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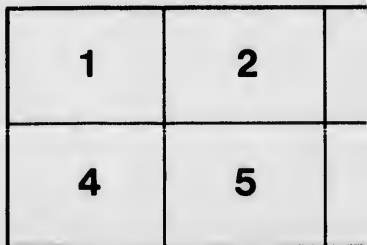
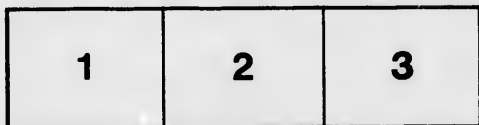
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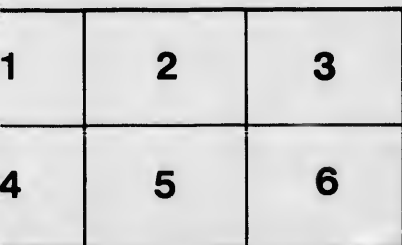
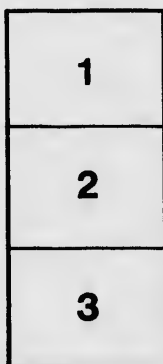
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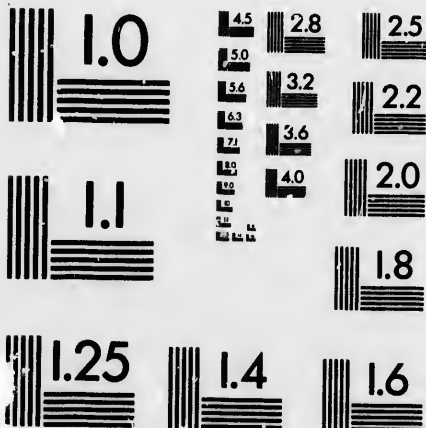
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Rules and Regulations



SERGEANTS' MESS

13th Battalion of Infantry.



Sergeants' Mess

Gift of Head of the Lake,
Historical Society

RULES and....

REGULATIONS

OF THE

Sergeants' Mess

OF THE

XIII BATTALION OF INFANTRY.



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RULES and REGULATIONS

.... OF

The Sergeants' Mess

OF THE

XIII Battalion, A. M.



ARTICLE I.

The Rules and Regulations in the Queen's Regulations, relative to Sergeants' Messes, to be complied with as far as they can be applied to the Auxiliary Forces.

ARTICLE II.

NAME.

The Sergeants' Mess of the 13th Battalion of Infantry.

ARTICLE III.

OBJECT.

The objects of the Mess shall be :

- 1.—To stimulate mutual interest in the efficiency and welfare of the regiment.

2.—To preserve and cultivate friendly regard amongst the members.

ARTICLE IV.

NUMBERS.

1.—All Sergeants of the Regiment, as per standing orders of the Regiment, must be members of the Mess.

2.—They, upon promotion, will sign an agreement in a book, which shall be kept in the Orderly Room, declaring their intention to faithfully observe all rules governing said Mess.

3.—There shall also be "Continuing" and "Honorary" members.

4.—There shall be two classes of Continuing members, viz :

(a). One who is a member of the Mess, who, on leaving the Regiment and being in good standing in the Mess, shall, on a written request by him to the Secretary and on a majority vote of those present at any regular meeting, continue his membership in the Mess, subject to the approval of the commanding officer.

(b). One who is a member of the Mess as per Class A, Section IV., but who resides at least ten miles outside of Hamilton. During the period of such non-

residence his fees are to be remitted, but immediately on the return of any such member within the ten mile limit, he will revert to Class A, Section IV, the election same as Class A.

5.—First, Honorary membership shall be conferred only upon such persons who may, in the opinion of the members, for some special reason, be considered entitled to such distinction.

Second, Honorary members must be recommended by the Board of Management.

Third, Any regular member of the Mess desiring to bring forward a candidate, must notify the Secretary of the Board of Management in writing, giving full particulars in regard to such application, which, if entertained by the Board of Management, is placed in the circular calling the next monthly meeting, and will then be voted upon by ballot. A majority vote of members present, together with the approval of the Commanding Officer, is necessary for election.

6.—Continuing or Honorary members shall have no voice in the government of the Mess, but shall be held strictly accountable for any breach of its rules or regulations by them.

ARTICLE V.

FEES OF MEMBERS.

1.—Every Sergeant on joining the Mess shall pay an entrance fee of One Dollar, and thereafter every active member shall pay an annual fee of Two Dollars, payable in the first quarter of the year.

2.—A Sergeant having been promoted during the last three months of the year, shall pay his yearly fee after the first of the following year.

3.—Continuing Members shall pay an annual fee of Two Dollars in advance.

4.—Honorary Members shall be exempt from all fees and assessments.

ARTICLE VI.

OFFICERS OF THE MESS.

1.—The Officers of the Mess shall consist of President, Vice-President, Secretary and Treasurer.

2.—There shall be a committee, to be known as the Board of Management, to be composed of the Officers and other three members of the Mess.

