

19 WING COMOX OFFICERS' MESS CONSTITUTION

ARTICLE I - NAME

1. The Officers' Mess, 19 Wing Comox, is hereinafter called the Mess.

ARTICLE II - AUTHORITY

2. The Mess is established under authority of the WComd IAW CFAO 27-1. It shall be operated in accordance with regulations and orders governing the operation of Messes in the Canadian Forces, the instructions contained in this Constitution, and the By-Laws that amplify it.

ARTICLE III - PURPOSE OF OPERATION

3. The Officers' Mess shall be operated for the purpose of providing a "home" for living-in personnel, providing facilities for entertainment events including food and bar services, and providing facilities for meeting public and non-public social obligations, including official entertainment. The Mess shall provide a common meeting place in which Officers are assisted in gaining personal knowledge of their subordinates and in building "esprit de corps" and comradeship, each essential to an efficient armed force. All members are required to belong to the established Officers' Mess and pay a monthly membership fee. Such fees, together with bar income and other revenue, shall be accounted for as directed by the Wing Commander and appropriate service orders, and shall be used in the maintenance of Mess facilities, and the staging of social events as authorized by the Mess Committee, the general Mess Membership, and the Wing Commander.

ARTICLE IV - MEMBERSHIP

4. Members of the Mess shall be Ordinary, Associate, or Honourary Members (including Lifetime Honourary Members).
5. Ordinary Members - Ordinary Members shall comprise:
 - a. All Currently-Serving Canadian Armed Forces (CAF) Regular and Primary Reserve Officers employed at 19 Wing Comox, including those on Temporary Duty in excess of 14 days;
 - b. Foreign Military Officers who are on exchange with, or on loan to the CAF, and who are employed at 19 Wing Comox; and
 - c. Officers of the Cadet Instructor Cadre (CIC) of directly sponsored Cadet Units who share the same facilities, upon application.

- d. Unless otherwise stated herein, Ordinary Membership shall continue during all periods of temporary absence such as Leave, Temporary Duty or hospitalization.
 - e. Only Ordinary Members and the Associate Representative may attend and vote at Mess Meetings. Ordinary Members (except Class A Reservists) may serve on the Mess Committee. The Air Reserve Mess members shall be accorded all privileges of the Mess during the term of employment. The Class A Reservists, while not permitted to serve on the Mess Committee in a position of responsibility, may assist the Mess Committee or a subcommittee.
6. Associate Members - The following persons may, with the approval of the Wing Commander, be Associate Members of the Mess:
- a. Veterans - This category comprises Officers who are:
 - (1) Former members of the CAF who have been successfully completed Basic Military training and have been honourably discharged.
 - b. Working - This category comprises:
 - (1) Serving DND, NPF, MFRC, DRDC, CSEC, DCC employees and serving RCMP
 - (2) Other civilians similarly employed at, or in connection with 19 Wing Comox, will also be considered on a case by case basis. The PMC, in consultation with CHRO and NPF, will recommend to the WComd if the civilian employee's membership in the Officer's Mess is appropriate, or should be referred to one of the other Messes.
 - (3) Members of Canadian Cadet Organizations and Canadian Rangers; and
 - (4) Foreign Military Officers of the Regular Forces of other countries serving in the vicinity of Comox.
 - c. Officer Cadets - This category comprises Officer Cadets of the ROTP attending university during their academic year if a Mess is not established at their institution, and during their period of summer employment at 19 Wing Comox.
 - d. Social - This category comprises personnel other than those mentioned in sub-paras (a), (b), and (c) 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 Wing Commander.

- e. Associate Membership under sub-para (d) shall be reviewed at the same date each year. Temporary Membership may be granted until the next General Mess Meeting upon approval of the PMC or Wing Commander.
- f. Priority for Associate Membership should be given in the order that the categories are listed in para 6.
- g. Associate Membership is subject to suspension or cancellation for cause.
- h. A person who is eligible under sub-paras 6 (a) and (b), but who fails to join the Mess and is not an Honourary Member, shall not be permitted to use the facilities of the Mess. Such persons may attend the Mess as a guest twice with the permission of the PMC, V/PMC or the Wing Commander.
- i. A person who is otherwise eligible, but who refuses or is refused Associate Membership in the Mess may be permitted to use only the dining facilities with the concurrence of the Wing Commander.
- j. An Associate Member shall be accorded the privileges of the Mess but may not serve on the Mess Committee. An Associate Member may assist the Mess Committee or subcommittee but, by doing so, assumes no responsibility.

