

TRARONSEVENINST 1746.2U
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TRAINING SQUADRON SEVEN INSTRUCTION 1746.2U

From: Commanding Officer, Training Squadron SEVEN

Subj: TRAINING SQUADRON SEVEN OFFICERS' MESS

Ref: (a) TRARONSEVENINST 7510.1 series

Encl: (1) Example Officers' Mess Audit

1. Purpose. To establish guidelines and by-laws governing the management and operation of the Training Squadron SEVEN (VT-7) Officers' Mess.

2. Cancellation. TRARONSEVENINST 1746.2T

3. Policy. The Officers' Mess is established for the convenience of VT-7 staff and student officers. Voting members include all permanently assigned staff officers. The Commanding Officer is honored as guest of the Mess and as such is not a voting member. The VT-7 Officers' Mess is a non-profit organization.

4. Responsibilities.

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

- (1) Conduct all business of the Mess.
- (2) Ensure members comply with Mess regulations contained in this instruction.
- (3) Ensure required audits are completed.

b. The Mess Treasurer shall:

- (1) Be designated on the Squadron 1301 Notice.
- (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 Executive Officer.

(5) Assist the Command Auditor in conducting required audits of the Officers' Mess using the format in enclosure (1).

(6) Provide notification of members' outstanding balances by the first day of every month.

c. In accordance with reference (a), the Command Auditor shall:

(1) Be designated on the Squadron 1301 Notice.

(2) Conduct all required audits of the Officers' Mess.

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

a. Membership. All staff and student officers assigned to the Squadron with the exception of the Commanding Officer are highly encouraged to be members of the Mess.

b. Mess share. Each member will purchase an initial Mess share when checking onboard. Mess shares are:

(1) Permanently assigned Staff: **\$250.00**

(2) Student Aviators: **\$125.00**

c. Mess shares entitlement. Purchase of a Mess share entitles each member to utilization of community refreshments (i.e., coffee, popcorn, etc.) in addition to the following:

(1) Permanently assigned Navy Staff: One T-45 patch, one flight-suit nametag (except Marines), One VT-7 Squadron patch, and a framed farewell plaque (presented upon departure from the squadron). Arriving staff are required to pay \$150.00 of their initial share at check-in. Departing staff will pay the final \$100.00 of their share at check-out to cover the total cost of their farewell plaque. Staff desiring a larger version of the farewell plaque will incur an additional fee to cover its expense.

(2) Student Naval Aviators: One VT-7 Squadron patch, one flight-suit nametag (except Marines), and one leather nametag with wings (presented upon syllabus completion).

6. Dues. Membership dues for Staff Officers will be \$10.00 per month. Dues shall be paid to the Mess Treasurer no later than the 15th of the following month. Each Staff Officer shall pay their balance in full prior to detaching from the Squadron.

7. Special assessments. Special assessments to augment funds for major functions (such as a Commanding Officer'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 Officers' Fund without a vote required from the membership:

a. Flowers/houseplants on appropriate occasions (child births, hospitalization, death in the family, etc.) for Mess members, their immediate families, and support staff.

b. Coffee and support supplies.

c. Framed farewell plaque for departing staff member.

d. Food, beverage, entertainment, and facilities expenses (as required) for members and their guests at squadron functions approved by the Executive Officer.

9. Discretionary expenditures. The Mess President is authorized to expend up to \$50.00 for items not specifically listed above. Expenditures of more than \$50.00 require a simple majority vote of a membership quorum.

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

11. Audits.

a. Per reference (a), Mess audits shall be conducted by the Command Auditor in the following circumstances:

(1) At least twice per year.

(2) Upon change of the Mess President.

(3) Upon change of the Mess Treasurer.

b. Results shall be forwarded to the Mess President no later than five working days following completion of audit.

/s/
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