

**WINDSOR GARRISON
JUNIOR RANKS CLUB**

CONSTITUTION AND BY-LAWS

NAME

1. The institute by the following Constitution and By-Laws is the Junior Ranks Club, and is hereafter referred to as the Mess.

AUTHORITY FOR ESTABLISHMENT AND OPERATION

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

PURPOSE FOR OPERATION

3. The Mess shall be operated for the purpose of providing:

1. Goods, services and amenities to members. The Mess shall receive and account for all allowances and donations, which apply to it.
2. To bring together the Junior Ranks to promote harmony, efficiency and welfare.

MEMBERSHIP

4. Membership of the Mess shall be Ordinary, Associate or Honourary members. Unless otherwise stated herein, ordinary membership shall continue during all periods or temporary absence such as leave, temporary duty, hospitalization, or being termed NES.

5. ORDINARY MEMBERS of the Mess shall comprise:

1. Members of the Canadian Forces Employed at the Tilston Armouries.
 - (1) Only ordinary members are eligible to serve on the Mess Committee, attend Mess meetings, and vote at Mess meetings.

6. ASSOCIATE MEMBERS of the Mess shall comprise:

Any person for a term not exceeding one year (without prejudice to renewal of membership for further one year terms), upon the recommendation of the Mess Committee, the majority vote of a General Mess Meeting, the Final approval of District Command, and the numbers not exceeding 10% of ordinary paid memberships.

1. Associate members shall be accorded the privileges of the Mess but shall not serve the Mess in any official capacity.

7. HONOURARY MEMBERS of the Mess shall comprise:

1. Each member of the Regular or Reserve Force of the Canadian Forces will be an Honourary Member of every Mess appropriate to his rank in the CF except the Mess he is Ordinary or Associate Member.
2. Any distinguished person. (On the same grounds for approval as an Associate Member).

MESS DUES

8. As of 1 January 2002, Mess Dues will be paid from 1 Sep YR – 30 Jun YR, at the cost of \$30.00. If a member goes on a tasking or course during that time, Mess Dues can be claims under the following formula: $(\$30.00 / 303 \text{ days}) \times \# \text{ of days tasked out} = \text{Total owed to member}$.

MESS COMMITTEE

9. The Mess shall be administered by a committee elected by and from the ordinary membership at a General Meeting, or appointed by OIC Messes under special circumstances. As of 22 September 2003, based on a vote from the General Membership in May 2003, all the Mess Committee elections are to following the Garrison training year, 1 September YR to 30 June YR

10. The Mess Committee shall consist of:

1. a President (MCpl or Cpl);
2. a Vice-President (MCpl of Cpl);
3. a Secretary (MCpl, Cpl or Pte);
4. a Treasurer (MCpl, Cpl or Pte);
5. Members at Large (4) (MCpl, Cpl or Pte).

MEETINGS

11. General Mess Meetings shall be held quarterly at a Unit Level (Exec Minutes 1 Feb 99)

AMMENDMENTS

12. Proposals to amend the Mess Constitution shall be made in writing and will be submitted to the Secretary, and posted on the notice board. Provided the notice has been posted for fifteen (15) days or more, the proposal shall be considered at the next General Mess Meeting.

RD Trottier
LCol
CO WR
OIC Messes

MESS BY-LAWS

GENERAL

- 101-1 The By-Laws are local orders or instructions amplifying the regulations and orders governing the operation of messes in the CF and the Mess Constitution.
- 101-2 Amendments to the By-Laws will be made in writing. They will be submitted to the Secretary and posted on the notice board. Provided the notice has been posted for 15 days or more, the proposal will be presented for discussion at the next General Mess Meeting.

COMMITTEE

- 102-1 The tour of duty for members of the Mess Committee will be 10 months (Garrison training schedule), commencing 1 September YR until 30 Jun YR. (Exec Minutes 22 Sep 03)

SUB-COMMITTEES

- 103-1 The sub-committees will consist of the following:
1. Entertainment;
 2. Housing; and
 3. Other, as required.
- 103-2 Sub-Committees and their chairman will be appointed to assist the Mess Committee in the performance of any special duties, which may be required to ensure the efficient operation of the Mess.

TRADING ACTIVITY

- 104-1 The normal hours during which the bar shall be open shall be established by the Mess Committee and be subject to the approval of the District Commander.
- 104-2 The bar may be permitted to remain open for one hour beyond the normal closing time; the senior executive member present may authorize this extension at mess expense with the permission of the Armouries Duty Offr/MCO.
- 104-3 The sale or consumption of intoxicants in the Mess will be subject to the following additional conditions:
1. Intoxicants will not be sold to individuals for consumption outside the Mess premises.
 2. Members or guests who are minors under provincial liquor laws will not be permitted to buy or consume an intoxicant.
 3. The Senior Executive member has the power to restrict the sale of intoxicants to anyone whose behavior is considered to be influenced by intoxicants.

MESS ENTERTAINMENT

- 105-1 Dances, organized parties and all similar functions shall be held only with the recommendation of a General Mess Meeting and the approval.
- 105-2 A member who invited guests to a mess function shall assume the entire responsibility for the conduct and expense of his/her guest.

MEETINGS

- 106-1 General Meetings shall normally be held at a unit level, by the Executive Mess Committee, and the Junior Ranks of the units, on the first parade night, quarterly. (1 February 1999)
- 106-2 An extraordinary General Mess Meeting may be convened at the request of:
1. The District Commander;
 2. The OIC Messes;
 3. The PMC; or
 4. The signed request of 25 percent or ordinary members available.
- 106-3 All motions or other matters raised at a General Mess Meeting requiring decision shall be voted upon by the ordinary members present and shall be decided by majority vote, subject to the approval of the District Commander.
- 106-4 Effective immediately, there will no longer be drinking before or during any General Meetings, as well as no smoking, since there is only smoking in the JR Rank's Mess proper. (March 2003)

DISCIPLINE

- 107-1 The Mess duty member, or, in his absence, the senior executive member present in the mess, shall be responsible for the discipline and observance of Mess Orders.
- 107-2 Harassment in any form is not tolerated in the Mess. (1 February 1999)
- 107-3 Profane language is not permitted.
- 107-4 Members, other than the Mess Committee shall not be permitted behind the bar.
- 107-5 Members shall not remove Mess property.
- 107-6 Members are responsible for the good behaviour of their guests.
- 107-7 The Mess duty member will ensure the bar closes at the time laid down and will clear and secure the Mess one hour after the bar closes.

COMPLAINTS AND SUGGESTIONS

- 108-1 Any complaint/suggestion regarding the management of the Mess shall be made in write to the Mess Committee one hour after the bar closes.
- 108-2 Any confidential complaint/suggestion shall be made personally to the PMC.

DRESS

- 109-1 Dress in the Mess will be as follows:
1. Uniforms in the service as prescribes by the unit orders (Dress of the day).
 2. Appropriate pants and shirt/sweater (men or women).
 3. On off duty hours, members are permitted to wear blue jeans, PT gear, shorts of no higher than mid-thigh, and sandals. Muscle shirts, halter-tops, and tube tops are not permitted.
 4. The senior mess executive member has the power to refuse the entry of anyone whose dress in his/her opinion is not appropriate for a military mess.
- 109-2 Members are responsible for seeing that their guests are properly dressed.
- 109-3 The Mess Committee has the power to prescribe dress in the Mess for particular occasion as suitable.