mess; and
- (d) Officer equivalent members of the Supplementary List, CIC or Canadian Rangers.

(3) Social. Persons other than Retired or Working, who may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for further one year terms), upon the recommendation of the Mess Committee, the majority vote of those present at a general mess meeting and the approval of the Base Commander. The

number of Social Associate Members shall not exceed 25% of the normal maximum Ordinary membership.

c. Honorary Members.

- (1) Honorary members include all Canadian Regular Force or Reserve Officers who are not Ordinary or Associate Members of the Mess;
- (2) Honorary membership may be extended to any distinguished person for a term not to exceed one year, without prejudice to renewal of membership for further one year terms, upon the recommendation of the Mess Committee, a majority vote of those present at the general Mess Meeting, and the approval of the Base Commander; and
- (3) Honorary Captains(N) and Colonels, and sponsors of HMC Ships will be granted Honorary membership status unless they already hold one of the above mentioned membership status.

d. Honorary Guest Members. Former officers who were provided Honorary Lifetime Memberships from the CFB Esquimalt Wardroom, which were subsequently revoked in the late 1980s.

#### MESS COMMITTEE

5. The Mess Executive and Mess Committee shall be comprised of Members elected by and from the Ordinary membership of the Mess at a General Mess Meeting, or appointed by the Base Commander as follows:

a. Mess Executive:

- (1) President (PMC) (BADMO, appointed);
- (2) Vice-President - Naden (VPMC - Naden); and
- (3) Vice-President – Gunroom (VPMC – Gunroom) (appointed – Officer Training HOD);

b. Mess Committee:

- (1) Secretary;
- (2) Finance Officer;
- (3) Entertainment Officer;
- (4) Bar Officer;
- (5) Membership Officer; and
- (6) Communications Officer.

6. The following individuals may attend the Mess Committee meetings in an ex-officio/advisory capacity:

- a. Infrastructure Officer (designated Engineer);
- b. Associate Member representative (appointed by Mess Executive);
- c. Base Food Services Officer (BFoodsO);
- d. Non-Public Property Accounting Administrator (NPPAA); and
- e. Mess Managers, Naden and Gunroom.

7. The duties and responsibilities of Executive and Committee members shall be as set out in the By-Laws.

8. Sub-Committees may be formed for specific reasons, under the Chairmanship of a Member of the Mess Committee, with membership coming from the Mess at large.

## MEETINGS

9. Mess Committee Meetings will normally be held monthly to consider:

- a. proposals for amendments to the Constitution and By-Laws;
- b. the budget and other financial matters;
- c. proposals for capital expenditures;
- d. Mess activities;
- e. matters concerning the operation of the Mess; and
- f. any other matters concerning the operation of the Mess.

10. General Mess Meetings will be held immediately preceding the beginning of a new NPP fiscal year and on at least one other occasion in a year. The attendance of all Ordinary Members is expected, unless military duties preclude. General Mess Meetings are called to consider:

- a. constitutional changes;
- b. the budget and other financial matters;
- c. the election of Members to the Mess Executive and Committee;
- d. proposed Mess activities;
- e. renewal of Social Associate and Honorary Members; and
- f. any other business concerning the Mess.

11. An Extraordinary Mess Meeting may be called at any time by the Base Commander or the PMC. Ordinary members may request an Extraordinary Mess Meeting to deal with specific matters that are considered urgent, provided a request is submitted in writing from at least 25 percent of the Ordinary members.

12. A General Mess Meeting or an Extraordinary General Mess Meeting shall not be valid or competent unless a quorum is present. A meeting composed of not less than 50% of the Ordinary Members shall normally constitute a quorum. The PMC may declare the percentage of Members present to be a quorum, subject to later approval by the Base Commander.

13. Sub-Committees will meet as required to deal with specific matters in detail.

## AMENDMENTS TO THE CONSTITUTION AND BYLAWS

14. Proposals to amend the Constitution or By-Laws are to be made in writing to the Secretary. A proposed amendment to the Constitution or By-Laws shall be promulgated for at least seven (7) calendar days prior to a General or Extraordinary Mess Meeting.

## FINANCES

15. The funds of the Mess will be expended in accordance with an annual budget and the By-Laws. The Mess is an independent financial entity exclusive of the Base Fund, however, the Base Commander may order allocation of Mess revenues to the Base Fund within the limitations prescribed in relevant CAF regulations and orders. Sources of revenue for the Mess include:

- a. Mess subscriptions;
- b. other Mess assessments;
- c. bar profits;
- d. receipts from entertainment tickets;
- e. gifts and bequests; and
- f. miscellaneous revenue.

