



# President Mess Committee (PMC)

## Guidance Manual

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## **SECTION ONE - GENERAL**

### **1.01 Terms and Definitions**

1. Accounting: The process of analyzing and systematically recording, in terms of money, transactions, and events which are, in part at least, of a financial nature, and of summarizing, reporting, and interpreting the results thereof.
2. Entity: means any constituted activity that presents a complete set of financial statements. It includes messes, CANEX, Canadian Armed Forces (CAF) Museums, Base/Wing Fund and their subsidiaries.
3. Mess: means the organization whose membership is related to an identifiable rank, formed for the purpose of building esprit de corps and comradeship; or the facility or facilities, which provide space in which to carry out the functions of the organization and may include a wardroom or dining room, bar or anteroom, lounge, games room, patio, and other common rooms/areas which, when provided, are operated and administered to provide services to the members of the mess. Messes have been entrusted to the Commanding Officer pursuant to Sections 38 to 41 of the National Defence Act.
4. Mess due or mess subscription: is a monthly assessment corresponding to a membership fee, which defrays the general operating expenses of the mess. The amount shall be set for both ordinary and associate members and shall be determined by a general mess meeting and approved by the B/W CO.
5. Morale and Welfare (MW) Programs: as described in A-PS-110-001/AG-002 are those administered by Canadian Forces Morale Welfare Services (CFMWS), with Public and NPP resources, in support of the chain of command, to enhance the well-being of CAF members and their families, thus contributing to the operational readiness and effectiveness of the CAF.
6. Non-Public Funds (NPF): NPF is the abbreviation for Non-Public Funds and should be used in that sense only. It is not accurate to imply that NPF is an entity or organization with capacity to perform functions or undertake responsibility; as such, entity or organization does not exist. The abbreviation may be used in conjunction with facilities or functions to indicate the primary source of resources for an activity, but does not necessarily establish the responsibility for its existence.
7. Non-Public Property (NPP): NPP is as defined in The *National Defence Act* (NDA) and means:
  - a. all money and property, other than issues of material, received for or administered by or through messes, institutes or canteens of the (CAF);
  - b. all money and property contributed to or by officers, non-commissioned members, units or other elements of the CAF for the collective benefit and welfare of those officers, non-commissioned members, units or other elements;

- c. by-products and refuse and the proceeds of the sale thereof to the extent prescribed under subsection 39(2) of the *National Defence Act*; and
  - d. all money and property derived from, purchased out of the proceeds of the sale of, or received in exchange for, money and property described in subparagraphs (1) to (3).
8. NPPAM: refers to the senior NPP accounting person at each B/W.
9. Regional Accounting Manager (RAM): refers to the Regional Accounting Manager.
10. Revenues and Expenses Principles: Expenses incurred by an entity must be charged to the income statement in the accounting period in which the revenues, to which those expenses related are earned and revenue are recognized when they are realized and are earned no matter when the cash is received.
11. Service Clubs – Service Clubs may be authorized as an alternative to Mess bars. They provide a place for CAF member to socialize where consumption of alcohol is not the primary activity. Activities provided in service clubs are based on the interests of CAF members and may include a lounge area, food outlet, either in the facility or reasonably accessible, dance area, games, and TV areas.

## **1.02 References**

- A. A-FN-105-001/AG-001 Non Public Funds Accounting Policies and Procedures Manual;
- B. A-PS-110-001/AG-002 Policy Governing Operation of Personnel Support Programs in the Canadian Forces;
- C. Personnel Support Programs Policy Manual (PSP Policy manual)
- D. CFAO 27-1 Messes
- E. CFAO 27-1 Amendment, CANFORGEN 150/09 CMP 062/09;
- F. CFAO 27-6 Base and Station Funds- Regular Forces
- G. CFAO 27-12 Provision, Serving and Consumption of Alcoholic Beverages
- H. Provincial Liquor License Act;
- I. NPF Collective Agreement; and
- J. Chief of the Defence Staff Delegation of Authority for Financial Administration of Non- Public-Property (NPP) May 2010

### **1.03 Purpose**

1. The purpose of this document is to provide guidance to Presidents of Mess Committee (PMC) in conjunction with the references listed above.

## **SECTION TWO – MESS MANAGEMENT**

### **2.01 Mess Organization**

1. The example of the Mess management organization chart at Annex A indicates the chain of command and roles of key positions in the management of a Mess. They include:

- a. PMC;
- b. Executive Committee Positions;
- c. Mess Manager;
- d. Supervising Officer;
- e. PSP Manager/Base/Wing Pers Services Officer; and
- f. Base/Wing Commander/Commanding Officer (CO)

### **2.02. Role of President of the Mess Committee** (in addition to duties stated in ref C)

1. The President of the Mess Committee (PMC) oversees the needs and wants of the Mess membership and is responsible to the CO (through the Supervising Officer, as applicable) for:

- a. the administration and management of the Mess with coordinated support from the Mess Manager and Mess Committee;
- b. the issuance of Mess Constitution and By-Laws;
- c. calling of Mess Committee meetings and General Mess meetings and presiding at these meetings. Meetings to follow parliamentary procedures as per ref C.

