



4 Apr 23

## **CFB KINGSTON – VIMY OFFICERS' MESS (VOM) CONSTITUTION & BYLAWS**

### **CONSTITUTION**

#### **NAME**

1. The official name of the institution is "Canadian Forces Base Kingston Officers' Mess." It shall also be known as the "Vimy Officers' Mess" and as the "Home Station Officers' Mess of The Communication and Electronics Branch and its founding elements." Hereinafter, the institution is referred to as the "Mess."

#### **AUTHORITY FOR ESTABLISHMENT**

2. The Mess is established under the authority of QR&O 27.01. It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Forces, the instructions contained in the constitution, and the By-laws that amplify it.

#### **PURPOSE OF OPERATION**

3. The Mess shall be operated for the purpose of building high esprit de corps and the fostering of good fellowship amongst the members. It will also serve as a repository for traditions, customs and memorabilia, thereby linking the past, present and future.
4. The Mess shall provide goods, services and amenities to the members.
5. The Mess shall receive and account for all allowances and donations that apply to it.

#### **MEMBERSHIP**

6. The membership of the Mess shall consist of:
  - a. Ordinary Members:
    - (1) all Regular Force and Primary Reserve Officers of Canadian Forces Base Kingston and its Integral and Lodger Units, except those officers who are members of the Royal Military College (RMC) or Fort Frontenac (FFOM) Messes;
    - (2) Officers of the forces of other countries serving at Canadian Forces Base Kingston and its Integral and Lodger Units, except those who are members of the RMC or FFOM Messes. Those officers may request to opt out of paying mess dues and therefore membership based on support of their Canadian Unit CO and subsequently the PMC and B Comd; and
    - (3) Officers of the Cadet Instructor Cadre granted ordinary membership in accordance with the Bylaws;

b. Associate Members:

- (1) Officer Cadets under training at or on strength of units located at Canadian Forces Base Kingston and its Integral and Lodger Units, with the exception of those on strength of RMC or FFOM;
- (2) DND and NPF civilian employees granted associate membership in accordance with the Bylaws;
- (3) Retired Officers granted associate membership in accordance with the Bylaws; and
- (4) Civilian ladies and gentlemen granted social associate membership in accordance with the By-laws; and

c. Honourary Members:

- (1) all serving Regular Force and Primary Reserve officers of other messes; and
- (2) distinguished civilians and retired officers granted honourary membership in accordance with the By-laws, and CFAO 27-1.

**MESS COMMITTEE**

7. The Mess shall be administered by a committee appointed by the Base Commander or elected by and from the ordinary members at a General Mess Meeting (GMM). The Mess committee shall consist of:
  - a. President (PMC)-appointed by the BComd;
  - b. Vice-President (VPMC)-appointed by the BComd;
  - c. Finance Officer-appointed by BComd/PMC;
  - d. Secretary-elected by Ordinary Mess Members;
  - e. Entertainment Officer-elected by Ordinary Mess Members;
  - f. Bar & Messing Officer-elected by Ordinary Mess Members;
  - g. Plans O / Entertainment 2IC-elected by Ordinary Mess Members;
  - h. Housing Officer-elected by Ordinary Mess Members;
  - i. Infrastructure Officer-appointed by OC RPOU(O) Det Kingston;
  - j. Furniture & Effects Officer-elected by Ordinary Mess Members;
  - k. C&E Home Station. Officer-appointed by Comd C&E Home Station; and
  - l. Int Home Station Officer-appointed by Comd Int Home Station.
8. Other members as deemed necessary may be added to the committee upon appointment by the PMC or on election by the membership, subject to approval by the BComd.
9. The PMC may appoint sub-committees as required. The PMC may appoint members as required to fill committee positions that are not occupied following a GMM or upon a prolonged vacancy.
10. The duties and responsibilities and periods of service of the committee members will be amplified in the Mess By-laws.