PRECEDENCE

16. None of the rules or provisions contained in this Constitution shall be deemed to contravene any instructions having precedence over this Constitution. Should any rule or provision contravene or conflict with instructions issued by higher authority for the operation of this Mess, the Mess Committee shall cause the pertinent rule or provision to be summarily repealed or amended as applicable.

+++++

## BY-LAWS

### BYLAWS

1. These By-Laws amplify the principles and policies given in the Constitution and set forth additional regulations for the Mess to assure the membership an effective and desirable Mess operation. Proposals to amend the By-Law are to be made in writing to the Secretary. A proposed amendment to the By-Laws shall be promulgated for at least seven (7) calendar days prior to a General or Extraordinary Mess Meeting.

### MESS EXECUTIVE AND COMMITTEE

2. The Mess Executive and Mess Committee shall be comprised of Members elected by and from the Ordinary membership of the Mess at the first General Mess Meeting of the new NPP Fiscal Year. Full duties are laid out in Annexes B through K. In general:

- a. Term. Members will serve a two-year term, and may be re-elected at consecutive GMM. There is no limit to the number of times a member may be re-elected, although to develop experience amongst the membership it is recommended that no more than three years' service in any one position be performed;
- b. Temporary Appointments. The PMC may appoint members to fill vacancies that arise between the Fiscal Year GMM. Such appointments expire at the first General Mess Meeting of the new NPP Fiscal Year; and
- c. Co-chairing. For contingency and developmental purposes, the Executive may authorize co-chairing of Committee positions with regularly occurring duties that would require a stand-in in the event of their absence (i.e. – a Communication Officer may have a co-Communication Officer that will learn the role through assisting in the carrying out of positional duties, and will be able to act as the Communication Officer in the event of his or her temporary absence).

### SUB-COMMITTEES

3. The PMC may appoint Sub-Committees formed for specific reasons (e.g. – By-Laws Review Sub-Committee), under the Chairmanship of a Member of the Mess Committee, with membership coming from the Mess at large.

### STAFF AND EMPLOYEES

4. The staff of the Mess includes service and civilian personnel and among the latter, both public service and NPP employees. The Mess Executive shall work with CAF, DND, and PSP staffs and applicable governing regulations regarding staff and employment for positions such as:

- a. Mess Manager(s);
- b. Bookkeeper/Secretary;
- c. Senior Bartender;
- d. Cocktail Waiters/Waitresses;
- e. Bartenders;
- f. Lounge Waiters/Waitresses;
- g. Clearing Staff; and
- h. Casual help.

### WAGES

5. Salaries and wages will be set by CAF, DND, or CFMWS/PSP scales/collective agreements.

## MEMBERSHIP

6. The responsibilities and privileges of membership categories will be administered by the Mess Executive:

a. Ordinary Members. Ordinary Members shall exercise control over Mess operations and shall enjoy all privileges of the Mess. They have the right to vote, hold office, attend Mess Meetings and propose motions, and sponsor guests and Social Associate Members. Additionally:

(1) Events. Entitled to attend any function, which is totally or partially supported by Mess funds, limited only by the space available for the function (this entitlement does not necessarily include official functions, which are funded by Official Entertainment allowances, which may have a limited invitation list). Due to the historical connection between a Mess ashore and ships' Wardrooms, Officers in fleet Wardrooms are considered as having the same privileges as Ordinary Members in regards to events;

(2) Complimentary membership. A gratis six-month membership may be offered to any Ordinary Member retiring from the Mess, or any Officer who moves back to Vancouver Island after retiring from a unit in a different geographical region. After six months he/she may be invited to apply for membership as a Retired Associate; and

(3) Transferring membership. Upon the death of an Ordinary Member, the surviving spouse will be given a complimentary six-month Associate membership in their name. The surviving spouse will be extended the offer to continue their Associate Social Membership thereafter under normal terms with automatic sponsorship of the Wardroom Mess Executive.

b. Associate Members. Associate Members shall be accorded the privileges of the Mess, but may not vote at Mess meetings, or hold any voting committee position although they may assist the committee or a sub-committee. Additionally:

(1) Events. May attend Mess functions space permitting. May be charged an entertainment subsidy over and above the cost paid by an Ordinary Member. Associate Members may only sponsor a maximum of two guests at Mess functions without permission of the President.

