

CONSTITUTION AND BY-LAWS

GOVERNING THE



ALLIED WITH THE
GORDON HIGHLANDERS

48th Highlanders of Canada Sergeants' Mess



HEADQUARTERS -:- TORONTO



Adopted and Approved March 12th, 1928.
Revised January 14th, 1957.

CONSTITUTION AND BY-LAWS

ARTICLE I.

Name

The name of the organization shall be: "*The 48th Highlanders of Canada Sergeants' Mess*", Headquarters, Toronto.

ARTICLE II.

Objects

The objects of the Mess shall be:—

1. To stimulate mutual interest in the efficiency and welfare of the Regiment.
2. To cultivate and preserve friendly regard and esteem amongst the members.

ARTICLE III.

Members

1. All Sergeants of the Regiment as per Standing Orders must be members of the Mess, with the exception of the brass, pipe and bugle bands, with whom membership will be optional. To become members the latter will make application in writing to the Secretary, who will submit the same to the next regular Mess Meeting, and on being approved of will be duly elected.

2. There shall also be Life, Continuing and Associate Membership.

ARTICLE IV.

Life Membership

1. Life membership shall be conferred only upon such persons, wheresoever resident, as may, in the opinion of the members, for Honorable Service in the Regiment be considered entitled to such distinction.

2. Any active member of the Mess desiring to bring forward a candidate for Life membership must notify the Secretary in writing giving full particulars in regard to the said application, such names must be placed in the circular calling the Semi-Annual or Annual Meeting, and will then be voted upon by ballot. A two-thirds vote, together with the approval of the Officer Commanding the Regiment, is necessary for election.

3. Life Membership will be restricted to twenty living members.

ARTICLE V.

Continuing and Associate Members

1. Continuing Membership may be extended to any one who having attained the rank of Sergeant in the 48th Highlanders has subsequently severed his active connection with the Regiment. Providing such applicant remains in good standing in the Mess. Any such wishing to become a continuing member of the Mess shall, on a written request to the Secretary, and upon receiving a majority vote of members present at any

regular meeting, continue his membership, subject to the approval of the Officer Commanding the Regiment.

2. Subject to the approval of the Commanding Officer, and with a two-thirds vote of approval. Associate Membership may be extended to former Sergeants of other units. Application giving details of service, must be made in writing and submitted to the Secretary. Associate Membership will be limited to twenty.

3. Membership does not exempt the foregoing from the due observance of the Rules and Regulations governing the Mess.

4. Continuing and Associate members are not eligible for office and cannot vote.

ARTICLE VI.

Board of Management

1. The Board of Management shall consist of the President, Vice-President, Secretary, Treasurer and an appointed Committee.

2. The Management of the Board will be carried out in accordance with instructions laid down in prevailing

(A) Rules for the Management of Messes and Canteens Cdn. Army.

(B) Q.R. (Can.)

3. The Board of Management will be appointed at the regular meeting in December and will assume their duties at the Annual Meeting.

4. Upon appointment a Nominal Roll of the Board of Management will be submitted to the Battalion Orderly Room for posting in Unit Orders.

5. Should any office in the Board of Management become vacant for any reason, it can be filled at the next regular meeting of the Mess.

6. Auditors shall be appointed at regular meeting in December to hold office during the ensuing year. Special auditors may be appointed at any regular meeting of the Mess.

ARTICLE VII.

President and Vice-President

1. It shall be the duty of the President to preside at all meetings of the Board; to enforce the Constitution and By-Laws and generally to supervise the affairs of the Mess.

2. It shall be the duty of the Vice-President to officiate in the absence of the President, and to assist that officer in the discharge of his duties.

3. In the absence of the President and Vice-President, the Board of Management shall appoint a Chairman pro tem., who shall be invested with the power and authority of the President.

ARTICLE VIII.