## **MEETINGS**

11. Meetings shall be held as follows:
  - a. Mess Executive Committee Meetings-held monthly (on average) and at least quarterly at a minimum, at the call of the President to consider:
    - (1) the approval of expenditures which come within the Committee's authority;
    - (2) approval of financial statements; and
    - (3) any other matters concerning the operation of the Mess;
  - b. Sub-Committee Meetings-held as needed at the call of the Sub-Committee Chair and attended by the members of the Sub-Committee plus any other persons the Chair invites to attend; and
  - c. General Mess Meetings-held at least once every six months at the call of the President and shall be conducted in accordance with A-AD-262-000/AG-000 Mess Administration. All ordinary members, except students will attend meetings, unless excused by the PMC, Unit CO, or BComd. Students who are officer cadets or personnel on TD for course purposes shall be represented as set out in the By-laws. GMMs will be called to consider:
    - (1) approval of expenditures in excess of the committee's authority;
    - (2) proposed Mess activities;
    - (3) election of Mess Committee officers and persons to Associate or Honorary member status; and
    - (4) any other matters or business concerning the Mess.
12. Extraordinary General Meeting-may be convened to consider any matter of immediate importance concerning the operation or activities of the mess by the following:
  - a. the BComd;
  - b. the PMC; or
  - c. a request in writing from 25% of the ordinary members.
13. The approval of motions at a GMM or Extraordinary Mess Meeting shall require a simple majority of those members present and voting. To be valid, a meeting must be attended by a quorum, which shall consist of fifty percent of the Ordinary Members reasonably able to attend; however, where exigencies of the service dictate otherwise, the BComd may authorize the percentage of members present to constitute a quorum. In this event, the circumstances will be attached to the minutes of that meeting.
14. The agenda for a GMM shall be posted a minimum of two working days prior to the meeting. Proposals shall be duly recorded and seconded in the Proposal Book or submitted electronically to the PMC or VPMC by the members concerned at least seven days prior to the meeting in order to be considered for inclusion in the agenda.
15. The approval of business at a Mess Committee Meeting shall require a simple majority of those members present and voting.

## **CLASSIFICATION OF MESS FUNCTIONS**

16. Functions in the VOM are defined as:
  - a. Official Function. This shall mean a function that has been so designated by the BComd Kingston in accordance with references. These functions will be reflected on the VOM Entertainment Calendar. The attendance of all or specified Ordinary Members is obligatory unless excused by the applicable CO;

- b. Mess Function. This shall mean a function that is open to all Mess Members. These functions will be reflected on the VOM Entertainment Calendar. Attendance at such functions is encouraged;
  - c. Unit, DWD, or Private Function. This shall mean a function that is sponsored by a Mess Member, yet attended by those who have received an invitation only. Private Functions are not open to all Members of the Mess; and
  - d. Outside Function. The CO VOM or PMC may authorize the use of the Mess by non-Members as a "business opportunity usually at the commercial rate with a Mess Member sponsoring the event. An Outside Function can include military personnel, whose Membership are outside the FFOM, or can include civilian personnel, who have entered into a lease agreement with the Mess, for the use of its facilities.
17. Membership Decorum at Unit/Private/DWD/Outside Functions. The Mess facilitates a large number of Member-sponsored private functions and other outside functions that may impinge on the exclusive use of the Mess by its Members. Our membership should be aware that others may be using the Mess and every attempt should be made not to conflict with the other users. Any concerns with respect to the mess usage for these events should be brought to the PMC.

#### **AMENDMENTS**

- 18. Proposals to amend this Constitution shall be submitted to the PMC or VPMC. Subsequent to discussion and approval by the Executive Committee, the amendment will be voted upon at a GMM and then approved by the BComd
- 19. Approval of an amendment shall require a majority of two thirds of the members present and voting.
- 20. Amendments to the Constitution shall be automatic when required to conform to higher authority orders, regulations and instructions.

## **BYLAWS**

### **GENERAL**

1. The purpose of these Bylaws is to amplify the constitution and to set out conditions and procedures of a continuing nature.
2. Proposals to amend the By-laws will be made in writing and submitted to the PMC or VPMC. Upon review, they will be posted. Provided the notice has been posted for seven days or more, the proposals will be included in the agenda of the next General or Extraordinary Mess Meeting.
3. Approval of amendments shall require a majority vote of two thirds of the members present and voting, subject to approval by the BComd. Amendments to the Bylaws shall be automatic when required to conform to higher authority orders, regulations, and instructions.