(2) Application.

(a) Retired/Working Associate Membership. May be granted upon application to the Membership Officer, contingent upon approval by the Mess Committee; and

(b) Social Associate Membership. Must be sponsored by an Ordinary Member. When an application is received by the Membership Officer, it will be considered by the Mess Committee. If approved by the Committee the applicant may be given temporary Associate Membership until the next General Mess Meeting at which time such Members will be subject to confirmation by a majority vote.

(3) Transferring membership. Upon the death of an Associate Member, the remaining Mess subscription of the deceased member shall be automatically applied to an Associate Social membership in the name of the surviving spouse with a complimentary six month extension to the paid membership term. The surviving spouse will be extended the offer to continue their Associate Social Membership thereafter under normal terms, with automatic sponsorship of the Wardroom Mess Executive (the surviving spouse may instead request to have the remaining prepaid Mess subscription).

c. Honorary Members. Honorary Members are accorded the privileges of the Mess but shall not serve in any capacity, pay subscriptions, or attend meetings.

(1) Events. May normally make use of Mess facilities and attend Mess functions space permitting (they may sponsor up to two guests at Mess functions without permission of the PMC), and may be charged an entertainment subsidy over and above the cost paid by an Ordinary Member (although they may attend organized Mess functions, if they wish to make an ongoing and regular use of the Mess they would be expected to apply for Social Associate Membership).

(2) Transferring membership. Honorary Membership is not transferrable amongst individuals.

d. Honorary Guest Members. Honorary Guest Members are accorded the privileges of the Mess but shall not serve in any capacity, pay subscriptions, or attend meetings.

(1) Events. May normally make use of Mess facilities and attend Mess functions space permitting (they may sponsor up to two guests at Mess functions without permission of the PMC), and may be charged an entertainment subsidy over and above the cost paid by an Ordinary Member.

(2) Transferring membership. Honorary Guest Membership is not transferrable amongst individuals.

e. General responsibilities. Lists of Members shall be maintained by the Mess office.

(1) Proof of membership. Each Member may be provided a Mess card and may be required, from time to time, to identify oneself as a Member by it.

(2) Ordinary Members. Are required to complete an IN or OUT routine according to Base procedures and, in addition, to keep the Mess office and/or accommodation desk informed of any change in status, such as change of primary unit/workplace (including contact information), change in rank, temporary absences, change of home contact information.

(3) Associate, Honorary and Honorary Guest Members. Are expected to keep the Mess informed on a change of status or address/contact information.

## SUBSCRIPTIONS

7. Mess subscriptions for Ordinary and Associate Members shall be set annually at the first Annual General Meeting of the new NPP Fiscal Year. Such assessments will normally include:

- a. an entertainment fund;
- b. a Mess improvements fund; and
- c. a testimonial fund (members posted to CFMETR shall pay only into the testimonial fund).

d. Payment:

(1) Ordinary members are normally required to pay via allotment; and

(2) Associate members shall pay in full no later than 1 January of the calendar year. If no payment is received by 1 March of the calendar year, the membership may be revoked. Fees will be pro-rated for those who join after 1 January.

## TRADING ACTIVITY

- 8. a. Prices of merchandise and gross profit ratio shall be set by the Mess Committee;
- b. hours of operations shall be set by the Mess Executive;

- c. sales may be through cash, credit card, or debit card;
- d. personal cheques shall not be accepted;
- e. the PMC, or either VPMC have authority to keep the bar open after normal operating hours;
- f. the provisions of the British Columbia *Liquor Control and Licensing Act* and its regulations are to be followed, additionally the sale of alcoholic beverages for consumption outside the Mess is not permitted; and
- g. the PMC, both VPMC, or other Members of the Mess Committee, as authorized at a General Mess Meeting, may use a bar/meal cards for official entertainment on behalf of the Mess. Sales on such cards will be at cost price in accordance with current regulations and shall not exceed limits laid out in approved Standing Authorities.