Secretary

1. The Secretary shall attend the meetings of the Board of Management and the Mess,

and shall keep an accurate record of all the proceedings, and enter the same in their respective minute books. He shall issue notices of all meetings when requested by the President, or, in his absence, the Vice-President, and shall conduct all correspondence of the Mess, and keep copies of all letters written by him appertaining to the business of the Mess, and place on file all such letters received.

2. He shall have a correct list of all the members with their addresses, together with date of their promotion. Any member changing his address shall at once notify the Secretary of the same.

3. He shall keep a register containing a list of all Mess chattels and property, with value of same set opposite thereto, and also all leases, insurance policies and such like documents with the date of their expiration and shall place before the Board of Management such leases and policies at a meeting at least one month before such date of expiration, to be dealt with as may be deemed necessary. He shall have the custody of all books and records of the Mess, except those of the Treasurer, and shall immediately hand over same to his successor in office.

ARTICLE IX.

Treasurer

1. It shall be the duty of the Treasurer to receive all dues and assessments, to keep an account of the same with each member of

the Mess, to prepare lists of those in default and notify them in writing in regard to such arrears.

2. He shall deposit all funds in a separate banking account in some chartered banking institution named by the Board of Management.

3. He shall at all times have his books ready to be produced when called upon to do so by the Board of Management or the Auditors acting under instructions from the said Board.

4. He shall lay before the Board of Management at their monthly meeting a statement showing the amount of cash to the credit of the Mess in the bank, together with the amount of cash on hand, and a list of members who are in arrears and the amounts due by each. He shall also have ready for distribution at the Annual Meeting a printed statement, duly audited, showing the exact financial condition of the Mess for the year ending December 31st previous.

5. He shall take charge of all accounts against the Mess, pay the same when passed by the Board of Management, and obtain a receipt for each of such payments and place the same on file. All cheques must be signed by the Treasurer and countersigned by the President.

6. The Mess shall require a bond of a "Guarantee Company" from him for a faithful discharge of his duty. The cost of said bond shall be paid by the Mess.

ARTICLE X.

Duties of Board of Management

1. The Board of Management shall meet on the first Tuesday in each month and at any other time it may be found necessary.

2. Five members shall form a quorum.

3. Minutes of the proceedings of the Board shall be kept and placed before the Mess at each monthly meeting.

4. The Board shall have power to make from time to time such Rules and Regulations for the management of the Mess as it may deem advisable, provided in so acting they do not conflict in any way with this Constitution and By-laws.

5. The Board of Management may appoint such committees as they may consider necessary.

ARTICLE XI.

Meetings

1. The Annual Meeting shall be held at 2030 hours on the second Monday in January in each year, the Semi-Annual Meeting on the second Monday in June and the Monthly Meeting on the second Monday in each month at the same hour, excepting during

the months of July and August during which months no meetings shall be held, or when it falls on a holiday or parade of the Regiment; when it shall take place on the following Monday.

2. Special meetings may be called whenever the Regimental Sergeant-Major, or in his absence the Senior Warrant Officer, may deem it expedient and no other business except that for which the meeting is called shall be transacted.

3. Fifteen members in good standing shall form a quorum of the Mess.

4. Mess Meetings will take precedence over all company duties until a quorum is formed, when the Chairman may permit a member to retire if it does not interfere with the business of the meeting.

5. Members whose fees and assessments are in arrears cannot vote.

ARTICLE XII.

Order of Business

1. Silent Tribute in Honour and Memory of Our Fallen Comrades.
2. Minutes of the Previous Meeting.
3. Introduction of New Members.
4. Minutes of Board of Management.
5. Correspondence.
6. Unfinished Business.
7. Reports of Committees.

8. New Business.
9. Drill and Efficiency.
10. Notices of Motion.
11. Election of Continuing and Associate Members.
12. Roll Call.

ARTICLE XIII.

Fees and Assessments

1. The Annual Dues of Active and Associate Members of the Mess shall be \$4.00 and Continuing Members \$2.00, payable in advance.

