

105 RCACC CADET MESS COMMITTEE BY-LAWS

Article 1: Name

1. This Mess Committee shall officially be known as the "105 Streetsville Army Cadet Corps Cadet Mess Committee" (105 Mess Committee),
2. The 105 Mess Committee is an official part of the 105 Battery, 7th Toronto Regiment, Royal Canadian Artillery, Royal Canadian Army Cadet Corps (105 RCACC), and
3. The 105 Mess Committee is officially sponsored by 105 RCACC.

Article 2: Membership

1. Every registered youth member of 105 RCACC is granted membership into the Cadet Mess,
2. Only members of the Cadet Mess are eligible for being selected to and holding appointments on the 105 Mess Committee,
3. Every member of the 105 Mess Committee shall respect and comply with the By-Laws, Mission, Principles of the 105 Mess Committee and of the Cadet Code of Conduct,
4. Any 105 Mess Committee member wishing to withdraw from the Committee must give thirty days written or email notice to the Adult Mess PMC or designate prior to departure, and
5. The RSM and DSM are Ex-Officio members and cannot hold appointments on the committee,
6. 105 Mess Committee positions and appointments shall be renewed at the beginning of each Training year, i.e., September, and
7. The 105 Mess Committee shall consist of the following voting members:
 - a. Two Green Star Cadet as selected by their peers,
 - b. Two Red Star Cadet as selected by their peers,
 - c. Two Silver Star Cadet as selected by their peers,
 - d. Two Gold Star Cadet as selected by their peers, and
 - e. Two Master Cadets as selected by their peers.

Article 3: Appointments

1. **President of the Mess Committee (PMC):** Chairs all meetings, co-ordinates Mess activities and sits as PMC for any Cadet function requiring the duties of a PMC, such as the Corps Christmas Dinner. The PMC is the OIC of the Corps Christmas Dinner, working in conjunction with the Chairman of the 105 RCACC Corps Support Committee (CSC) and under the mentorship of the CO or Adult Mess PMC or designate. The PMC must be a Master Cadet,
2. **Vice President of the Mess Committee (VPMC):** Acts in-the stead of the PMC in the event of the absence of the PMC. The VPMC may be tasked with specific additional duties by the PMC WRT co-ordinating specific Mess activities and sits as VPMC for any Cadet function requiring the duties of a VPMC, such as the Corps Christmas Dinner. The VPMC fulfils all Mess Committee Quartermaster duties. The VPMC can be any member of the 105 Mess Committee,
3. **Secretary:** Keeps minutes of the 105 Mess Committee meetings and any other administrative functions. Minutes of each meeting are to be completed no later than two weeks following each meeting. Completed minutes are to be submitted to the Adult Mess PMC or designate, who after reviewing, will in turn 105 RCACC Administration Officer for publication in the monthly Routine Orders. The Secretary can be any member of the 105 Mess Committee,
4. **Treasurer:** Keeps and maintains the financial records of the 105 Mess Committee. The 105 Mess Committee will be annually allotted an amount of monies from the Cadet Corps. The

Treasurer and CO will make a request to the CSC for annual funding support, however it is solely at the discretion of the CSC as to the allotment annually. The Treasurer of the CSC will keep the allotted monies in trust for the 105 Mess Committee. Funds will be released to the 105 Mess Committee Treasurer as required following protocols established by the Treasurer of the CSC. Unused funds revert to the CSC, although minor surplus Cadet Mess generated funds can be carried forward for the next years Cadet Mess use. Standard accounting practices shall apply. The Treasurer of the CSC can be called upon to provide mentoring and / or advise upon request. The Treasurer can be any member of the 105 Mess Committee, and

5. Other Committee appointments can be created, such as OIC's. However those appointments are to be temporary in nature.

Article 4: Ex- Officio Appointments And Obligations.

1. Ex- Officio members do not have voting privileges,
2. The Adult Mess PMC or designate must be present at every 105 Mess Committee meeting,
3. Ex-Officio members are members of 105 RCACC and are the following: CO, Adult Mess PMC or designate, RSM and DSM,
4. Ex-Officio members may attend any meeting of the 105 Mess Committee, and
5. Attendance of Ex-Officio members at any meeting are not included in any count to determine quorum.

Article 5: Selection Of 105 Mess Committee Members.

1. Each Cadet training level will determine their own fair and unbiased method of selecting their representative to the 105 Mess Committee. Methods can be and are not limited to: appointment, volunteer, secret ballot voting, drawing straws etc.,
2. In the event of a Star Level representative position becoming vacant, a replacement is required within three weeks,
3. Impeachment of Mess Committee members is done by the 105 RCACC CO under advisement of Ex-Officio members. Record of impeachment will be added to the Cadet Personnel file, and
4. 105 Mess Committee members are trusted servants. They do not govern.

Article 6: Selection Of 105 Mess Committee Appointments

1. The selected members of the 105 Mess Committee will determine amongst themselves who are to hold the specific appointments as outlined in Article 3, above by a means agreeable by majority, and
2. If the 105 Mess Committee members cannot make the determination themselves who is to be appointed, the Adult Mess PMC or designate will make the appointment(s), and
3. Impeachment of Appointed Committee members is done by the 105 RCACC CO under advisement of Ex-Officio members or under advisement of the Treasurer of the CSC. Record of impeachment will be added to the Cadet Personnel file.