7. Honourary Members –

- a. The following positions will have automatic Honourary Memberships in the Mess:
 - (1) Local MP;
 - (2) Local MLA;
 - (3) Mayor of Comox;
 - (4) Mayor of Courtenay;
 - (5) Mayor of Cumberland;
 - (6) Comox Valley Regional District Chair;
 - (7) CVAC Board Chair;

- (8) Current Honourary Colonels of 19 Wing, 407 LRP Sqn, 442 SAR Sqn, and 19 AMS; and
 - (9) Past Honourary Colonels for a period of three (3) year following their replacement.
- b. Any further distinguished person not included in para 7 (b) may be invited to become an Honourary Member of the Mess for a term not exceeding one year, without prejudice to renewal of Membership for further one year terms; upon recommendation of the Mess Committee, majority vote of those present at a General Mess Meeting, and approval of the Wing Commander.
 - c. A Honourary Member shall be accorded the privileges of the Mess but shall not pay Mess subscriptions nor serve the Mess in any capacity. A Honourary Member may be assessed a proportionate share of expenses associated with any Mess function or entertainment which he/she attends. Except as provided by CFAO 19-8, he/she may not enter the Mess for the purpose of soliciting or transacting business. Membership may be cancelled by the Wing Commander for cause, except as provided in para 8.
8. Honourary Lifetime Memberships - A Honourary Lifetime Membership that was granted to former RCAF personnel in accordance with former RCAF policy of the Mess prior to 01 Feb 68. Such memberships shall not be rescinded without Higher Headquarter concurrence.
- a. Subject to para 8, the Mess may honour a retiring or retired member by granting him/her a Honourary Lifetime Membership. Such Memberships shall be honoured in other Messes, except Messes in ships, on an infrequent and casual basis. If the holder of a Honourary Lifetime Membership wishes to become an Associate Member, they may so apply to the Wing Commander through the Mess Committee.
9. Honourary Memberships of all types are intended to recognize an individual's position or contribution to the nation, or to the military, by providing opportunities for the occasional use of Messes. However, when a Honourary Member, including an Ordinary Member of another Mess, wishes to use the facilities of a Mess on a frequent basis the Honourary and Ordinary Members should apply for Associate Membership.

ARTICLE V - DUES

- 10. Each Ordinary and Associate Member shall pay Mess assessments as determined from time-to-time by a General Mess Meeting and approved by the Wing Commander. The total payable will be the monthly assessment plus applicable

taxes. Ordinary Regular Force Members shall pay their dues monthly, Reservists shall pay as per para 11, while Associates shall pay their dues annually.

11. The Mess dues for Air Reservists shall be paid in the following manner for each classification of employment:
 - a. Class C - the Mess dues will be deducted from the Member's pay in accordance with local procedures or paid to the Mess on a monthly billing process. Air Reservists on Class C employment who choose not to pay by deduction are required to notify their applicable Mess of the beginning and end of the Class C contract;
 - b. Class B - the Mess dues may be deducted from the member's pay through the Revised Pay System for Reservists (RPSR) or paid to the Mess on a billing process. The local Reserve Unit is responsible for advising the applicable Mess of the Air Reservists on Class B contracts who choose not to pay Mess dues by pay deduction; and
 - c. Class A – the Mess dues may be deducted from the Member's pay through the RPSR based on a daily amount calculated on a prorated basis. For those Air Reservists who choose not to pay their Mess dues through the RPSR, the local Reserve Unit will notify the applicable Mess of the personnel who worked during the month, the number of days worked, and the daily rate applicable. The Mess will prepare and forward a bill to the Member for payment. Mess dues must be paid in the timeframe established by the applicable Mess.
 - d. All Air Reservists paying their Mess dues through pay deduction must sign an authorization for payroll deduction of Mess dues.
12. The Mess dues charged to the members of the Air Reserve must be the equivalent to the monthly charges for the general and entertainment assessments applicable to Regular Force Members. Air Reservists are exempt from paying any dues applicable to building renovations and Gift Fund assessments.
13. When a CAF individual proceeds on Temporary or Attached posting to another unit for a period in excess of 14 days, Mess dues shall be suspended at the parent Unit and instituted at the gaining Unit. However, in the case where no Mess exists (i.e. theatre of operations, US/Europe, etc.), Mess dues shall be suspended for periods in excess of 14 days. Mess dues shall be re-instituted immediately upon return. Mess subscription and special assessments shall be ceased for all types of LWOP, i.e. maternity/parental leave for pers who will not frequent the mess while on LWOP. It is the individual's responsibility to clear-in/out of the Mess. This does not preclude an individual from attending a private function at the mess that is not subsidized by the mess, such as a wedding. However, if a Member continues or recommences participating in Mess functions while on LWOP, he/she shall pay Mess dues.