2. The PMC must be well acquainted with all Non-Public Property (NPP) / Public (P) policies and procedures that pertain to the mess operations as per above references.

3. The PMC is responsible for the executive committee and ensures that relevant statement of duties exist for all members of the mess committee. PMC ensures that all duties and responsibilities of committee members are carried out.

4. To have a successful, well run operation, the PMC, Committee Members, Management, and Staff must work in harmony to provide the best possible service to the membership. The PMC should feel free to discuss with the Mess Manager, the PSP Manager, or the Base/Wing Personnel Services Officer (B/W Pers Svcs O), any issues regarding the operation of the mess.

### **2.03 Role of Executive Committee**

1. The specific role and responsibilities of the PMC, Vice-PMC and Mess Executive Committee can be found in the Mess Constitution and By-Laws at ref C.

### **2.04 Role of Mess Manager and Staff** (in addition to duties stated in ref C)

1. Under the general direction of the Mess Committee, the Mess Manager is responsive to the PMC for the planning, organizing, directing, and controlling of mess activities (except for food services) and responsible to the PSP Manager or the B/W Pers Svcs O. The PSP Manager or the B/W Pers Svcs O provides direction to the Mess Manager. The Mess Manager is an adviser to the mess committee and is not a member. The Mess Manager carries out the day-to-day operations with the mess supporting staff. All staffing requirements are the responsibility of the Mess Manager who ensures that the NPF staff is trained and capable of performing their duties. Mess Managers provide support to the PMC and Mess Committee members.

### **2.05 Role Mess Supervising Officer** (in addition to duties stated in ref C)

1. The CO shall appoint an officer to act in an advisory capacity to the mess committees of each officer cadet and junior ranks' mess. The Mess Supervising Officer shall:

- a. assist and advise the Mess Committee as required;
- b. be an ex-officio member of the Mess Committee; and
- c. keep the CO advised of the affairs of the mess.

2. The Mess Supervising Officer is the link between the PMC and the CO. The Mess Supervising Officer ensures that the PMC and Mess Committee are conducting business in accordance with NPP policies and procedures. Mess Supervising Officers should attend all Executive and General Mess Meetings.

## **2.06 Role of PSP Manager or B/W Pers Svcs O**

1. The PSP Manager or the B/W Pers Svcs O oversees mess operations and ensures all messes are staffed with well-trained and competent NPF employees. The PSP Manager or the B/W Pers Svcs O provides tools to mess management and staff to successfully carry out their duties, and ensures adherence to all policies and procedures.

## **2.07 Role Treasurer or Finance Member** (in addition to duties stated in ref C)

1. Under the general direction of the PMC, the Finance member assists in the preparation of the yearly budget, monitors financial results in comparison with the budget, interprets financial statements and advises the PMC on the financial condition of the mess, acts as liaison with the NPPAM to ensure that the mess committee is aware of the financial implications of any decision.

## **2.08 Base/Wing Commander (CO) or Convening Authority**

1. The Base/Wing Commander or designated convening authority is responsible for all NPP activities within the Base/Wing. All items contained in the minutes of a General or Executive Committee meeting are subject to the approval of the convening authority.

## **2.09 The Standard of Care – Serving and Consumption of Alcoholic Beverages**

1. The standard of care must conform with those established by provincial and municipal laws. The sale of alcoholic beverages is not subsidized or discounted. Provisions should therefore include:

- a. a prohibition on the operation of bars except on a profit-making or break-even basis;
- b. a prohibition on "Happy Hour" or "two for one", etc. specials;

Note - This does not preclude subsidization at hosted functions held at the discretion of the Base/Wing [commander. ie](#) Free Moose Milk at "At home" events;

- c. non-alcoholic beverages, attractive in price and presentation, are available at all outlets where alcohol is served;
- d. contests, competitions or stunts based on immoderate drinking of alcoholic beverages are prohibited (ie, "chug-a-lug" beer-drinking contests, etc);
- e. provision to, or consumption of alcoholic beverages by, military or civilian personnel who are under the legal drinking age in the province in which the unit is located is prohibited;

- f. persons in an intoxicated or apparently intoxicated condition shall not be served alcohol at CAF-controlled facilities or functions;
- g. individual members of the CAF are made aware that the primary responsibility for the wise and moderate consumption of alcohol and related behaviour rests with the consumer;
- h. there is a potential for personal liability when serving alcohol at their home or other locations; and
- i. a training and awareness program on the responsible service of alcoholic beverages is implemented for all personnel involved with the sale and/or serving of alcoholic beverages.