2. Members on joining the Mess shall pay an entrance fee of \$2.00.

3. Fees of new Sergeants will commence from the first of the month succeeding that of their promotion in the Regiment.

4. The Mess shall have power by a two-thirds vote of the members present at any regular meeting, to levy an assessment for any specified purpose, providing full particulars of such assessment shall have been given in the notice calling the said meeting.

5. The Board of Management and Steward shall be exempt from dues during their tenure of office.

ARTICLE XIV.

Conduct

1. The Regimental Sergeant-Major, or, in his absence, the next Senior Warrant or Non-

Commissioned Officer, may suspend any member guilty of misconduct from the privileges of the Mess, pending the decision of the Officer Commanding the Regiment..

2. A member having a complaint against any member or members for a violation of the Rules and Regulations of the Mess shall at once furnish the Regimental Sergeant-Major with a detailed statement in writing of said complaint.

ARTICLE XV.

Defaulters

1. Any member three months in arrears shall be notified by the Treasurer and unless the same is paid within one month thereafter, he shall be suspended from the privileges of the Mess.

2. No suspended member shall be reinstated without payment of all dues and assessments accrued during suspension.

3. A Continuing member having been suspended for non-payment of dues shall not be eligible for re-instatement.

ARTICLE XVI.

Negligence

1. Any member of the Board for repeated neglect of duty pertaining to his office may be removed from office.

2. Any member who is absent from two successive meetings must give satisfactory reasons for his absence to the Regimental Sergeant-Major.

ARTICLE XVII.

Visitors

1. Any member may introduce a friend or friends, providing he shall have entered the name of such friend or friends, together with his own, in the Visitors' Register.

2. A member introducing a guest shall be held responsible for such guests conduct.

3. No member is allowed to bring into the Mess Rooms a member of any Regiment below the rank of a Sergeant.

ARTICLE XVIII.

Mess Dress

1. Active members of the Mess will provide themselves with Mess Dress.

ARTICLE XIX

Hours of Closing

1. The Bar shall be closed every night at 2330 hours, except on special occasions. with the permission of the Commanding Officer.

ARTICLE XX.

Alterations of Constitution & By-laws

1. The Constitution and By-laws may be altered or amended at the Annual Meeting, providing that one month's notice of the proposed alteration shall have been given in writing to the Secretary, to be read at the

monthly meeting previous to the Annual Meeting, and that each member shall be given seven days' notice of such proposed alteration in circular calling the Annual Meeting.

Revised and Adopted, January 14th, 1957.

S. MONTGOMERY, M.M., R.S.M.,

G. D. KELLY, C.S.M., Secretary.

Approved by

H. K. MACINTOSH, M.B.E., Lt.-Col.

Commanding Officer

48th Highlanders of Canada.

PROCEDURE

Whenever the Chairman shall so declare, a motion shall not be received unless submitted in writing, with the names of the mover and seconder thereon, nor be opened for discussion until stated to the meeting by the Chairman. All motions shall require a majority of votes, unless otherwise provided.

The votes of the members shall be given by each holding up his right hand, and shall be counted by the Chairman, unless the numbers shall be so unequal as to render counting unnecessary.

A member desiring to speak or submit a motion, shall rise and respectfully addressing the Chairman, shall confine his remarks to the question, and observe due order and decorum.

No member shall speak twice on the same subject, without permission of the Chairman, unless in explanation, or the mover of the resolution in reply.

On a point of order being raised while a member is speaking, or when a member is called to order by the Chairman, he shall at once take his seat. The point of order shall then be stated and the Chairman shall decide upon it thereupon without debate.

No motion to amend shall be in order while two previous motions to amend are under discussion, or undisposed of, nor shall a motion for the "previous question" be in order at any time.

A motion to "lay on the table", to "postpone" or to "commit" may at any time be made.

All members shall observe the first call of the Chairman's gavel.

A motion that has been declared lost cannot be renewed at the same meeting of the Mess.