ARTICLE VI – EXECUTIVE MESS COMMITTEE

14. The Mess shall be administered by an Executive Mess Committee chosen from among the Ordinary Membership and composed of the following Members:
 - a. A President, Vice President and such other members as may be appointed by the Wing Commander;
 - b. Members for each of Entertainment, Housing, Secretary, Hospital Comforts, Sports, Publicity and such other positions as may be filled by election at a General Mess Meeting;
 - c. The Finance Officer shall be appointed by the Wing Comptroller as an ex-officio Member; and
 - d. The NPFAM and the WF Svcs O as ex-officio Members.

ARTICLE VII - STANDING COMMITTEES

15. The Standing Committees shall include, but not be limited to Entertainment.
16. The President shall appoint the Chairman and Committee members, and shall publish Terms of Reference for the Chairman of each Committee.

ARTICLE VIII – MEETINGS/COMMUNICATION

17. Executive Mess Committee Meetings – Executive Mess Committee Meetings shall be held monthly at the call of the President to consider:
 - a. Approval of expenditures which come within Committee authority;
 - b. Approval of financial statements; and
 - c. Any other matters concerning the operation of the Mess.
18. General Mess Meetings - General Mess Meetings shall normally be held at the call of the Sr. Mgr PSP on behalf of the Wing Commander, with the first Meeting of the year in February to consider:
 - a. Financial statements presented by the Financial Officer/NPFAM;
 - b. Proposed Mess activities;
 - c. The new year's operating budget; and

- d. Any other business concerning the Mess.
19. Extraordinary General Mess Meetings - An Extraordinary General Mess Meeting may be held when requested by:
- a. The Wing Commander;
 - b. The President; or
 - c. The signed request of 25 percent of the Ordinary Members available.
20. Notice of Meeting - Notice of a General Mess Meeting shall be given in Routine Orders and/or on the BBS, normally at least seven days in advance. The approved agenda shall be posted in the Mess at least 48 hours before the scheduled time of the Meeting.
21. Agenda - A Mess Meeting "Proposal Book" shall be available to Members in the Mess Manager's office. Proposals shall be recorded and seconded in the Proposal Book by the Members concerned at least four days prior to the Meeting. All proposals, whether raised by Members or by the Mess Committee, should be included in the agenda.
22. Quorum and Enactment Majority - A meeting composed of not less than 50 percent of the Ordinary Members reasonably able to attend shall normally constitute a quorum; however, where the exigencies of the service dictate, the Wing Commander may authorize a lesser number of Members present to constitute a quorum. Given a quorum, all matters for decision raised at a General Mess Meeting shall be decided by the majority vote of the Ordinary Members present, subject to the approval of the Wing Commander.
23. Rules of Order - Except as otherwise provided by the Constitution and By-Laws, Mess Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE IX - ADOPTION

24. This Constitution and By-Laws shall become effective upon an affirmative vote of a majority of the Ordinary Members at a Mess Meeting and approval of the Wing Commander.

ARTICLE X - AMENDMENT

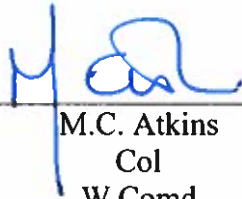
25. Proposals to amend the Mess Constitution shall be made in writing but will not be entered in the Proposal Book. They shall be submitted to the Secretary and posted on the notice board. Provided the notice has been posted for seven days or more, the proposal shall be considered at the next General Mess Meeting.

26. Whenever any conflict exists between this Constitution and current CAF directives, the Constitution shall be changed administratively, without reference to or approval by a Mess Meeting.

This Constitution was approved at Comox the 15 day of FEBRUARY 2019.



W. Andersen
Maj
PMC



M.C. Atkins
Col
W Comd