

Fleet Club Atlantic – Junior NCMs Mess

By-Laws

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These By-Laws were ratified at a General Mess Meeting of Fleet Club Atlantic – Junior NCMs Mess, CFB Halifax on the 29th day of April, 2026.

Recommended/~~Not Recommended~~

Approved/~~Not Approved~~

President of the Mess Committee

A/Base Commander, CFB Halifax

T. Hodgin

T.Berryhill

Master Sailor

Commander

References

- A. QR&O: Volume I - Chapter 27 Messes, Canteens and Institutes
- B. Personnel Support Programs Policy Manual
- C. NPP Accounting AFN-105-001/AG-001
- D. Defence Administrative Orders and Directives (DAOD) 5045-0
- E. A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces
- F. CFBH: 1700-1 (B Pers Svcs O) BADMO TEMPORARY MEMORANDUM (TM) – 18/24
OFFICIAL MESS FUNCTIONS dated 27 Feb 2024
- G. Non Public Property (NPP) Payment Deduction Authorization A-FN105-001/AG-001
- H. CFBH: 1700-1 (PSP) BADMO TEMPORARY MEMORANDUM – 01/25 OFFICIAL MESS
FUNCTIONS FISCAL YEAR 2025/2026 dated 17 Sep 2025
- I. CFMWS/MDNPP: 7331-1 (Managing Director Non-Public Property) Authorized Use of NPP Bar
Cards dated 19 Apr 2022
- J. DAOD 9003-1, Non-Public Property

PART II– BY-LAWS

General

1. The purpose of these By-Laws is to locally apply the basic principles laid down in the Constitution, Non-Public Funds Accounting Manual, APS 110 Personnel Support Program Manual and QR & O 27.01 and DAOD 5045-0 – to ensure the efficient administration and operation of the Mess.
2. These By-Laws will come into effect and force when passed at a General Mess Meeting and approved by the Base Commander and shall supersede all previous By-Laws and amendments in effect at the date of approval.

Dress

3. It is intended that the dress in the mess be relaxed but of a high standard. Accordingly, regulations concerning the standards of uniform and civilian dress, and the occasions for their wear, laid down by the PMC, are to be implicitly followed by members and their guests.

Membership

4. Each Ordinary member is required to complete an IN and OUT routine according to Base procedures and, in addition, each Ordinary member is to keep the mess office informed of any change of status such as:
 - a. Temporary absence (ie deployment or parental leave); and
 - b. Change in rank;
5. The following MS/MCpl & below members are not required to become members of the Mess:
 - a. Members attached-posted or on temporary duty, exceeding 14 days, from ships in Halifax Harbour when they are still required for duty aboard their parent ships; and
 - b. Members on TD to the Halifax area for less than 14 days.
6. In accordance with PSP Policy Manual Chapter 9-1 paragraph 9, transfer of mess membership for valid reasons may occur with the approval of the losing PMC.
7. Ordinary members shall exercise sole control over mess operations and shall enjoy all privileges of the mess. They are eligible to serve on the Mess Committee and to attend and vote at general mess meetings.
8. Ordinary members will not be issued a mess membership card but may be requested to present a valid Military Identification Card.
9. Associate membership is a privilege and not a right. They may assist sub-committees and attend general mess meetings as guests.
10. The maximum number of Associate members may be set from time to time by the Mess Committee.

11. Associate membership is by application only. Applications will be processed by the mess office and the Mess Committee Secretary. The PMC or VPMC shall approve all Associate member applications.
12. The maximum number of Honourary members may be set from time to time by the Mess Committee. Honourary members shall be accorded with the privileges of the mess but shall not serve the mess in any capacity.
13. Honourary members may attend general mess meetings as a guest.
14. Honourary members are subject to annual confirmation by the Mess Committee, and any new proposed individuals of distinction will be approved by the Mess Committee and presented for ratification at the next general meeting of the mess.

Mess Dues

15. All Regular Force MS/MCpl & below members shall pay mess dues via Pay Allotment and are responsible for ensuring monthly dues are paid.
16. All Reserve Force members shall pay mess dues via Pay Allotment or by arranging for payment in the mess office. In accordance with reference B, Reserve Class B and C are considered Ordinary members and pay full mess dues. Due to their part-time status, Reserve Class A pay half the rate of Ordinary members.
17. Associate members shall pay their dues either:
 - a. annually in full by 01 Jan CY; or
 - b. by such other means as the Mess Committee shall determine from time to time.
18. Mess dues include an assessment for the entertainment fund, the gift fund, the sports fund, and for general mess operations. Mess dues include applicable taxes.
19. Adjustments to mess dues will be recommended by the Mess Committee and approved by the membership at a general mess meeting by a majority vote.