3.—There shall be two auditors, who shall audit and examine the Mess accounts annually, or when considered advisable by the Board of Management.

4.—The Sergeant-Major to be an *ex-officio* member of all committees.

ARTICLE VII.

DUTIES OF OFFICERS.

President.

1.—It shall be the duty of the President to preside at all meetings of the Board of Management.

2.—He shall neither move nor second a resolution, and shall have no vote unless there be a tie, then he shall have a casting vote. In case of a disputed vote, he shall call for a fresh vote to be taken.

3.—He shall at the monthly meetings of the Mess (hereinafter provided for) answer all questions and explain all matters in connection with the management of the Mess.

4.—He shall at the Annual Meeting of the Mess hand in a report, showing the position of the Mess for the past year.

5.—He shall see that the Officers and Committees perform their respective duties.

6.—He shall sign all checks in conjunction with the Treasurer.

Vice-President.

1.—It shall be the duty of the Vice-President to assist the President, and in his absence to perform his duties.

Secretary.

1.—It shall be the duty of the Secretary to take minutes of all meetings, to take charge of books pertaining to his office, conduct all correspondence and keep copies of all letters written, and file those received.

2.—He shall keep a register containing an accurate list of all the Mess chattels and property, with the value of each article set opposite thereto, and also all insurance policies, etc., with the date of their expiration, and shall place before the Board of Management, such policies, at a meeting at least one month before the date of their expiration, to be dealt with.

3.—He shall have a correct list of the members with their addresses, both business and private, together with dates of their promotion, in the Mess-rooms.

4.—He shall have a correct seniority list posted in the Mess-room.

5.—He shall, on receiving from the Treasurer, a list of dues and assessments and other charges, notify each member of his indebtedness.

6.—He shall notify all members of Special and Annual Meetings in writing or printed form.

7.—He shall have a small Notice Board, said Board to be hung up in Mess-room at least one week before regular meetings. This shall be sufficient notice of all monthly meetings.

8.—It shall be his duty to see that all members sign in a book, a receipt stating that they have received a copy of the rules and by-laws, and agree to abide by them.

Treasurer.

1.—It shall be the duty of the Treasurer to take charge of all the finances of the Mess.

2.—He shall receive from the members all dues and assessments, and give a receipt therefor.

3.—He shall deposit in a separate Bank Account in some chartered Banking Institution, named by the Board of Management, all sums amounting to Ten Dollars (\$10.00) and upwards.

4.—He shall take charge of all accounts against the Mess, shall pay the same when passed by the Board of Management, shall obtain a receipt for each of such payments and file the same with the accounts; all accounts of the Mess of \$5.00 and over to be paid by cheque.

5.—He shall furnish the Board of Management each month with a list showing the indebtedness of each member.

6.—He shall, on receiving instructions from the Board of Management, hand a list of all members who are in default for dues, assessments and other charges to the Secretary.

7.—He shall lay before the Board of Management, each three months, a statement, showing the amount of cash to the credit of the Mess in Bank, also the amount of cash on hand not deposited.

8.—He shall at all times have his books ready for inspection by the duly appointed auditors, and shall attend before them when required.

9.—He shall have ready for the Annual Meeting a Statement, duly audited, giving in detail, assets and liabilities, receipts and disbursements for the year ending 31st December previous.

ARTICLE VIII.

DUTIES OF COMMITTEES.

Board of Management.

1.—In the absence of the President and Vice-President, the Board of Management shall elect a chairman *pro tem.*, with limited powers.

2.—The Board of Management shall have the custody of all the property of the Mess.

3.—They shall examine all accounts, and no liability shall be incurred, nor bills paid, without their consent and approval, to be ratified by the Mess when such bills or accounts exceed the amount of \$5.00.

4.—They shall meet on the first Monday in each month, or as often as they consider the interest of the Mess requires. Five members shall form a quorum for the transaction of business. They shall keep minutes of all the meetings, and bring same before the Mess at its monthly meetings.

5.—They shall have the entire Management of the affairs of the Mess, with full power to take whatever steps they deem advisable in its interests, provided, in so doing, they do not in any way infringe any of the provisions of this Constitution and By-Laws.

6.—They shall cause all articles of the Constitution and By-Laws, passed or amended, and notices of all by-laws repealed, to be posted up by the Secretary in the Mess-room from time to time, and they shall enforce the observance of the same, as well as the provisions of this Constitution and By-Laws.

7.—They shall have power to invest any surplus fund of the Mess in such securities as they may think fit, subject to the approval of the Mess.

8.—They shall be responsible to the Mess for their actions and proceedings, and they shall make an Annual Report of the same.

9.—In case of the resignation or removal of any officer or member of the Board of Management, his place shall be filled at the next monthly meeting of the Mess following such resignation or removal.

ARTICLE IX.

ELECTION OF OFFICERS AND COMMITTEES.

1.—The Officers and Committees shall be elected on the second Monday in January in each year, election to be by ballot.

2.—The nomination of Officers and Committees shall be made at the December meeting, and the names of those nominated posted by the Secretary, in the Mess-room, at least three weeks before the Annual Meeting.