## **SECTION THREE - ACCOUNTABILITY AND CONTROL**

### **3.01 Delegation Of Authority**

1. In accordance with the [CDS Delegation of Financial Authorities for Financial Administration of Non-Public Property](#) (Also referred as NPP Delegation Document), the PMC and Acting PMC (Vice PMC) must successfully complete the NPP Financial Delegated Authorities and Contracting Course, so that they may have delegated signing authority for the Mess they represent. This course is a mandatory certification prerequisite for any member of the staff of NPF or CAF by virtue of their job description and financial responsibilities, to ensure they are appropriately prepared to assume their NPP duties. This course is available online on the DLN Learning Management System.

### **3.02 Mess Accounts**

1. All Mess funds received by the mess shall be properly accounted for by the mess manager and submitted to the NPF accounting office. Mess funds and other mess assets shall only be expended for the direct benefit for the members of the Mess.
2. The PMC, Mess Manager and mess committee shall be fiscally responsible in assuring sufficient funds are available to meet the following:
  - a. continuing obligations in general operation of mess;
  - b. replacement of assets;
  - c. capital projects or capital expenditures;
  - d. entertainment and sports activities; and
  - e. gift fund.

### **3.03 Bar Stocktaking**

1. NPP official supervised stocktakings are conducted quarterly and initiated by the PSP Manager or the B/W Pers Svcs O.
2. Mess Managers and Bar Supervisors are responsible for the mess bar inventory and must work closely with the stocktakers to ensure that the inventory is counted and accurately recorded.
3. All official supervised stocktaking must be submitted to the NPF Account Office for processing.
4. Mess Managers must ensure in-house stocktaking are done at a minimum of once per month.
5. Mess committee members are not allowed access behind the bar. The NPF bar staff are accountable for bar inventory and cash.

### **3.04 NPF Budgets**

1. Mess Operating Budgets are prepared and submitted yearly and are broken down into these categories:
  - a. general revenues and expenses;
  - b. income statement (bar operations);
  - c. special functions (entertainment);
  - d. gift funds
2. As directed by the authorities, budget call is usually sent late October or early November. The Mess Manager and Bar Supervisor, with extensive consultation with the PMC and the Executive Committee, develop NPP and P budgets. All budgets are submitted to the PSP Manager or the B/W Pers Svcs O for review, usually early January.
3. During budget preparation, the breakdown of mess dues is reviewed to ensure that each account balances its revenues and expenses. The review of mess dues breakdown must be completed on an annual basis.
4. Budgets must be presented to the General Mess Meeting for approval. The budget is officially approved once the general mess meeting minutes are signed by the CO or delegated authority.
5. Mid-way through the fiscal year (Aug), all budgets must be reviewed to ensure that they are in line with the forecast. The PSP Manager or the B/W Pers Svcs O may request budget adjustments at this time.

6. The may direct that up to 7 per cent of the gross sales of the bar operation of a mess be transferred to the B/W fund. In making such direction, B/W CO should take into consideration any outstanding obligation requiring repayment of loans from the Canadian Forces Central Fund (CFCF).

*Note:* Bar Budgets must show, at a minimum, a break-even operation. A deficit budget will not be accepted as per CFAO 27-12 para 4c. The reviewing process may differ from one Base/Wing to another. The PSP Manager or B/W Pers Svcs O will assist you.

### **3.05 NPF Financial Statements**

1. The fiscal year for mess operations is from 1 April of the current year to 31 March of the following year with all accounting periods/accounting months ending on the last day of the calendar month. The NPF Accounting Office produces monthly financial statements for the accounting periods along with year-to-date (YTD) figures. The statements are received about 10 working days after month end. The PSP Manager can provide financial statement analysis for the PMC.

2. Mess Managers, Bar Supervisors and the PMC must closely monitor all financial statements comparing the budget with actual figures.

3. Mess Managers must advise the PMC on the mess financial status and recommend changes as required.

4. The financial statements are held in the mess office for review by any mess member.

5. As per ref B, NPP shall not be alienated by gifts to private or public institutions, to relieve a CAF member of their personal responsibility for lost or damage to NPP, or for testimonials or gifts for national appeals for financial assistance. Grants or transfers of NPP to charitable or other organizations that are not NPP activities require CDS approval. (this may exclude the mess gift fund, discuss with your NPPAM).

### **3.06 Entertainment Ticket Sales and Control**

1. All tickets for entertainment functions must be recorded with the local NPF Accounting Office for accountability and control.

2. Ticket sales are controlled by ring in at the bar or at the Mess office where a ticket register will be maintained.

3. The Mess committee, in consultation with the Mess Manager, determines the price of tickets for mess functions in accordance with the entertainment budget.

4. All monies collected through ticket sales shall be submitted to the NPF Accounting Office for deposit to the Mess entertainment account.