Finances

20. The mess is an independent financial entity exclusive of the Base Fund.
21. Sources of revenue for the mess include:
 - a. Mess dues;
 - b. Bar profits;
 - c. Proceeds from entertainment tickets;
 - d. Gifts and bequests;
 - e. Private Functions; and

- f. Miscellaneous revenue.
22. The funds of the mess will be expended in accordance with an annual budget as approved at a general mess meeting.
 23. A budget shall be prepared which indicates the estimated monthly revenues from each source and expenditure for each operation of the mess. It shall be presented for the approval of the membership at the first general mess meeting immediately preceding the beginning, or within thirty days of the commencement of a new fiscal year.
 24. The Mess Committee shall ensure that:
 - a. Income and expenses are monitored in accordance with the budget with significant deviations to be presented to the mess membership at the first available general mess meeting;
 - b. All private functions are to be assessed a surcharge as determined annually by the Mess Committee over the cost billed to the host/sponsor. This fee is designed to ensure no cost of hosting a private function is borne by the mess membership. Applications for waiver of surcharge for private functions may be made by the OPI to the PMC through the Mess Manager;
 - c. Profits from bar operations accrue to the mess. As per reference B, bars shall be self-supporting with any losses to be solely due to circumstances beyond the control of the mess;
 - d. Income from an entertainment function, except bar profits, shall be used to reduce the cost of that function to the extent possible;
 - e. Annually a review of obsolete furnishings and equipment is undertaken and the appropriate write-off action of any assets with a nominal value is considered;
 - f. Monetary gifts, bequests, and miscellaneous revenue shall accrue to the mess in the normal course unless such gift or bequest includes specific instructions as to the desired use of the monies; and
 - g. Floats and petty cash funds are established at various mess outlets and offices in accordance with current regulations.
 25. The expenditure of mess funds for a new mess facility, modification or enlargement of an existing facility beyond normal maintenance, or the purchase of fixed assets for replacement or addition, shall be in accordance with reference E. Approving authorities are to be in accordance with reference J.
 26. The Mess Manager may spend up to \$1,000.00 for any miscellaneous or general expense of a non-recurring nature required for the effective operation of the Mess.
 27. The PMC may spend up to \$2,500.00 for any item of a capital or general expense of a non-recurring nature required for the effective operation of the Mess.

28. The Mess Committee may spend up to \$5,000.00 for any item of capital or non-recurring nature outside the budget.

Gift Fund

29. A Gift Fund is established for the benefit of the members of the mess to provide appropriate recognition of retirements, postings, family grief, hospitalization, etc. Only Ordinary members are eligible for recognition of retirements or postings. Ordinary and Associate members are eligible for consideration for family grief and hospitalization recognition. Class A Reservists, who do not contribute to the gift fund, are not eligible for gifts.
30. The PMC, VPMC, or Mess Manager may authorize expenditures as follows:
- a. For the purchase of a retirement gift for an Ordinary members who has a minimum of:
 - i. 5 years of service in the Canadian Armed Forces: \$50.00
 - ii. 15 years of service in the Canadian Armed Forces: \$150.00
 - iii. 20 years of service in the Canadian Armed Forces: \$200.00
 - b. For a memento from the mess office for each Ordinary member departing for posting who has been a member of the mess for a minimum of:
 - i. 12 months: \$20.00 value
 - ii. 18 months: \$30.00 value
 - iii. 24 months: \$50.00 value
 - c. As a token of sympathy in the event of the death of a member, whether Ordinary or Associate. In accordance with the desires of the late member's family (this could include a floral tribute, or an equivalent charitable donation): \$100.00
 - d. As a token of sympathy in the event of the death of the next of kin of a member, whether Ordinary or Associate. In accordance with the desires of the family (this could include a floral tribute, or an equivalent charitable donation): \$50.00
 - e. As a token of congratulations to be given to a member on the birth/adoption of a child: \$50.00
 - f. At the discretion of the Mess Committee as part of a larger gift in conjunction with the other messes for the purchase of a gift for a departing Commander MARLANT, Base Commander, or other Flag or General Officer and
 - g. At the discretion of the Mess Committee as part of a larger gift in conjunction with the other messes for the purchase of a gift for a departing Formation Chief, Base Chief, or Fleet Chief.
31. Members (or person designated by member in email to purchase on their behalf) are to bring in a receipt for reimbursement for expenditures for retirement, bereavement, or congratulations. Payment by the mess office will not exceed the overall approved, individual, limit upon presentation of a receipt and appropriate information.