### **COMMITTEE**

4. The period of service on the Mess Committee shall normally be:
  - a. PMC-one year coincident with the fiscal year;
  - b. VPMC-one year offset from the PMC by six months to provide continuity; and
  - c. all other members-one year.
5. These periods of service may be amended by the BComd or PMC as required to ensure continuity within the Mess Committee.

### **ADVISORY**

6. In order to ensure that the Mess operates in the best interests of the Canadian Forces and of the Officer Corps, and is cognizant of the diverse needs of the Integral and lodger units of Canadian Forces Base Kingston, an advisory meeting may be convened from time to time at the call of the BComd. The advisory meeting shall normally consist of:
  - a. BComd;
  - b. PMC;
  - c. VPMC;
  - d. CO 1 Canadian Division Headquarters;
  - e. Commandant CFSCE;
  - f. CO Canadian Forces Joint Signal Regiment;
  - g. CO 1 Engineer Support Unit;
  - h. CO Canadian Forces Joint Operational Support Group Headquarters;
  - i. Commandant Canadian Forces School of Military Intelligence;
  - j. CO 21 Electronic Warfare Regiment;
  - k. CO JTF X; and
  - l. COs of future units that are established part of the VOM and designated by the BComd.

7. To advise and assist the Mess Committee, the following personnel may be designated by the BComd or PMC to attend meetings of the Mess Committee in a non-voting capacity as ex-officio members:
  - a. Base Food Services Officer;
  - b. Mess Supervisor;
  - c. Associate Member representative;
  - d. Base Comptroller; and
  - e. such other member or members as may be deemed necessary.

#### **SUB-COMMITTEE**

8. The Mess Committee may form permanent or ad hoc sub-committees for any other purpose in connection with the management and operation of the Mess. Sub-committees may be constituted in such manner and composed of such members as may be determined by the Mess Committee. Members of sub-committees shall normally serve for one year, or as determined by the PMC.
9. The only permanent Mess Sub-Committee is the Entertainment Sub-Committee, which is chaired by the Mess Entertainment Chairperson and includes representatives from CFB Kingston Headquarters and all other Mess subscribing Lodger units.
10. Ad Hoc Sub-Committees may be formed from time to time to deal with specific, usually short-term, mess matters.

#### **EMPLOYEES**

11. The Mess may employ Public and Personnel Support Programme (PSP) full-time, part-time, and casual employees as required. These employees may be provided from within the establishment of civilian and military personnel hired for the Mess. The PSP Manager coordinates the hiring of PSP employees in accordance with collective agreements, CF policy and regulations. The Mess Committee and PSP staffs will maintain close liaison to ensure that the duties to be performed are identified and incorporated in the applicable Statements of Duties.

#### **MEMBERSHIP**

12. The three categories of Mess Membership are set out in the Constitution, and include:
  - a. Ordinary membership;
  - b. Associate membership; and
  - c. Honourary membership.

#### **ORDINARY MEMBERSHIP**

13. All Regular Force and Primary Reserve Officers on strength of Canadian Forces Base Kingston and its Integral and Lodger Units, except those officers who are members of the RMC or FFOM Messes, shall be Ordinary Members of the Mess. Requests to change messes shall be directed through the member's Commanding Officer, through the PMC to the Base Comd.
14. Officers of the forces of other countries serving at Canadian Forces Base Kingston and its Integral and Lodger Units, except those who are members of the RMC or FFOM Messes. Those officers may request to opt out of paying mess dues and therefore membership based on support of their Canadian Unit CO and subsequently the PMC and B Comd.
15. Officers of the Cadet Instructor Cadre of directly sponsored cadet units who share the facilities of Canadian Forces Base Kingston shall, upon application, be ordinary members.

16. It is the responsibility of each Ordinary Member to ensure that the Mess Supervisor is kept informed of any change in the member's status with respect to the following:
  - a. reporting in/out;
  - b. temporary absences;
  - c. retirement; and
  - d. mailing address.
17. Ordinary Members:
  - a. may utilize all the facilities of the Mess;
  - b. are eligible to serve on committees and sub-committees;
  - c. will attend Mess meetings; and
  - d. may vote upon Mess matters.