5. Ticket sales for entertainment functions are subject to taxes.

### **3.07 Bar Card**

1. Bar cards are permitted for use by the PMC, VPMC, Entertainment Chairman (or other mess executive committee positions, as budgeted and approved by the mess membership at a General Mess Meeting) and officially approved by the B/W Comd or Unit CO. Bar card holders must use the bar cards in accordance with the CFMWS Letter 7331-1 19 April, 2022. The following guidance shall be adhered to:

- a. bar cards are to supply complimentary beverages to official mess guest(s) for that function, (i.e. Guest of Honour at a Mess Dinner, Dignitaries, VIP Guest Speakers, etc.),
- b. the host may only charge reasonable personal use to the card while actively hosting the guest(s),
- c. unauthorized use of a bar card will be the financial responsibility of the individual assigned the card, and
- d. in all cases, at no time should a bar card be used to allow a mess member or guest to become intoxicated.

### **3.08 Prizes register**

1. A register, where winners sign for prizes, shall be maintained for all prizes purchased for mess functions.

### **3.09 Gift Funds**

1. An entity may, if the creation of a separate gift fund has been approved by a simple majority of all members, give gifts and testimonials of a reasonable amount to members on the occasion of their departure from the entity or for other legitimate purposes such as bereavement commemoration.

2. Gift Funds shall be accounted for as an NPP Entity Fund. The entity Constitution and By-laws must state the established equitable criteria, amounts, purposes, etc. for gift fund expenditures, as well as the appropriate monthly gift fund assessment from members.

3. The gift fund shall be self-sufficient and shall not be created or replenished by transfers of funds from other accounts. However, in circumstances where surpluses have accumulated in entity gift funds, the surplus, or a portion thereof, may be transferred from the gift fund to another entity account such as mess subscription revenue, upon approval by a simple majority of members. (Care must be taken to consider both current and future needs when determining transfer amounts).

4. Annually, the Mess Committee or Manager, with the assistance of the NPPAM, must review the gift fund to verify its self-sufficiency and ensure that any required changes to the By-laws are made.

## **SECTION FOUR - PUBLIC SUPPORT TO MESSES**

### **4.01 Non Public Property (NPP) and Public (P) Expenditures**

1. Canadian Armed Forces (CAF) messes are Public Morale and Welfare programs, excluding activity equipment and activity furniture for Mess bar operations and entertainment, which are a NPP responsibility. NPP expenditures may include but not limited to:

- a. entertainment equipment;
- b. bar equipment;
- c. bar furnishings; and
- d. renovation projects.

1. Public expenditures may include but not limited to:

- a. basic services (cleaning, waste management, snow removal);
- b. operating equipment such as refrigerators, ice machines;
- c. equipment and furniture required for an office;
- d. installed equipment and fixtures (either plumbed or hard wired to building);
- e. repair and maintenance of installed equipment; and
- f. renovation projects.

2. It is often difficult to decide if a mess expense or purchase is P or NPP. For example, a patio attached to the physical structure of the mess is a public expense while a patio not attached to the physical structure of the mess can be NPP. A walk-in fridge is a public expense while the draft dispenser is NPP.

3. Below is Table 5-2-1 of ref B which identifies the maximum Public support that may be authorized for messes.

Table 5-2-1 Public Support to CAF Messes and Service Clubs

<b>Cost Element (see note 4)</b>	<b>Remote</b>	<b>Rural</b>	<b>Semi-Urban</b>	<b>Urban</b>
<i>Personnel (see note 1)</i>	100%	100%	100%	100%
<i>Collateral Responsibilities</i>	100%	100%	100%	100%
<i>Available Expertise</i>	100%	100%	100%	100%
<i>Facilities</i>	100%	100%	100%	100%
<i>Maintenance, Utilities, Basic Services and Cleaning</i>	100%	100%	100%	100%
<i>Equipment and Furnishings (see note 2)</i>	100%	100%	100%	100%
<i>Supplies</i>	100%	100%	100%	100%
<i>Transportation</i>	100%	100%	100%	100%
<i>Communications Equipment and Services (see note 3)</i>	100%	100%	100%	100%

*Notes:*

1. *Management positions funded through CFMWS.*
2. *Excludes Activity Equipment and Activity Furniture for Mess bar operations and entertainment activities, which are a NPP responsibility.*
3. *Telephones only may be authorized for Mess bar operations and entertainment activities, where required for military and safety requirements.*
4. *There is no authority for NPP funds to be used for Public expenditures.*

**3.02 Capital projects and expenditures**

1. All capital projects are administered in accordance with Realty Asset Management Manual (through BCE) regardless of the source of NPP or Public funds. Statement of work and estimated cost to be staffed through the chain of command for approval is mandatory before any commitment for capital projects or purchases are made. Capital expenditures must also be researched for scope of work and estimates, and made part of an annual business plan staffed through appropriate authorities prior to being presented at a general mess meeting.