Article 7: Dues And / Or Subscriptions

1. There are to be no dues collected,
2. User fees and / or subscriptions are authorized as a means of ensuring attendance at planned activities and for defraying costs for specific activities. However the use of user fees and / or subscriptions are not to substitute as a means for fully funding any planned activity,

3. Monies collected for user fees and or subscriptions are to remain at the Cadet Centre until required for bill / activity payments. Monies are to be kept in the cash box in the Admin Office, entrusted to the AdmO, and
4. The treasurer is to keep accurate records of collected monies and will advise the Treasurer of the CSC of the balance. These funds are to be used first and upon completion of the activity this specific balance will be zero.

Article 8: Mission And Objectives

1. The mission of the 105 Mess Committee is to, but not limited to, providing a means of organizing activities and events for the Mess members that fall outside of the main Training mandates of the Canadian Cadet Organization,
2. The 105 Mess Committee should organize at least two activities and events through the Cadet Training year, and
3. The 105 Mess Committee can work in conjunction with any cell in the 105 RCACC (eg., the Sports Officer, Training Officer, etc.) to tie in an activity with a Corps planned activity. The OIC's of the specific activity have the final say as to whether a Mess function can be piggy-backed onto a Corps activity.

Article 9: Mess Meetings

1. Formal Mess Meetings must occur every six weeks, and
2. Parliamentary Procedures, as outlined at Annex A to these By-Laws are recommended, but not specifically required to be followed,
3. Members of the Mess general population are permitted to attend any 105 Mess Committee meeting,
4. Meeting dates, times and location are to be posted in the Unit Routine Orders prior to the meeting, with the exception of the first meeting, in September at the beginning of the new Training Year, and
5. Dates, times and location of the first meeting, in September at the beginning of the new Training Year and any Emergency Meetings are to be posted to the 105 RCACC Facebook page.

Article 10: Quorum And Voting

1. Eight of the ten voting members of the 105 Mess Committee must be present to have a quorum,
2. Sixty percent of the voting members present at the meeting must support a motion for it to be carried forward,
3. Sixty percent of all voting members must support any motion to amend any portion of these By-Laws including annexes and addendums and Parliamentary Procedures, as outlined at Annex A to these By-Laws are to apply.
4. In the event of a tie in the voting, the PMC has the authority to decide the motion by either:
 - a. reopening debate,
 - b. choosing an alternate voting method as outlined in Annex A,
 - c. convening a committee to further study or discuss the motion with presentation of the decision at the next scheduled meeting,
 - d. Or as a last resort, deferring the decision to the Adult Mess PMC or designate for immediate resolution.

5. The Adult Mess PMC or designate shall have the power to veto any motion or amendment which in their opinion would be detrimental to the 105 Mess Committee, Mess members, 105 RCACC or its sub-Units. Appeals can be made by the PMC the 105 RCACC CO for final adjudication on these vetoed motions.

Article 11: Leadership Assignment Opportunities

1. Activities organized by Master Cadets or Gold Star Cadets can be used as leadership assignments in the Star Level Leadership assessment. The Adult Mess PMC or designate must be advised prior to the commencement of the assignment for the assessment to be considered,
2. The appointment to PMC is a Star Level Leadership assessment opportunity / assignment, and
3. Assessment of completion of specific Leadership assignments will be made by the Adult Mess PMC or designate. This will be conducted in conjunction with the 105 RCACC Training Officer.

Article 12: Miscellaneous

1. A copy of the most current version of these By-Laws are to be posted in the first Unit Routine Orders of every training year under 'Periodic Items'.

List of Action Members not in the 105 RCACC Cadet Mess:

CO,
TrgO
AdmO
Adult Mess PMC
Chairman of the CSC
Treasurer of the CSC

Annex A: Simplified Parliamentary Procedure.

(Source document: *Extension to Communities; Simplified Parliamentary Procedure*; Iowa State University of Science and Technology, Ames, Iowa, Dec 2005)

By-Laws Last Revised: 25 Sep 2018

Parliamentary Procedure Summary Sheet

Steps in a Motion

1. State the motion — “I move that . . .”
2. Second the motion
3. Chairperson restates the motion
4. Discuss (debate) the motion
5. Vote on the motion
6. Announce result of vote

Rules for Debate

1. A member cannot speak until recognized by the chairperson
2. Remarks must pertain to the question before the group
3. Remarks should be addressed to the chairperson
4. Personal attacks are not allowed
5. Speakers should stand

Methods of Voting

- Voice vote
- Vote by standing
- Show of hands
- Ballot
- Roll Call

Ways to Amend a Motion

1. Inserting Words — I move to amend by inserting the words “by October 31st” at the end of the motion.
2. Striking Words — I move to amend by striking the words “from Elm Street.”
3. Striking Out and Inserting — I move to amend by striking out the words “from Elm Street” and inserting the words “by October 31.”

Incorrect Phrases

“So Moved”

All members have a right to know exactly what is being moved. The chairperson must state the exact motion to avoid confusion. “So moved” doesn’t mean anything.

“Question” or “I call for the question.”

This is not a motion as stated. It is the chairperson’s responsibility to know when debate is over and conduct a vote. Generally, a vote should not be taken if any member still seeks the floor. Members should not normally make a motion to stop the debate, but if they do, they should seek the floor and say, “I move to close debate.”

Shortcuts

1. If the membership is clearly in support of a motion, don’t waste time getting a second. Just move on to debate.
2. “If there is no objection . . .” If there is no opposition, the chairperson can save time conducting routine business by obtaining “unanimous consent.” This eliminates the need for a motion, second, debate, and/or a vote. If there is objection to the unanimous consent, then the formal steps of making and debating a motion must be followed.
3. “Straw Poll” — Sometimes it is useful to get a feel of the membership regarding several alternatives before making a formal motion. A straw poll can informally poll members for opinions.