#### **ASSOCIATE MEMBERSHIP**

18. Officer Cadets under training or on strength of units located at Canadian Forces Base Kingston, with the exception of those on strength of RMC or FFOM, shall be Associate Members of the Mess.
19. Associate Member status may be offered as follows:
  - a. Working Associate Membership to DND and NPF civilian employees;
  - b. Retired Associate Membership to retired Canadian Officers entitled to an annuity; and (In accordance with CFAO 27-1, the foregoing may, subject to final approval of the BComd, be granted the appropriate Associate Membership);
  - c. The Mess Executive Committee may grant Social Associate Membership to civilian ladies and gentlemen for a term not to exceed one year, on proposal by at least two Ordinary Members and subject to approval by the BComd. During the last quarter of each fiscal year, renewal of all Social Associate Memberships for the following fiscal year will be voted on by the Ordinary Membership at a General Mess Meeting, subject to approval by the BComd. Social Associate Members will then be advised accordingly.
20. Members wishing to nominate persons for election to Associate Member status will utilize the application form at Annex A.
21. Associate Members may utilize all facilities of the Mess but may not attend Mess Meetings, vote on Mess matters nor serve on committees.
22. At the pleasure of the PMC, an Associate Member may represent the Associate Membership as an ex-officio member of the Mess Committee.
23. Except with the express permission of the PMC, an Associate Member may not introduce more than three guests to the Mess at any one time.
24. It is the responsibility of each Associate Member to ensure that the Mess Manager is kept informed of any change in membership status and mailing address.

#### **HONORARY MEMBERSHIP**

25. All serving CF Regular and Primary Reserve Force Officers who are not Ordinary Members of this Mess shall be Honorary Members.

26. Honorary Membership may be granted to distinguished civilian ladies and gentlemen for a term not to exceed one year, by the general Mess membership and approved by the BComd. Honorary memberships may also be granted to all retired former Commanding Officers of CFB Kingston/ VOM units who now reside in Kingston. During the last quarter of each fiscal year, renewal of these Honorary Memberships for the following fiscal year will be subject to review by the PMC, vote by the Ordinary Membership at a General Mess Meeting and approval by the BComd. Honorary Members will be advised accordingly.
27. Where it is deemed in the best interest of the Canadian Forces, Honorary Membership may be granted directly by the BComd to designated personages who hold high official office in political, clerical, military or other fields. The membership so granted is to be limited to the duration of the official appointment.
28. Honorary members have the use of the facilities of the Mess on a casual basis but pay no subscription.
29. It is the responsibility of each Honorary Member to ensure that the Mess Manager is kept informed of any changes in membership status and mailing address.

#### **SUBSCRIPTION**

30. Except as provided for in paragraph 28 above, all Ordinary and Associate Members will pay a subscription on a monthly basis to the Mess as determined by a GMM and approved by the BComd. For greater certainty, Reserve members on Class A service shall be levied the same subscription amount as any other Ordinary Member.
31. Those officers listed who previously enjoyed the benefits of being an Annuitant who paid no subscription upon attaining their 65th birthday of the Bylaw prior to its deletion will be "grandfathered" in that they will continue to be Associate Members of the Mess without the cost of subscription. The Mess Manager will maintain this list and it may only be modified by the PMC.
32. Associate Members' subscriptions are payable annually or quarterly in advance, with the exception of Officer Cadets and civilian employees who will be billed monthly. Furthermore:
  - a. Associate Members who elect to pay annually and who are in arrears 15 days after 1 June will forfeit their membership; and
  - b. Associate Members who elect to pay quarterly and who are in arrears after the fifteenth of the first month of a quarter will forfeit their membership.
33. Provided that the Mess Manager has been notified in writing of intended TD, Ordinary Members absent on TD from the Kingston area for a period exceeding 14 days shall not be charged Mess dues in respect of the period of absence. For greater certainty, Reservists who are annuitants observing their "Annuitant Break" shall continue to pay mess dues during their break as they are not denied Mess privileges during their break, and it would cause an unnecessary administrative burden. Regular monthly charges will be levied against members' accounts in full each month. Any abatement will be credited to a member's mess account in the succeeding month, with the exception that when he ceases to be a member, he/she will receive the credit on clearance.