**4.03 Furnishing and NPP enhancements**

1. Mess furnishings are the standard quality furniture and accessories needed to accommodate Mess operations. The Public is responsible to provide, repair and replace furnishings for Messes. Furnishings may be provided for main lounges, reading and games rooms, and dining rooms.

2. A CO may authorize Public funds to purchase standard quality furniture. If a Mess Committee chooses to buy better quality furnishings or specialty items using NPP, the Public reimburses NPP with the dollar value of the standard furniture. Furnishings purchased in whole or in part using Public funds are Public property, accounted for as a Public asset, and maintained at Public expense.

3. NPP can be used to enhance a construction or maintenance project. For example, if the P changes the counters in the washrooms, NPP can be used to upgrade the counters from laminate to granite and Public reimburses NPP with the dollar value of the standard laminate counter.

#### **4.04 Support for Mess Dinners and Ceremonial Events**

1. Mess facilities are often used for mess dinners and military ceremonial events. These functions support the CAF mission, are an integral part of the Defence Services Programs (DSP), and are supported by the Public.

2. The following Public support may be authorized for mess dinners and military ceremonial events:

- a. the use of a facility, normally a Mess, to hold the function;
- b. the food and non-alcoholic beverages, on an exceptional basis (normally the costs are paid by those attending the function or by Public Hospitality);
- c. personnel, such as cooks, stewards, servers and clean up staff; and
- d. transportation of material and personnel in support of the function.

2. The provision of Public funded food service personnel may be authorized through any combination of:

- a. adjustment of shifts to carry out the additional workload during the regular number of duty hours where this can be accomplished in a manner, which does not adversely affect the standards of food service, provided to DND Funded Customers;
- b. overtime employment of publicly funded food service personnel;
- c. employment of military cooks for extra duty hours; and
- d. publicly funded casual employees.

#### **4.05 Approving authorities for Official Mess Functions**

1. A Level I advisor may authorize Official Mess Functions and delegate to the COs the authority for specific events, within established limits.

#### **4.06 Mess Dinners**

1. Mess Dinners are held for training purposes or to enhance unit cohesion and effectiveness, at which attendance is normally compulsory for CAF members. DND Public Service employees and a limited number of official guests may be authorized

to attend. Spouses or partners of attendees and unofficial guests are not normally included. Mess Dinners are not Hospitality Functions as defined in DAOD 1017-1.

2. Entertainment events, such as mixed mess dinners, for CAF members, their spouses or unofficial guests are not authorized for Public support with the exception of the use of the mess facility.

## **SECTION 5 – INVENTORY**

### **5.01 NPP Property**

1. Ref A outlines the policy and procedures for the accounting and control of NPP fixed assets including capital expenditures, consumable equipment, and the depreciation of fixed assets.

2. NPP independent verifications will be performed on the change of NPP inventory holders, no less frequently than every 2 years.

3. Any obsolete or non-serviceable NPP property must be written off and documented at an Executive Committee Meeting or General Mess Meeting before being disposed of.

### **5.02 Public Supply Customer Account SCA**

1. Public verifications will be done every 2 to 4 years, and on the change of the SCA holder. The CO may direct more frequent stocktakings. Refer to your Base/Wing standing orders.

2. When both Public and NPP Fixed Assets (FA) are in use in the same area, both accounts shall be held by the same person who is normally the Mess Manager.

3. Write-off means the approval for deletion of Non-Public Property from NPP control. All requests for write-off shall be supported by an investigation appropriate to the magnitude of the write-off sought. Authorization for the write-off of an asset against the Mess does not preclude disciplinary or any other action being taken against any persons or subsequent financial recovery from persons responsible for causing the need for write-off. Except on a disbandment or reduction to nil strength, NPP furniture and equipment that has become obsolete, worn out, or is no longer required, will be disposed of in the manner considered most beneficial to the Mess by consideration of the following courses of action (discuss with local NPPAM):

- a. trade-in on a new or replacement item;
- b. sale to another mess;
- c. sale to the highest bidder through advertising; and
- d. auction.

## **SECTION SIX – CONSTITUTION AND BY-LAWS, AND MEETING FORMAT**

### **6.01 Constitution and By-Laws**

1. A constitution, as applied to a Mess, is a document, which enunciates the authorized principles according to which the mess is formed and governed. All details shall be contained in a set of Mess rules known as "Constitution and By-laws". A sample constitution and suggested article headings for by-laws is in NPP Policy Manual. The constitution and by-laws shall be ratified at a general mess meeting and be approved by the B/W CO prior to taking force. Immediately on joining a Mess, a member shall be given the opportunity to read the constitution and by-laws, a copy of which must be available to members at all times.