Mess Property

32. All public and non-public property of the Mess is to be maintained and accounted for in accordance with current regulations.
33. The cost of repairs to or replacement of Mess Property will be charged as follows:
 - a. To the Mess, if the loss or damage is due to an accidental act of a member or member's guest;
 - b. To a member, if the loss or damage is due to a willful or negligent act by the member or the member's guest; or
 - c. To the unit if the loss or damage occurred while in their possession.

Entertainment

34. An entertainment bulletin containing information about scheduled functions will be distributed to all members at regular intervals.
35. The PMC is to be consulted for all functions.
36. The Mess Committee or the Entertainment Committee will make bookings for mess functions.
37. Bookings for private functions may be arranged through the Mess Manager or the Bar Supervisor/Admin Assistant.
38. Mess functions are those organized and operated by the Entertainment Committee. The cost of a mess function is borne by the entertainment funds and, if required, by those members present. Such a function may be open to members and their guests, with the only limitation being space available.

Private Functions

39. Mess facilities are available to the membership should they wish to sponsor a private function.
40. Private functions are normally those for which the host is a member of the mess, but not to the exclusion of a non-member request provided the PMC or VPMC specifically approves the use and designates a suitable host who is a member of the mess. The host must be present for the entirety of the event.
41. The total cost of a private function is the responsibility of the person organizing it. Pre-payment in full is required 14 days prior to the function.
42. There are no timing restrictions for booking a private function and, once booked, the event will only be cancelled if there is some extenuating circumstance (i.e., the host is no longer a member of the mess).
43. Booked private functions are not subject to arbitrary cancellation or "bumping".

44. Depending on the lead time, the pricing and attendance for private functions may be adjusted up to 14 days prior to the function.

Bar Operations

45. The provisions of the Nova Scotia Liquor Control Act and its regulations are to be followed. As far as bar areas are concerned, the provisions of the Nova Scotia Liquor Control Act are to be observed. Persons less than 19 years of age are not permitted to be served alcohol.
46. The times during which the bar may be open, as approved by the CFB Halifax Base Commander, will be posted, as well as being recorded in the entertainment bulletin.
47. The Mess Committee, at least annually, within a gross trading profit expressed as a percentage, shall approve the selling price of each commodity sold by the bar. A detailed price list is to be available, and an abbreviated price list posted.
48. Alcohol shall not be served, exchanged, or given to any individual who appears intoxicated or to any mess staff unless the staff member is attending where the serving of alcohol is customary (Mess dinner toast to chef or piper, etc.).
49. All purchases at the bar will be by cash, debit card, credit card or bar card (“chit”).
50. The Mess Manager and/or Bar Supervisor/Admin Assistant are to ensure adequate control of the bar stock.
51. No person apart from NPF personnel are to be behind bars for any reason unless escorted by mess staff for a purpose (ie, repair of items, independent stocktaking).
52. Absolutely no personal alcohol is to be brought into any mess space.
53. Alcohol purchased in the mess is not to leave mess spaces.

Tabs and Bar Cards (Chits)

54. A bar tab is the responsibility of the mess member. It must be:
 - a. Only available for a single event or function at the discretion of the bar staff;
 - b. Supported by a valid credit card held by the bar staff;
 - c. Paid in full at the conclusion of the event or function; and
 - d. Referred to the Mess Manager or a member of the Mess Committee if it remains unpaid.
55. Bar cards (chit) are available to individuals as outlined in reference I in support of hosting duties for special guests and visiting dignitaries. Bar cards are not transferable.
56. The use of bar cards shall be in accordance with reference I and specific direction of the PMC or VPMC.

Gambling

57. Gambling is not permitted in the mess.

Mess Committee

58. The Mess Committee is:

- a. Responsible for ensuring compliance with regulations, orders, and directives pertaining to messes;
- b. Provides for the organizational, administrative and logistical action necessary to carry out the mess members' decisions on mess matters;
- c. Communicates to the Base Administration Officer both in writing and/or orally, the wishes of the mess members regarding their mess; and
- d. Communicates to the mess members, the Base Administration Officer and/or Base Commander's policy direction and reason therefore as required.

59. Tenure of office is normally not less than 12 months and no more than 24 months. Extension may be authorized by the Base Administration Officer.

60. No member of the mess shall receive any remuneration, whether in cash, in services, or in kind, due to their appointment or election to the Mess Committee or a sub-committee.

61. Notwithstanding the above, no one should be "out of pocket" due to work or purchases on behalf of the mess. To this end, any member, including members of the Mess Committee and subcommittees, may be reimbursed for actual and reasonable expenses incurred as result of performing an authorized mess duty, on presentation of a signed statement to the Mess Manager. The PMC will review such statements and may request an accounting from such member. The Mess Committee will review such statements from the PMC.