#### **CONTROL OF EXPENDITURES**

34. Any Committee Member, Mess Member or employee to whom Mess Funds have been allotted, or to whom authority has been granted to commit Mess Funds will:
  - a. ensure that funds are not committed or expended beyond the amount, nor for purposes other than those authorized; and
  - b. submit a detailed list of expenditures with receipt, which shall include an itemized list of goods and/or services received, the date and the name and address of the vendor.

#### **TRADING ACTIVITIES**

35. The Mess will operate sales and serving outlets in such places as the BComd may from time to time authorize or direct.

36. Sales will be made in exchange for cash, a bar chit or a cheque. In the case of group functions, the Mess Manager is to be consulted beforehand in order to establish payment procedures.
37. The hours at which time the bar will be open for business will be as determined by the Committee and are subject to the approval of the BComd. The hours will be displayed prominently in the Mess.
38. Prices of merchandise will be as determined by the Committee and are subject to the approval of the BComd. The price list will be posted in the bar(s).
39. Bar hour extensions shall be granted only in accordance with the applicable Base Administrative Instructions.

#### **MESSING FACILITIES**

40. Mess employees operate the messing facilities in the Mess, with the permission of the BComd. The Mess Committee shall establish availability and hours of operation.

#### **SMOKING IN THE MESS**

41. Smoking is permitted on the patio in designated smoking areas only; all other areas of the Mess are designated non-smoking. Smokers are requested to support the requirement to provide a smoke-free environment for non-smokers.

#### **ENTERTAINMENT**

42. The Entertainment Committee shall submit a proposed entertainment schedule for information and discussion by the members at each GMM.
43. Depart with Dignity (DWD) events held at the VOM for Members are defined as Entertainment Events, so long as they are booked 30 days in advance by an appropriate VOM sponsor. The Mess will financially support such with costs of staff (including bar staff), and linens to a limit of \$250 per event (set in 2023, subject to increase by the DND Economic Model for Morale and Welfare Programs). Set up and tear down is the responsibility of the organizer and is subject to terms and conditions as made within the booking confirmation. It is understood that the retiring member may choose their guests, and may include members of other Messes and non-Members; under the responsibility of the event's sponsoring member.
44. The policy on Mess entertainment will be in accordance with A-AD-262-000/AG-000 Mess Administration.

#### **NOTICES**

45. A copy of the monthly calendar of events, bar and dining room hours, and dress regulations along with other appropriate notices will be displayed on the notice boards in the Mess.
46. Members who wish to post private notices will submit them to the Mess Manager.

#### **DISCIPLINE**

47. The President, or in his/ her absence, the Senior Ordinary Member present will be responsible for Mess discipline.
48. Members will be responsible for the behaviour and dress of their guests.
49. Animals, except approved Service Animals, are not permitted in the Mess.
50. Mess property will not be removed from the Mess without the prior consent of the PMC or Mess Manager. When the loan of Mess property is appropriate, the Mess Manager must be contacted and the necessary loan card action taken (this will include annotating the member's account).
51. It is the responsibility of each member to report any damage that he/she observes. Damage to or loss of Mess property may be charged against the person responsible for the damage or loss.

## **DRESS**

52. The Mess Dress Regulations are attached at Annex B and apply to all Mess Members, guests, and other attendees at the Mess. Children of members, guests, or other attendees at the Mess are exempt from the Mess Dress Regulations prescribed at Annex B.

## **FINANCE**

53. The financial matters of the Mess shall be conducted in accordance with A-FN-105-001/AG-001 Policy and Procedures for Non-Public Funds Accounting.
54. If funding permits, the Mess Executive Committee is authorized to spend an amount not to exceed \$5000 at any one time for any capital expenditure or item, service or project of a non-recurring and non-Entertainment activity related nature, subject to approval by the BComd.
55. If funding permits, the Mess Executive Committee is authorized to spend an amount not to exceed \$2000 at any one time for any capital expenditure or item, service or project of a non-recurring related nature.
56. All recurring, non-recurring and capital expenditures in excess of \$1500.00, upon the recommendation of a GMM, may be authorized by the BComd.
57. The PMC is authorized to write-off an amount not to exceed \$100.00 per month for any one account of a non-recurring nature. Amounts will be non-cumulative.
58. Copies of the financial report will be posted in the Mess at least 48 hours prior to a General Mess Meeting.

