



DEPARTMENT OF THE NAVY  
COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5101

COMDTMIDNINST 1746.1  
11 Sep 07

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Subj: COMMANDANT OF MIDSHIPMEN STAFF WARDROOM MESS BY-LAWS

1. Purpose. The Commandant of Midshipmen Staff Wardroom Mess (herein referred to as the Wardroom) is subscribed by and exists for the benefit of its members and shall be used to promote camaraderie and esprit de corps among leadership on the Commandant's Staff.

2. Organization of the Wardroom. The Wardroom is open to all Officers assigned to the Commandant's Staff (PCS or TAD for more than 3 months). The Officers of the Wardroom will conduct the day-to-day administration of the Wardroom. The Officers of the Wardroom shall include the President, Vice President, Secretary, Treasurer and the members of the Social Committee. Below are examples of departments eligible to join the Wardroom:

- a. Office of the Commandant
- b. Special Assistants
- c. Administrative Office
- d. Battalion Officers
- e. Company Officers
- f. Operations Department
- g. Professional Development
- h. Officer Development
- i. Midshipmen Development
- j. Physical Education
- k. Midshipmen Supply

3. Roles of the Officers of the Wardroom

a. President of the Wardroom shall be the Deputy Commandant, United States Naval Academy and shall:

(1) Approve the agenda and convene a monthly meeting. A quorum of at least seven members must be present for an official meeting to be convened. Meetings will be held as scheduled by the President.

b. The Vice President (VP)/Secretary will be appointed by the President with the advice and consent of the Wardroom. Appointments shall not exceed 12 months. They shall ensure:

(1) All correspondence and files for the Wardroom are properly handled, and perform all secretarial duties for the Wardroom.

(2) To take minutes, when necessary and maintain a master file of all minutes recorded.

(3) To sign wardroom checks in absence of the Treasurer and they will maintain an up-to-date roster of members.

c. The Treasurer will be appointed by the President with advice and consent of the Wardroom. This person should not be responsible for any other position that handles money (MWF, Disbursing Officer, etc...) The Treasurer shall:

(1) Maintain a complete record of financial transactions conducted by the Wardroom with appropriate supporting documentation.

(2) Collect quarterly dues, notifying the President of any delinquent members within 30 days of the quarterly due date.

(3) Ensure that all checks written by the Wardroom bear the signature of either themselves or the VP/Secretary.

(4) Present a financial report for the membership at each regularly scheduled meeting. Ensure that an annual financial statement of the Wardroom be available for review by Wardroom members by 30 September annually.

d. The Social Committee shall consist of volunteer representatives from each department or as assigned by the President. They shall:

(1) Plan Hail and Farewell events as necessary.

(2) Poll members to see what type of events in which the Wardroom would like to participate.

(3) Publicize Wardroom events.

(4) Have the power to expand Wardroom funds on events approved by a majority vote of the committee.

4. The Purpose of the Wardroom Fund. This Fund is to serve primarily as the ready source of funds to fulfill the social obligations incumbent upon us as members of the Department of the Navy and the United States Naval Academy. These include such things as retirements, hail and farewell parties, and appropriate recognition for weddings, births, adoptions, illness and deaths in the immediate family of Wardroom members.

5. Management of the Wardroom Fund. The Treasurer shall maintain the Wardroom Fund and will be governed by the enumeration of the duties of the Treasurer per these By-Laws. The functions include:

a. Establishment into the Wardroom will be accomplished via an initial \$40.00 buy in to become members of the Wardroom.

b. Dues will also be collected each quarter in the amount of \$20.00 per member. Any portion of a month in which a member reports/detaches of greater than 15 days on board will be billed as a full month.

c. The Wardroom Fund will be maintained in an interest free checking account under the name of "Commandant of Midshipmen Wardroom Mess".

d. Below are examples of commonly used expenditures:

(1) Detaching Member: a gift will be presented from the Wardroom (Plaque, cup, etc...) not to exceed \$40.00.

(2) Members who are promoted: the Wardroom will purchase a set of appropriate collar devices.

(3) For members or family members who give birth to a child: flowers will be sent not to exceed \$50.00.

(4) For members who are retiring: purchase or contribute funds for a shadow box, flag, engraving, not to exceed \$125.00. Also a floral arrangement or other gift for the spouse not to exceed \$50.00.

(a) For members who experience death in the immediate family: flowers will be sent not to exceed \$50.00 for the death of a parent, sibling or dependent of a Wardroom member

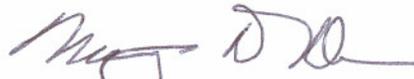
(b) For hospitalization of a member or a dependent: flowers will be sent not to exceed \$50.00.

(5) Other special expenditures may be authorized by approval of the Wardroom as voted on by a majority or when a quorum is not available, the President of the Wardroom may direct special expenditures.

(6) To receive the benefits of the Wardroom Fund, you must be a dues paying member.

6. An Audit of the Wardroom Fund. An audit will be performed at least annually and upon turnover of the Treasurer position. Also, the Wardroom Fund accounts are to be open for inspection by any member of the Wardroom at that member's request. All financial transactions pertaining to the Wardroom Fund are to conform to current Standards of Conduct.

7. Changes to the By-Laws of the Wardroom. Changes may be accomplished by any member and must be presented to the body in writing at a regularly scheduled convened meeting. Recommended changes will be voted on for adoption at the next regularly convened meeting after presentation. A 2/3 majority vote of the members present is required for approval.

  
MARGARET D. KLEIN