## MESSING

9. Meal hours and locations will be administered by Base Food Services.

## ENTERTAINMENT

10. Use of the Mess for events will be balanced between the requirements for official hospitality duties, command/base functions, Mess functions (provided for direct benefit to its members), and private (non-Mess) functions (which shall always be considered the lowest priority):

- a. Official hospitality events. Those for which a Hospitality Request has been approved;
- b. Command/Base functions. Those for which the host is the Commander, Maritime Forces Pacific, or Base Commander. A Command/Base function is a publicly sanctioned function and therefore service staffs are on duty, overtime hours for civilian staff are paid by the Crown, and any service band will perform without charge;
- c. Mess functions. Those organized and operated by the Mess Entertainment Committee, on behalf of the PMC and the Mess Committee. The cost of a Mess function is covered by Mess entertainment funds, and, if required, by those Members present. Such functions are open to Ordinary Members and their guests, and may be open to Associate and Honorary Guest Members and their guests, on a space available basis. An entertainment charge may be levied against Retired/Social Associate and Honorary Guest Members and their guests;
- d. Private functions. Those for which the host is normally a Member of the Mess. Private functions include those organized as unit, branch, or section functions, as well as those of an individual Member. The PMC may exercise discretion in waiving facility usage charges for unit, branch, section, or Departure with Dignity functions;
- e. Out-of-Service functions. The Formation/Base Commander or the PMC may, at his/her discretion, authorize the use of the Mess by Out-of-Service groups in order to meet public social obligations or to benefit community relations. The PMC may exercise discretion in waiving facility usage charges;
- f. Entertainment Planning. Annually, at the first General Mess Meeting of the new fiscal year, the Mess Committee will present an outline of entertainment events;
  - (1) Functions utilizing Mess entertainment funds shall be conducted within the general budget limitations approved at the General Mess Meeting; and
  - (2) Any requirement for additional expenditures for functions over and above the approved budget shall first receive the approval of the PMC, or in his/her absence the VPMC. In the latter case, this approval shall be made known to the PMC at the earliest possible opportunity by the VPMC or the Entertainment Officer. Additional expenditures

shall not exceed 10% of the approved budget.

g. Bookings.

(1) Official hospitality, Command and Base functions. Normally directed by the appropriate authority insofar as time and place are concerned. The Mess Manager shall inform the PMC of such bookings;

(2) Mess functions. Made by the Mess Entertainment Committee;

(3) Private functions. Arranged through the Mess Manager, after which the PMC/VPMC is to be consulted for approval, as required. The Mess Manager may approve, on behalf of the PMC and schedule permitting, all private functions sponsored by Members that are intended for officers only (unit/section functions, etc.). The Mess Manager will forward the following for approval:

(a) PMC: all requests for mixed rank functions;

(b) VPMC (Naden or Gunroom as appropriate): functions involving large number of civilians (such as weddings, reunions, etc.); and

(c) VPMC (Naden or Gunroom as appropriate): functions sponsored by members but primarily for outside organizations or groups (sports, recreation, or service clubs, etc.).

#### MESS BILLS

11. All members are responsible for the full payment of their monthly or annual bill in accordance with current regulations.

a. Responsibility. Ordinary Members will pay their Mess bill by pay allotment. Associate Members will be billed annually in advance for Mess subscriptions; and

b. Arrears. The Mess Manager(s) will track membership rolls for compliance. Managers shall report Members in arrears to the PMC. Non-payment of Mess bills may result in restriction or suspension of Mess privileges.

#### BANKING

12. Floats and petty cash funds may be established at various Mess outlets and offices in accordance with current regulations and the approval of the Mess Committee. Bank accounts and arrangements, including signing authorities, and security of NPF will be carried out as required by NPF and DND security policies and directives.

#### MEETINGS

13. The conduct of meetings, including motions, nominations and voting, at Extraordinary/General Mess Meeting or a Mess Committee Meeting is contained in detail within CFP 262. Generally:

a. Order of Business. The budget, elections, nominations for Honorary membership, etc., should be discussed under New Business. The PMC may adjust the order of items if necessary;

b. Quorum. A quorum for a Special/General Mess Meeting may be declared at the discretion of the PMC in accordance with the Constitution, provided that the normal notification of a meeting was provided; and

c. Notice. The Mess Secretary shall publish, at least one week prior, notice of a Special/General Mess Meeting, and provide an invitation to members to submit items for discussion. The approved agenda will be published at least two working days before the meeting.

## COMMUNICATIONS

14. a. Mess Notices. Notices may be sent to members through the mail, regular and electronic, through social media, and posted on notice boards; and
- b. Private Notices. Posting of private notices must be cleared with the Mess Manager.