## **MESS OPERATIONS – USE OF VOM FACILITIES**

59. Fees, terms and procedures for the reservation of the Mess facility for private or outside functions:
  - a. By a Mess Member. The facilities of the Mess are provided to Members of the Mess at no charge, provided their Mess account is in good standing. The Member hosting a personal function such as his/her wedding will not be charged a facility usage fee, but must pay for and cover all expenses such as food, napkins, staff wages, etc. Such functions shall be classified as Private Functions. The Mess Member, who wishes to support the wedding of his or her child, will be responsible for all costs including the rental of the Mess facility at a reduced rate (25% of the commercial rate). The ability to offer unlimited free access to the facilities for private functions is constrained by the number of Mess Members and the limited number of suitable venues. The PMC will monitor and adjudicate should conflict arise as a result of private function bookings.
  - b. By a Military Officer, Non-Member. A Military officer who is not an Ordinary VOM Member may request to hire the facilities of the VOM provided they receive permission to do so from the PMC. A facility usage fee will be charged (50% of the commercial rate) for the portion of the Mess needed at the time of booking the facility. All costs associated with the conduct of the function are the personal responsibility of the non-Member.
  - c. By a Civilian, Non-Member. A Civilian non-Member may request to hire the facilities of the VOM provided they receive permission to do so from the PMC, pay the facility hire fee (commercial rate) for the portion of the Mess needed, and pay all costs associated with the conduct of the function. A member of the mess must sponsor the event and be responsible for all potential outstanding costs. The PMC may authorize the use of the Mess as an "Outside Function" at commercial rates, to take advantage of a business opportunity.
60. Prior approval must be obtained from the PMC in all circumstances to conduct a function that deviates from stipulated Mess routine, such as bar hours and standards of dress and deportment.
61. A sponsoring Member must be present during the function and will assume all responsibility for the behaviour of their guests. The sponsor is also responsible to ensure full payment is received for any function.
62. The PMC can waive or adjust fees to support an extraordinary requirement.

## **GIFTS**

63. Gifts are traditionally presented to Ordinary Members when departing the Mess on posting or retirement.
64. To defray the cost of such gifts, Ordinary Members will be assessed a monthly gift fund subscription in an amount to be determined from time to time, by the Mess Committee and approved by the membership at a GMM. Student officers of VOM Training Establishments will be charged for the gift fund with the VOM subsidizing their graduation function held at the VOM on a per capita basis in the amount to be determined from time to time, by the Mess Committee and approved by the membership at a GMM.
65. When an Ordinary Member is posted from the Mess, other than as set out in paragraph 63 below, he/she shall be given a choice of an appropriate gift as determined by the Mess Committee. The cost of departure gifts is not to exceed an amount determined from time to time, by the Mess Committee and approved by the membership at a GMM. Parting gifts will normally be presented at designated Happy Hours, which all Ordinary Members from the departing member's Unit are expected to attend and all other members are encouraged to attend.
66. When an Ordinary Member retires from the Canadian Forces and is entitled to an annuity, he/she shall be given his/ her choice of an appropriate gift. The cost of the retirement gift is not to exceed an amount determined from time to time, by the Mess Committee and approved by the membership at a GMM. Retirement gifts will normally be presented at Mess Dinners or luncheons held specifically for that purpose.
67. Working Associate Members, who are DND or NPF employees at CFB Kingston, may elect to contribute to the gift fund. The amount and method of contribution will be the same as for ordinary members. An Associate Member who has so contributed shall be presented with choice of a parting gift on the same basis as an Ordinary Member. Parting gifts for Associate Members will normally be presented at designated Happy Hours.