62. Terms of Reference for each position on the Mess Committee is in Annex A.

Mess Manager and Staff

63. The Mess Manager is the focus of all day-to-day operations. The PMC shall deal directly with the Mess Manager concerning any matter affecting normal mess activities.

64. Additional civilian personnel may be hired by the mess as required, and in accordance with current regulations. Within this framework, it is intended that the Mess Manager act as the on-scene coordinating authority with respect to employee practices, to ensure that effective service is provided to members.

Meetings

65. The order of business at General Mess and Mess Committee meetings should follow this agenda:

- a. Call to order//Confirmation of quorum;

- b. Reading/tabling of prior meeting minutes;
 - c. Old unresolved business or business arising from the previous meeting;
 - d. Financial Report;
 - e. Reports by Committee Members;
 - f. New Business (including elections & any motions); and
 - g. Adjournment.
66. A quorum for any meeting of the Mess Committee shall be 50% of the appointed and elected representatives, minimum of three (3), and including either the PMC or VPMC. Quorum for the conduct of general mess meetings is in accordance with the Constitution.
67. A minimum of 14 days' notice must be given to the membership to call a general mess meeting. This notice shall contain a call for motion items which must be seconded by another member in good standing as per reference B. A completed agenda must be circulated to members no later than 48 hours prior to the meeting.
68. Motions are generally expected to be made in advance and included in the agenda circulated to members in advance of the meeting. Motions from the floor are allowable but must follow procedures as laid out in reference B.

Guests

69. Members may entertain guests in the mess and at functions at their own expense subject to any restriction on function, numbers, times, or locations that may apply.
70. Each member has a duty to make guests welcome and particularly to assist in ensuring that guests of the mess are suitably attended.
71. A host is responsible at all times for their guest and is subject to disciplinary action for knowingly permitting a minor, as described in the relevant provincial liquor act, to receive or consume intoxicants within the mess
72. Members may sign in up to 5 guests above the age of majority at one time and are to ensure the Guest Book is signed upon entering the mess.
73. A member of the Mess Committee has the right to refuse entrance to anyone, whether guests or member.
74. All guests must be over 19 years of age. Guests may be required to prove their age upon entry to the mess. Government ID with a photo is the only acceptable identification for a guest to the mess.
75. Children are not permitted in the mess except for organized functions (ie Children's Holiday Party).
76. Currently serving Commissioned Officers and Sr.NCMs shall not be invited into the mess.

Discipline

77. Each member of the mess, whether Ordinary, Associate, or Honorary is responsible to ensure the propriety of conduct of themselves and their guests whenever they are participating in an authorized mess function.
78. The PMC may impose a restriction or penalty up to and including revocation or restriction of mess privileges, denying or restricting access to the mess and/or attendance at mess functions of any mess member (Ordinary, Associate or Honorary) for cause including but not limited to; misconduct or infraction of any order or regulation with respect to mess life incurred by either the mess member or their guests in the mess. As appropriate, the PMC will report such restriction(s) or revocation to the member's Chain of Command and/or the CFB Halifax Base Administration Chief as well as the Mess Manager.

Pets

79. Pets are not permitted inside the Mess. Certified service dogs are authorized but not permitted in food preparation areas.

Notices

80. Notice boards are maintained near all public areas. In addition, the monthly entertainment bulletin, Routine Orders, e-mail announcements and special message traffic may contain mess information.
81. The PMC and/or Mess Manager must approve all notices for display in the mess.

Smoking

82. Smoking (including vaping) is only to be conducted in designated smoking areas and is not permitted anywhere inside the mess or on mess property (ie patio).

Loss or Damage of Personal Property

83. The mess will not be responsible for loss or damage to personal property unless such loss or damage is the result of proven negligence of a member or mess staff.
84. The mess will not be responsible for loss or damage to motor vehicles or the contents thereof.

Amendments to By-Laws and Annexes

85. Suggestions for amendments or changes to the by-laws and annexes shall be forwarded to the PMC or their designate for consideration.
86. A proposed amendment to the by-laws and annexes will be discussed with the PMC or VPMC and circulated to the Mess Committee Members in advance of a Mess Committee Meeting.
87. The approval of any amendment to the by-laws and annexes shall be by two-thirds majority of the Members present at the Mess Committee Meeting, subject to the ratification by the Membership at a general mess meeting.

Approval

88. Nothing in these by-laws and annexes shall supersede orders or directives issued by higher authority.

DISTRIBUTION LIST

ACTION	INFORMATION
Mess Committee	Base Administration Officer
Mess Manager	Base Personnel Services Officer
PSP Deputy Manager	Real Property Operations representative
Base Commander	File (Mess Office)