### **6.02 Mess Meetings**

1. Mess committee meetings shall be held at least once a month and a general mess meeting shall be held at least once during each six month period for the Regular Force and at least quarterly for Primary Reserve Force, under the chairmanship of the PMC to consider the financial affairs of the mess and other business related to the administration thereof. An extraordinary general meeting may be convened by the CO or the PMC or the Supervising Officer, or on the request in writing of 25 per cent of the ordinary members. Conduct of meetings is explained in NPP Policy Manual chapter 9-4 Table 9-4-4. General Mess meetings are held in order that members can fully discuss in a democratic manner, matters relating to the operations of the Mess and arrive at decisions based on the will of the majority of the members.

### **6.03 PMC Responsibility for Meetings**

1. It is the responsibility of the PMC to ensure that all meetings are conducted in accordance with procedures stated in ref C. The control of the mess meeting rests with the PMC and the success or failure of the meeting depends largely on the preparation and planning on their leadership qualities and methods. To carry out their responsibilities at a Mess meeting the PMC should:

- a. be familiar with mess rules and regulations, the constitution and by-laws of the mess;
- b. know and follow the order of business for the conduct of the meeting;
- c. conduct the meeting in accordance with parliamentary procedures and be familiar with their duties as presiding officer in respect of validity of motions, or amendments thereto, and the control of debates;

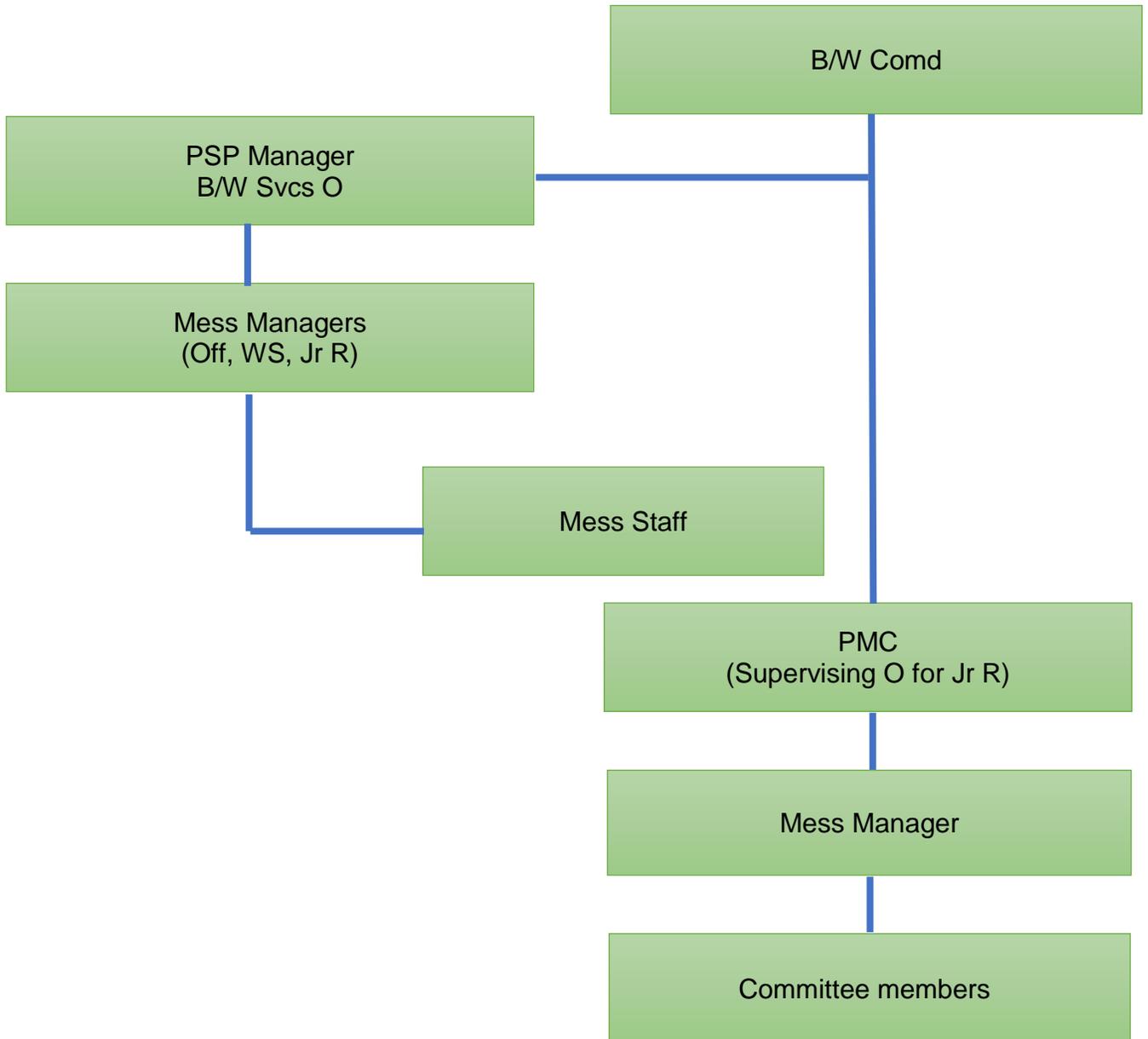
- d. ensure that each member has the opportunity to express their views but is not allowed to abuse this right by being repetitious;
- e. ensure that all remarks are addressed to the chair and not directly discussed by two or more members;
- f. ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than permitted by the rules of order; and
- g. speak clearly on all occasions, ensuring that they can be heard by all members.