## **HOSPITAL COMFORTS**

68. When a member of the VOM is in the hospital, a member of their unit is to contact the PMC with the following information; name of person in hospital, name of hospital, date entered, date expected to be released (if known). Upon notice, the Mess Admin Assistant will raise a get-well card that will be signed by the PMC on behalf of the Membership of the VOM. The card should read similar to: "Get well soon from the membership of Vimy Officer's Mess".
69. The Hospital Comforts Program (HCP), as outlined in CANFORGEN 211/09, ensures that all members of the Canadian Armed Forces (CAF) who find themselves hospitalized for longer than 48 hours have access to basic amenities (eg. purchase of magazines, snacks, books, DVDs, toiletries etc..). In addition, it allows for the provision of basic services, defined as; basic television and phone rental, access to internet services and parking allowances (with prescribed upper limits). As such, the process articulated in CANFORGEN 211/09 is now the avenue for individuals/units to obtain hospital comforts rather than seek mess funding as was the case previously.

## **BEREAVEMENT COMFORTS**

70. If a member of the Mess passes away, flowers or donation to a charitable organization of their choice, will be sent to their funeral from the Mess and its members. The budget is for \$100.00 max including taxes.
71. The card should read something similar to: "In remembrance of RANK, FIRST NAME, LAST NAME, from the Membership of CFB Kingston Vimy Officer's Mess"
72. Should a person in the member's immediate family pass away the PMC will initiate a card that will be sent to the member on behalf of the mess membership. "Immediate family" (as per CBI 209.51 item (2)) means the spouse or common-law partner of an officer or non-commissioned member and any person who stands in one of the following relationships to the member or their spouse or common-law partner: child, father or mother or their spouse or common-law partner, brother or sister or a person or step parent who has undertaken the responsibilities and fulfilled the duties of a father or mother to the member or their spouse or common-law partner. (proche parent) (<http://hr.ottawa-hull.mil.ca/dgcb/cbi>)

### **OCCASIONS OF BIRTH**

73. On the occasion of the birth of a dependent child to a Regular Mess Member, their unit is responsible to contact the PMC. The PMC will then authorize the Mess Manager to acquire a gift not to exceed \$100 to be given to the Regular Mess Member and/or their spouse. This is not in addition to the Hospital Comforts described above unless, at the discretion of the PMC, the circumstances of the hospital stay so dictate.

### **HOSPITALITY**

74. BComd and PMC bar chit. In order to promote morale and welfare, the BComd and PMC may each, at their discretion, extend hospitality to members or guests to a maximum of \$200.00 per month. Such hospitality is not to be extended to those on TD or being otherwise recompensed for expenses.

### **VOM GOLD CARD**

75. Members of the VOM will be presented a Gold Card on behalf of the Mess on their retirement from the CAF or DND. This may be presented at the members Depart with Dignity ceremony or at another appropriate occasion as defined by the members' final unit. The VOM Gold Card will grant the retired member honorary membership privileges until the first anniversary of their release date from the service. Retirees must meet the definition of a retired member to be eligible for a Gold Card from the VOM and must have paid mess dues at the VOM for a period of at least 12 consecutive months and meet the following criteria;
- a. Have accrued 20 years' service (CAF or DND); or one of the following
  - b. Medically released; or
  - c. Special circumstance as determined by the PMC.
76. A retiring members unit is responsible for submitting Annex C to the Mess Secretary in order to initiate the process of awarding a VOM Gold Card.

### **UNIT ALLOCATIONS**

77. In order to foster greater unit morale and use of the VOM, as part of the Entertainment Budget, an amount per unit will be set that may be utilized by that Unit CO on their officers for Entertainment events held at the VOM. The minimum amount per unit is set at \$150. The amount per officer, and total amount per unit will be determined from time to time, by the Mess Committee and approved by the membership at a GMM.
78. In order to effectively control the funds, prior to expenditure, the Commanding Officers (or their delegate) must verify that the proposed expenditure of funds is in accordance with the intent of the Bylaw and NPP rules, through the Entertainment Officer.

### **Annexes:**

- A. Proposal for Associate Membership Form – Vimy Officers' Mess (VOM).
- B. VOM Dress Code.
- C. VOM Gold Card Application Form.

**Proposal for Associate Membership Form – Vimy Officers' Mess (VOM)**

1. We, the undersigned, propose the following person for Associate Membership in the VOM. This individual has been known by us for \_\_\_\_\_ years.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Retired Military: Yes / No

Retired Military with Annuity: Yes / No Former SN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Mr./Miss/Mrs./Ms. \_\_\_\_\_ is an active member of the following organizations (include recent membership or other noteworthy achievements/substantiation):

3. The potential Associate Member is aware of the nomination and the responsibilities of Associate Membership. We vouch for the candidate's character and hold the view that Associate Membership will be in the best interests of the VOM.