## DISCIPLINE

15. Each Member is responsible for ensuring propriety of conduct and the observation of the requirements of good fellowship:
  - a. Observance of Regulations. All service regulations are to be observed with respect to the use of the Mess and the conduct of Members. In the absence of the PMC or the VPMC, the senior officer present has a particular responsibility for the close observance of regulations in the Mess;
  - b. Restricting Privileges. The PMC may restrict the privileges of any Mess Member for misconduct or infraction of any order or regulation with respect to Mess life. The PMC will report such restrictions to the Member's Commanding Officer and the Base Commander; and
  - c. Pets. With the exception of designated assistance animals, no animals are permitted in the Mess.

## DRESS

16. A high standard of dress reflecting on the professional status of the CAF and the Officer Corps is expected. Members are responsible for the standard of dress of their guests. Full dress standards are laid out in Annex A.

## COMPLAINTS

17. Complaints regarding standards, conduct of Mess Employees, or against other members shall be submitted in writing to the Secretary. Members shall not carry out any disciplinary actions on their own accord.

## SUGGESTIONS

18. A Mess suggestion book is kept at the accommodations desk in the Wardroom and at the Gunroom bar. Members are to observe the regulations for its use. Members should feel free to discuss any matter of detail or principle with the Mess Manager, the appropriate Member of the Mess Committee or in writing through the Secretary.

## GUESTS / MIXED MESSING

19. Each member has a duty to make guests welcome, and particularly to assist in ensuring that guests of the Mess are suitably attended:
  - a. Member Responsibilities. Members may entertain guests in the Mess and at functions at their own expense subject to any restriction on numbers, times or locations which may be applied. Members will be responsible for the conduct of their guests, are to ensure that their guests conform to dress standards;
  - b. Alcohol. Insofar as bar areas are concerned, the provision of the *BC Liquor Control and Licensing Act* are to be observed, in that no alcohol shall be served to any person under 19 years of age. Guests under 19 years of age are not permitted to attend functions other than on special occasions; and
  - c. Mixed-Rank Functions. Other than for Mess-arranged mixed-rank functions, the PMC's permission is to be sought to entertain an NCM in the Mess. Members whose spouse is an NCM are to advise the PMC of this fact to establish an appropriate standing policy.

## EXPENDITURES

20. The Mess shall prepare a budget, and resources shall be allocated for projects and purposes that will provide maximum benefit:

- a. Budget. A Budget shall be prepared which indicates monthly the estimated revenues from each source and expenditures for each operation of the Mess. It shall be presented to the membership for approval at the General Mess Meeting immediately preceding the new NPP fiscal year. Deviations greater than 10% from the approved budget are to be tabled, explained, and accepted at subsequent General Mess Meetings;
- b. General operations. Income shall be monitored and expenditures shall be controlled in accordance with the budget;
- c. Bar operations. The bars shall be self-supporting, and all profits from bar operations shall accrue to the Mess;
- d. Income from functions. Income from an entertainment function, with the exception of bar profits, shall be used to defray the cost of the function;
- e. Surcharges. In order to continue to maintain the standard of Mess decor, surcharges for use of the Mess and its facilities for Private and Out-of-Service functions may be levied. Surcharges will be authorized in Standing Authorities, and credited to the Mess general revenue account;
- f. Miscellaneous revenues. Monetary gifts and bequests, and miscellaneous revenue shall accrue to the general operating account unless a gift or bequest includes specific instructions as to the desired use of the monies; and
- g. Out of pocket expenses. No one should be "out-of-pocket" as a result of work or purchases on behalf of the Mess. To this end, any member, including members of the Mess Committee and Sub-Committee, may be reimbursed for actual and reasonable expenses incurred as a result of performing an authorized Mess duty, on presentation of a statement to the Mess Manager. The PMC will review such statements and may demand an accounting from a member.

## TOKENS

21. The Mess may establish funds for the betterment and care of its members, and to contribute to the community at large:

- a. Testimonial Fund. A Testimonial Fund is established for the benefit of the members of the Mess to provide appropriate recognition of retirements, postings, family grief, and hospitalization. A monthly Testimonial Fund assessment, at a rate fixed from time to time by the Mess Committee, shall be charged to all Ordinary and Associate Members. Only Ordinary Members are expected to contribute towards the purchase of departure gifts on posting of Ordinary Members. Disbursement limits shall be set at a GMM; and
- b. Charity Fund. A Charity Fund Trust account is established for the purpose of making charitable donations to registered charities as recommended by the Mess Committee and approved by the Mess membership at a General Mess Meeting. A monthly Charitable Fund assessment, which is established as a fixed rate based on monthly mess membership subscriptions, shall be charged to all Ordinary and Associate members. Any disbursements made from the Charity Fund shall be reported yearly. Disbursement limits shall be set at a GMM.