#### **6.04 Order of Business**

1. The order of business may be established in the by-laws of the Mess or may be determined by the PMC. The following is an example of the normal order of business:

- a. establishing a quorum;
- b. call meeting to order;
- c. PMC opening comments;
- d. reading and approval of previous minutes;
- e. Financial Report;
- f. reports of sub-committees;
- g. old Business;
- h. new Business;
- i. Open Floor; and
- j. adjournment.

**EXAMPLE MESS ORGANIZATION CHART**



**EXAMPLE MESS CONTACT LIST**

<b>POSITION</b>	<b>NAME</b>	<b>LOCAL</b>	<b>email</b>
<b>Mess Manager</b>			
<b>Bar Supervisor</b>			
<b>Admin Assistant</b>			
<b>Function Supr</b>			
<b>Kitchen Mgr</b>			
<b>PSP/Deputy PSP Mgr</b>			
<b>Supervising Officer</b>			
<b>NPF Accounts Office</b>			
<b>PMC</b>			
<b>Vice</b>			
<b>Secty</b>			
<b>Entertainment</b>			
<b>Sports</b>			
<b>Housing</b>			

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **Q. Who is the mess staff responsible to?**

- A. The Mess Manager is responsible to the PSP Manager or the B/W Pers Svcs O. The staff of the mess is responsible to the Mess Manager. NPF employees in the mess are the employees of the PSP Manager or the B/W Pers Svcs O. They are not employees of the PMC; however, the mess staff is responsive to the PMC for the operations of the mess.

*Note: Concerns or complaints with regard to the mess staff must be forwarded in writing to the PMC. The PMC should discuss staffing concerns with the Mess Manager. The PMC should be familiar with the NPF Collective Agreement and NPP governing NPF employees.*

### **Q. What are the normal hours of operation for the bars in the mess?**

- A. The normal bar hours of operation are as stipulated in the Mess Constitution and By-Laws or as approved in the minutes of the mess meeting. Bar hours shall be permanently displayed on a mess notice board.

### **Q. Do bar operations have to follow provincial regulations?**

- A. With respect to the serving and consumption of intoxicants, the CO shall ensure that provincial and municipal laws are observed.

### **Q. Can the PMC authorize extended bar hours?**

- A. The PMC can only authorize the bar to stay open for one hour (or as stipulated in the Mess Constitution and By-Laws) beyond the normal bar hours. Any extension beyond one hour must be authorized by the CO. For activities planned in advance such as private or mess functions, the bar can remain open later than normal bar hours but no later than the provincial law permits.

*Note: Refer to the mess liquor licence to confirm bar hours of your province.*

### **Q. Who is the Approving Authority for mess expenditures and Capital Expenditure Request (CER)?**

- A. Mess expenditures and CERs for capital and non capital items must have the following approvals:
- a. expenditures that have a value of less than as per the figure in your Mess Constitution and By-Laws can be approved by the PMC;

- b. Mess Committee Executives may approve up to (as per the figure in your Mess Constitution and By-Laws). A CER may have to be raised. Minutes must be signed by the CO before the purchase is done;
- c. any capital expenditure above the limit of the Mess Committee Executives must be approved at the General Mess Meeting;
- d. the minutes and CER must be signed off by the appropriate authorities before any purchases can be made;
- e. other than CANEX, CER's are not required for expenditures under \$25,000". A-FN-105 also states: "Although the limitation for the requirement of a CER has been established at \$25,000. (other than CANEX), this does not eliminate the expenditure approval authorities currently imposed by CO or the requirement for proper recording of fixed assets (FA) items". Usually, COs asked for a CER for any capital expenditure over \$1000.00. Contact your PSP Manager or B/W Pers Svcs O for the limit on your Base/Wing; and
- f. The Mess Manager and the NPPAM have the information on the requirements of a CER.

**Q. What is the PMC Bar Card used for?**

- A. The PMC Bar Card is used to purchase items from the bar for "*Official Guests*" of the mess. Expenditures limits are included in the Mess Constitution and By-Laws.