Proposed by: \_\_\_\_\_  
(Printed rank, initials, name) (Signature)

Seconded by: \_\_\_\_\_  
(Printed rank, initials, name) (Signature)

Approved / Not Approved - PMC upon approval of VOM Executive Committee/General Mess Meeting

\_\_\_\_\_  
(Printed rank, initials, name) (Signature)

Approved / Not Approved - Base Commander

\_\_\_\_\_  
(Printed rank, initials, name) (Signature)

## **VIMY OFFICERS' MESS DRESS CODE**

Effective April 2023, applicable to all Membership in all areas of the VOM.

<b>DRESS</b>	<b>DETAILS</b>	<b>OCCASION</b>
<b>FORMAL</b>	a. Mess dress b. Black/white tie (as specified) c. Formal evening wear	As ordered
<b>INFORMAL</b>	a. Suit, sports coat/blazer or pant suit b. Dress pants, kilts or dress/skirt c. Shirt & Tie or blouse d. Dress shoes	As ordered
<b>CASUAL</b>	a. Dress pants, khakis, corduroy pants, or casual dress/skirt b. Button-down collared shirt, blouse or dress sweater c. Dress shoes / Chelsea boots / loafers / leather sandals	As ordered
<b>RELAXED</b>	a. Khakis, jeans/cargo pants, dress, skirt, dress shorts b. Collared shirt, sweater, blouse, golf shirt or polo shirt c. Deck shoes / Chelsea boots / leather sandals / athletic shoes	Normal order of dress unless otherwise ordered
<b>SPORTS</b>	a. Track suit b. Unit/regimental t-shirt c. Shorts, yoga pants, running pants d. Running shoes or hiking shoes e. Personnel and clothing to be clean and dry	As ordered / authorized by PMC/VPMC
<b>DRESS OF THE DAY</b>	As per CAF Dress Manual	Anytime

**Note 1:** All clothing is to be in good condition, e.g.: no rips/holes/tears, and shall not contain language or imagery that could be deemed as offensive or insensitive.

**Note 2:** Canvas skate-style shoes, and crocs are not permitted, unless order/authorized otherwise.

**Note 3:** Higher orders of dress are always permitted.

**Note 4:** Children of Members or guests are exempt from the Mess Dress Code

**Note 5:** In the absence of the PMC or VPMC, the senior regular Member present in the Mess is responsible for discipline and the observance of mess orders. The PMC may restrict the privileges of any member for misconduct or an infraction of mess orders or instructions, and in each case, a report shall be made to the CO.

**Note 6:** A host is responsible at all times for their guest(s), including adherence to the dress code and other applicable items of the VOM Constitution and Bylaws.

### **VOM Gold Card Application Form**

As per para 72 of the VOM Bylaws, a retired CF member is entitled to complimentary honorary VOM membership privileges until the first anniversary of their release date from the service. This is not granted automatically and requires completion and submission of this form. The form may be submitted post release although will still expire on the first anniversary of their release date from the service. Following the complimentary period, the applicant is encouraged to apply for Associate Membership.

Service Number	Surname	First Name	Rank
Address		City/Province	Postal Code
Home Telephone Number		Military Telephone Number	
Civilian Email Address		Military e-mail	
Retirement Address/Telephone Number (if different)			
I certify that the above information is correct			
X _____ Signature and Date of Member			
Unit POC (name & e-mail address)			

**\*\*NOTE\*\***

1. Retired members who wish to continue to have membership of the VOM without a break in privileges on expiry of the Gold Card are requested to submit a 'Proposal for Associate Membership Form' (Annex A to VOM Bylaws), NLT 30 prior to the expiry date of their Gold Card.
2. It is the responsibility of the Unit/Section to request and pick up the Gold Card from the Mess Managers office once the application form has been approved by the Membership Chairperson.

### **MEMBERSHIP CHAIRPERSON USE ONLY**

Date Form Received	Date VOM Gold Card Expires
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X \_\_\_\_\_  
Membership Chairperson Signature & Date