## MESS DINNERS

22. Procedures for Mess Dinners are outlined in CAF policies. Modifications for local customs, traditions, and variations may be approved by the Mess Executive (Mess sponsored dinners) or Commanding Officers (unit sponsored dinners).

## MESS PROPERTY

23. All public and non-public property of the Mess is to be maintained and accounted for in accordance with current regulations:

- a. Artefacts. The Silver Drums and certain trophies, artefacts, and valuable items of art, silver and crystal are to receive particular attention, and special arrangements are to be made by the Mess Manager concerning their display, use, and maintenance;
- b. Property. As a general rule, Mess property is not to be removed from the Mess. China and glassware, however, which is the property of the Mess, may be loaned to Members provided it is not otherwise required for Mess use; and
- c. Borrowing. Requests to borrow decorative Mess property or other items are to be referred to the PMC.

ANNEX A  
OFFICERS' MESS BY-LAWS  
DRESS

1. It is intended that suitable high standards of dress be maintained. Accordingly, the following regulations concerning the standards of uniform and civilian dress and the occasions for their wear are to be adhered to by all Members and their guests.
2. Formal:
  - a. Gentlemen - Mess dress or black tie; and
  - b. Ladies - Mess dress or evening gown.
3. Semi-formal:
  - a. Gentlemen - Service dress (No. 3 with jacket/sweater as specified) or lounge/business suit; and
  - b. Ladies - Service dress (No. 3 with jacket/sweater as specified) or cocktail dress/equivalent.
4. Informal:
  - a. Gentlemen - Service dress-of-the-day, suit or sports jacket/blazer. Tie, ascot or turtleneck are all acceptable; and
  - b. Ladies - Service dress-of-the-day or dress/skirt/slacks as appropriate.
5. Smart Casual:
  - a. Gentlemen - Service dress-of-the-day, slacks (jeans or shorts are not acceptable) and open neck shirt with collar/golf shirt with collar, with or without sweater or sports jacket/blazer; and
  - b. Ladies - Service dress-of-the-day or dress/skirt/slacks as appropriate (jeans or shorts are not acceptable).
6. Casual:
  - a. Gentlemen - Service dress-of-the-day or slacks (presentable denim is acceptable) and open neck shirt/golf shirt, with or without sweater, or in the summer Bermuda type shorts; and
  - b. Ladies - Service dress-of-the-day or dress/skirt/slacks as appropriate.
7. Relaxed. Sports gear or other relaxed dress may be authorized by the PMC for specific occasions.
8. Appropriate Dress. Unless otherwise directed by the PMC or the Base Commander, the authorized dress in the Mess will be as follows:
  - a. Casual dress is authorized throughout the periods that Winter/Summer dress regulations are in effect, except as noted below. The privilege of wearing denim is not to be abused, they must not be frayed, tattered, have holes, decals, or other accoutrements;
  - b. dress for specific functions, other than casual dress, will be promulgated in the calendar or the function flyer. Informal dress is encouraged for Sunday dinner, although Casual dress may be worn;
  - c. outerwear, backpacks, and headdress are to be removed and placed in the cloak rooms upon entrance into the Mess;
  - d. with all orders of dress, clean and presentable footwear is required (sandals may be worn with Casual dress); and
  - e. Members shall ensure that their guests' dress is in accordance with appropriate Mess standards.
9. Attention is drawn to CAF policy on retired members wearing of uniforms and mess dress.