**Q. Who can use the mess for a private function?**

- A. IAW ref c Chapter 9-4 para 145, the PMC may authorize the use of mess facilities for private functions sponsored by a mess member or group of members providing the use is not required by the mess membership. All cost related to a private function are to be borne by the sponsoring member. The sponsoring member must be present during the function and assume all responsibility for the behavior of the guests. The sponsor is also responsible to ensure full payment is received for such function.

**Q. When can alcohol be provided at cost?**

- A. Mess Managers are authorized to provide alcohol at cost if the function is given "Official Status" from the CO. The sherry, wine, port and liqueurs served in the dining room as part of the meal can be served at cost for Mess Dinners

and Official functions. Alcohol purchased for entertainment functions and Mess Bar Cards are accounted at cost.

**Q. What do mess dues pay for?**

- A. Mess dues are reviewed annually during the preparation of the mess budget to determine if an increase is warranted. Dues are broken down into different accounts based on the mess's needs. A detailed breakdown is provided below. See your budget; your mess may not necessarily have the same breakdown.
- a. General account: to pay for administration and general wages, phone, advertising, taxi fares, dry cleaning etc;
  - b. Entertainment account: to pay for all mess entertainment including coffee breaks, TGIF, themed events;
  - c. Sports account: to pay for all sporting requirements;
  - d. Gift fund: to pay for departing and retirement gifts as indicated in mess constitution; and
  - e. Taxes.

**Q. Do CAF members have to pay mess dues?**

- A. Yes, but there are a few circumstances when a member does not have to pay mess dues: Maternity leave, paternity leave, deployments, no mess close to work location.

Furthermore, CFAO 27-1 para 10 stipulates that every member shall belong to a mess appropriate to the member's rank. However, this CFAO was never intended to be used to govern the viability of Non-Public mess operations, especially through charges to members no longer able to access and use local facilities/services. Simply put, mess subscriptions are tied to the NPP use of a facility and programs and not to the overarching requirement to belong to the mess as a CAF institution. Paying of mess dues, therefore, is contingent on being able to reasonably access these services and programs, and this is not the case for your personnel posted to locations without established messes.

CAF members must be member of the mess but should not have to pay mess dues if they cannot access the facility and the programs. If those CAF members want to receive a departing gift, they will need to participate in the mess gift fund.

**Q. What are bar profits used for?**

- A. Bars must operate with at least a break-even result and never at a loss. The bar is a good vehicle to maintain or increase profits without raising mess dues.

The net profit/loss of the bar is carried over to the general statement that in turn affects the mess bottom line. There are many expenses required to run a bar operation such as: bar staff wages, cost of goods sold, bar mix, bar snacks, repairs/maintenance (bar only), bar supplies, laundry, glasses, spoilage, etc.

*Note: Most bars maintain a gross profit of 50% of sales. Bars normally have a net profit between 7 and 9 %. To put this into perspective, if a bar has \$1000.00 sales, the net profit is less than \$70 to \$90. Wages normally run between 30 – 35 %.*

**Q. What is the procedure in conducting Mess Meeting?**

- A. Parliamentary procedures in regards to conducting Mess meeting can be found in: ref C Chap 9-4-4 Table 9-4-4.

## IS IT P OR NPP

**Q. The furniture in the officers' mess has been in place for twenty five years. The PMC has determined that it is time for new furniture. (Couches and chairs for main lounge). The cost is \$50K. Is this P or NPP responsibility?**

A. This is a P responsibility.

**Q. The same PMC has determined that while we are replacing all the furniture, they might as well replace the pool table. The cost is \$5K. Is this P or NPP responsibility?**

A. This is a NPP responsibility.

**Q. Members are now grumbling about how when it snows the mess parking lot does not get done for coffee break and they all get stuck in the snow. The PMC determines that the best option is to hire a separate contractor to do snow clearance above and beyond what the Base/Wing is doing. Is this P or NPP responsibility?**

A. Snow removal is a P responsibility and the PMC cannot hire a contractor.

**Q. Now the PMC is looking at completely redoing the bar. The plan is to move the bar from its current location and relocate it to the other end of the room and replace everything behind the bar including the walk-in fridge. Is the rebuilding of the bar a P or NPP responsibility? Is the replacement of the walk-in fridge a P or NPP responsibility?**

A. Cost for the actual rebuilding of the bar is a P responsibility and the cost to replace the walk-in fridge is also a P responsibility.

**Q. RP Ops provides Publicly contracted cleaners for the Officers' mess to cover mess operations. Mess is rented out for a private function and RP Ops will not cover the extra cleaning costs. Is this P or NPP responsibility?**

A. The cost associated with the cleaning will be covered by the member having the private function as it is neither a P responsibility nor a NPP responsibility.

*Note: When dealing with P and/or NPP responsibility, it is a safe practice to get confirmation from your local accounting section and/or your PSP Manager or B/W Pers Svcs O.*