DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN MS 39309-5404

TRARONNINEINST 1746.1G
N123
17 Sep 12

TRARON NINE INSTRUCTION 1746.1G

From: Commanding Officer, Training Squadron NINE

Subj: OFFICERS' MESS

1. Purpose. To establish guidelines and by-laws governing the management and operation of the Training Squadron NINE (VT-9) Officers' Mess.

2. Cancellation. TRARONNINEINST 1746.1F

3. Policy. The Officers' Mess is established for the convenience of VT-9 staff and student officers. The Commanding Officer (CO) is honored as a guest of the Mess and as such is not a voting member. The VT-9 Officers' Mess is a non-profit organization.

4. Responsibilities.

a. The Executive Officer (XO) is designated President of the Mess and shall:

(1) Conduct all business of the Mess.

(2) Ensure members comply with the Mess regulations promulgated in this instruction.

(3) Ensure required audits are completed.

b. The Mess Treasurer shall:

(1) Be designated in writing by the XO.

(2) Order, retain and track all inventory items.

(3) Collect and account for all monies accumulated by the Mess.

(4) Make disbursements as directed by the XO.

(5) Assist the Administrative (Admin) Officer in conducting required audits on the Officers' Mess.

5. Regulations. The following regulations shall govern the operation of the Officers' Mess:

a. Membership. All staff and student officers assigned to the squadron, with the exception of the CO, should be members of the Officers' Mess.

b. Mess shares. Each student member and permanently assigned staff officer should purchase an initial mess share when checking on board. A student member's purchase of shares exempts him or her from monthly dues. Mess shares are:

(1) Permanently assigned staff - $125.00 Navy
$115.00 Marine

(2) Student Aviators - $150.00 Navy/International
$140.00 Marine

c. Mess share entitlement. Purchase of mess share entitles the member to receive:

(1) Permanently assigned staff: one flight suit nametag, one VT-9 patch and one matted and framed 27" x 17.5" photograph (presented upon leaving the squadron).

(2) Student Naval Aviators/International Students: one cloth VT-9 patch, one flight suit nametag (USN only) and one soft wings nametag (presented upon winging).

6. Dues. Membership dues for staff officers will be $12.00 per month. Dues shall be paid to the Mess Treasurer no later than the 15th of the following month. Monthly dues shall not be assessed during an officer's last month aboard. Each officer shall pay their balance in full prior to checking out.

7. Special assessments. Special assessments to augment funds for major social functions such as the CO's farewell may be levied upon the mess membership. A simple majority vote of the membership quorum is required for a special assessment.

8. Normal expenditures. The following expenditures will normally be financed by the Officer's Fund without a vote required from the membership:

a. Flowers/houseplants on appropriate occasions for mess members and their immediate families.

b. Coffee and support supplies.

c. Framed photograph for departing staff members.

d. Food, beverages and entertainment for mess members and their guests at those squadron functions approved by the XO.

9. Discretionary expenditures. The Mess President is authorized to spend up to $300.00 for items not specifically listed above. Expenditures of more than $300.00 require a simple majority vote of a membership quorum.

10. Membership Quorum. Seventy-five percent of mess membership constitutes a membership quorum. The Mess President shall be the only person authorized to conduct the official business of the Mess.

11. Audits.

a. Mess audits shall be conducted by the Admin Officer in the following circumstances:

(1) At least quarterly.

(2) Upon change of Mess President.

(3) Upon change of Mess Treasurer.

G. V. KRAUSE

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