3.—In case no nominations for any particular office or committee shall have been made, as already provided, the same may be made at the Annual Meeting.

4.—No member of the Mess shall be eligible for election who is in arrears up to December 31st in any year.

ARTICLE X.

ALTERATIONS.

No part of the foregoing Constitution shall be altered, amended, repealed or added to unless a notice of motion to that effect be handed to the Secretary of the Mess, to be read at the monthly meeting previous to the Annual Meeting, at which it shall be debated. Said notice of motion to be posted in Mess-room at least two weeks in advance of the Annual Meeting.

ARTICLE XI.

MESS-ROOMS.

- 1.—Gambling is strictly prohibited in the Mess-rooms.
- 2.—No spirituous or malt liquors shall be allowed in the Mess-rooms for sale.
- 3.—The Mess shall be closed every night at 11 o'clock, except on special occasions to be named by the Board of Management, subject to the approval of the Commanding Officer.

BY-LAWS.

ARTICLE I.

MEETINGS.

1.—The Annual Meeting shall be held at 8 p. m. on the second Monday in January in each year, and the monthly meeting at 8 p. m. on the second Monday in each month, except when it shall occur on any holiday, when it shall take place on the following Monday.

2. Special Meetings may be called whenever the Sergeant-Major, or in his absence the senior non-commissioned officer, may deem it expedient, or on a requisition signed by six members of the Mess in good standing, stating the object of such meeting. Notice shall be given by the Secretary of such meeting, and no other business, except that for which the meeting is called, shall be transacted.

3.—The Sergeant-Major shall preside at all meetings of the Mess, or in his absence the next senior Sergeant present.

4.—Eight members and two members of the Board of Management in good standing shall form a quorum of the Mess.

ARTICLE II.

RIGHT TO VOTE.

Members who are in arrears to the Mess up to the 1st July in any year shall not be entitled to vote at any subsequent meeting.

ARTICLE III.

ORDER OF BUSINESS.

- 1.--Introduction of new members.
- 2.--Minutes of previous meeting.
- 3.--Correspondence.
- 4.--Unfinished business.
- 5.--Reports of committees.
- 6.--Minutes of Board of Management.
- 7.--New business.
- 8.--Notices of motion.
- 9.--Roll call.
- 10.--Nominations for office.
- 11.--Election of officers.
- 12.--Election of Continuing and Honorary members.

ARTICLE IV.

ASSESSMENTS.

- 1.--The Mess shall have power by a majority vote of the whole of its members to levy an assessment for any

specified purpose, so long as the total amount of assessments collected in any one year does not exceed \$4.00.

2.—Full particulars of such assessment shall be sent to every member of the Mess at least six days before the meeting.

3.—Providing a member is absent from the city, a mail vote shall be accepted at such meeting.

ARTICLE V.

ADDRESSES.

Members shall at once notify the Secretary of any change in either their business or private address.

ARTICLE VI.

CONDUCT.

1.—Any member who may have been guilty of ungentlemanly conduct shall be liable to suspension by vote of two-thirds of the members present at a regular monthly meeting of the Mess, or a special meeting to be called for that purpose. Six days previous notice shall be given the member concerned, by registered letter.

2.—Any member having a complaint against any member or members for a violation of the rules or regulations of the Mess shall at once furnish the Board of Management with a detailed statement, in writing, of said complaint.

3.—A suspended member shall be immediately reported to the Commanding Officer for his action in the matter.

ARTICLE VII.

RESIGNATIONS.

1.—All resignations from Office, Committees or Membership shall be in writing, addressed to the Secretary, to be submitted to the next regular meeting of the Mess, and the sender notified of the action taken thereon.

2.—All arrears must be paid in full before a resignation is considered.

3.—Any member resigning shall be considered to have abandoned all claim upon the Mess, its property or funds, which he may have by virtue of such membership.

4.—Any member who shall be struck off as a defaulter shall forfeit all right to or claim upon the Mess, its property or funds.

ARTICLE VIII.

DEFAULTERS.

1.—Any member or members in arrears six months' dues or to the amount of \$1.50, said sum to be composed partly of assessments or pool dues, shall be dealt with by the Board of Management, and said defaulter reported to the Commanding Officer.

2.—No defaulter shall be reinstated without payment of all fees and assessments accrued during suspension, subject to the decision of the Commanding Officer.

ARTICLE IX.

VISITORS.

1.—Any member of the Mess shall have the privilege and right of introducing a friend, provided he shall previously enter the name of such, together with his own name, in a book provided for that purpose, called the Visitors' Book, the member so introducing being responsible for the conduct of such guest while in the Mess-room.

2.—No member of the Mess shall bring a member of any regiment who is below the rank of Sergeant into the Mess-rooms.

3.—On no pretext whatever will anyone be allowed in the Mess-rooms, unless duly introduced and vouched for as per Section 1 of this Article.

ARTICLE X.

MESS DINNERS.

There shall be an Annual Mess Dinner or some other entertainment held each year.

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