ANNEX B  
OFFICERS' MESS BY-LAWS  
PMC TERMS OF REFERENCE

The PMC is responsible to the Base Commander and the Mess members for:

- a. ensuring the efficient administration and management of the Mess IAW the Wardroom Constitution and By-Laws, applicable Administration Orders, QR&Os, and other regulations and instructions which may be published from time to time;
- b. calling of Mess Committee and General Mess meetings at these meetings;
- c. providing direction to the Mess Manager;
- d. reviewing the minutes of each Committee or General Mess meeting and their presentation to the Base Commander for approval;
- e. supervising the Mess Committee members in the conduct of their duties;
- f. designating a replacement to assume the duties and responsibilities of an absent member of the Mess Committee, in liaison with the appointing authority of the Constitution;
- g. approving, or denying, requests for use of the Mess;
- h. signing forms and requisitions for payments, purchases, wages, etc., except when otherwise delegated to the Mess Manager;
- i. endorsing the Mess annual and semi-annual supplementary budgets;
- j. maintaining the standard of discipline, dress, and deportment within the Mess;
- k. investigating unpaid Mess bills and, if necessary, reporting serious violations to the Base Commander; and
- l. assuming any other duties and responsibilities respecting the Mess which may be assigned to him by the Base Commander.

ANNEX C  
OFFICERS' MESS BY-LAWS  
VPMC – NADEN TERMS OF REFERENCE

1. The VPMC – Naden is responsible to the PMC and will:
  - a. assist the PMC in the performance of his/her duties;
  - b. act as the President in his/her absence in the Naden outlet;
  - c. attend all Committee and General Mess Meetings;
  - d. coordinate long-range development planning for the Mess;
  - e. provide direction to the Entertainment Officer with respect to proposed functions to be held in the Naden outlet; and
  - f. assume other Mess duties assigned by the PMC.

2. I hereby agree to perform my duties as the Wardroom VPMC – Naden for the period \_\_\_\_\_ to \_\_\_\_\_.

_____	_____
Member	Date
_____	_____
PMC	Date

ANNEX D  
OFFICERS' MESS BY-LAWS  
VPMC – GUNROOM TERMS OF REFERENCE

The VPMC - Gunroom is responsible to the PMC and will:

- a. act as the PMC in his/her absence in the Gunroom, located at VENTURE NOTC;
- b. attend all Committee and General Mess meetings;
- c. represent the interests of the Wardroom members located at VENTURE NOTC;
- d. provide an entertainment program for the Gunroom, coordinated with the Wardroom Entertainment Officer;
- e. coordinate the Gunroom short and long term development requirements;
- f. direct the Mess Manager of the Gunroom as required for Gunroom operations and functions;
- and
- g. other duties as assigned by the PMC.

2. I hereby agree to perform my duties as the Wardroom VPMC – Gunroom for the period

\_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Member Date

\_\_\_\_\_  
PMC Date









ANNEX I  
OFFICERS' MESS BY-LAWS  
MEMBERSHIP OFFICER TERMS OF REFERENCE

1. The Membership Officer is responsible to the PMC for:
  - a. maintaining membership lists in each of the approved categories;
  - b. receiving and reviewing membership applications for subsequent approval by the Mess Committee;
  - c. providing the first General Mess meeting of the year with the names of Social Associate and Honorary members requiring renewal;
  - d. preparing correspondence of welcome to new members for the PMC's signature;
  - e. organizing membership drives, in particular for retired officers, as directed by the PMC; and
  - f. performing such other Mess duties as assigned by the PMC.

2. I hereby agree to perform my duties as the Membership Officer for the period

\_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Member Date

\_\_\_\_\_  
PMC Date



ANNEX K  
OFFICERS' MESS BY-LAWS  
INFRASTRUCTURE OFFICER TERMS OF REFERENCE (EX-OFFICIO)

1. The Infrastructure Officer is responsible to the PMC for:
  - a. coordinating all work between Real Property Operations and the Mess;
  - b. providing advice and briefing the PMC, the Mess Committee and the membership on infrastructure related activities and tasks;
  - c. attending all committee and general Mess meetings; and
  - d. performing other Mess duties as assigned by the PMC.

+++++

**References:**

- A. [National Defence Act Section 38](#)
- B. [QR&Os: Volume I - Chapter 27 Messes, Canteens and Institutes](#)
- C. [DAOD 5045-0, Canadian Forces Personnel Support Programs](#)
- D. [A-AD-262-000/AG-000 Mess Administration](#)
- E. [A-FN-105-001/AG-001 Policy and Procedures for Non-Public Property \(NPP\) Accounting](#)
- F. [Personnel Support Policy Manual](#)
- G. [APS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces](#)
- H. [NAVGEN 022/13 Wearing Of Uniforms By Former RCN Service Members](#)

*NOTE*

These references are added to the document as a supplement, they are not part of the main documents.