



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1746.1C  
WARDROOM

NOV 25 2014

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1746.1C

From: Commandant of Midshipmen

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. Cancellation. COMDTMIDNINST 1746.1B.

3. Organization of the Wardroom. The Officers of the Wardroom will conduct the day-to-day administration of the Wardroom. The Officers of the Wardroom Mess staff shall include the President and Vice President/Treasurer. Below are the departments and staff that comprise the Wardroom:

- a. Office of the Commandant
- b. Special Assistants
- c. Administrative Office
- d. Battalion Officers
- e. Company Officers
- f. Operations Department
- g. Character Development and Training
- h. Director, Professional Development
- i. Director, Leadership Education and Development Division
- j. Midshipmen Development Center
- k. Midshipmen Supply

4. Roles of the Officers of the Wardroom

a. The President of the Wardroom shall be the Deputy Commandant, who shall approve the agenda and receive quarterly input from the Vice President/Treasurer. The Vice President/Treasurer is responsible for bringing any complaints or concerns to the President for resolution.

b. The Vice-President/Treasurer will be appointed by the President and is the most junior Navy officer in the incoming Company Officer cohort. This person should not be responsible for any other position that handles money (MWF, Disbursing Officer, etc.). The Vice-President/Treasurer shall:

NOV 25 2014

(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 or transactions through the Wardroom debit card written by the Wardroom Treasurer bear either his or her signature.

(4) Present a financial report for the President at each regularly scheduled meeting. Ensure that an annual financial statement of the Wardroom be available for review by Wardroom members as a component of the annual turnover.

(5) Ensure all correspondence and files for the Wardroom are properly handled and perform all secretarial duties for the Wardroom.

(6) Convene a quarterly meeting to include the President and the Commandant to discuss the status of the Wardroom account and to plan for quarterly events. Details regarding upcoming events will then be distributed to all members of the Wardroom.

(7) Maintain an up-to-date social roster of all Wardroom members.

(8) Plan Hail and Farewell events as necessary.

(9) Have the power to utilize Wardroom funds as necessary for Hail and Farewell events and items noted in Section 6.d.(1-6).

c. Departmental/Battalion Representatives. Each department or battalion will designate one officer as a representative. Departmental/Battalion Representatives are responsible for:

(1) Collecting quarterly dues.

(2) Notifying the Vice President/Mess Treasurer of any new members, departing members, promotions, or special circumstances that may warrant use of Wardroom funds for a member of the Wardroom.

(3) Voicing any concerns or ideas from the other officers in their department/battalion.

5. 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.

6. 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. Wardroom membership will be accomplished via an initial \$50.00 buy-in.

b. Dues will 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. Members will pay the quarterly amount in relation to the time assigned to the Naval Academy.

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

d. The following are examples of commonly used expenditures:

(1) Detaching Member: A gift will be presented from the Wardroom (Plaque, cup, etc.) not to exceed \$105.00.

(2) Promotions: The Wardroom will purchase a set of appropriate collar devices.

(3) Members or family members who give birth: Flowers will be sent not to exceed \$50.00.

(4) Retirements: 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.

(5) Death of immediate family members (parent, sibling, or dependent): Flowers will be sent not to exceed \$50.00.

(6) Hospitalization (member or dependent): Flowers will be sent not to exceed \$50.00.

(7) Other special expenditures may be authorized by approval the President of the Wardroom.

e. Only dues paying members are entitled to the benefits of the Wardroom Fund.

7. Wardroom Fund Audits. 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.

8. Changes to the By-Laws of the Wardroom. Changes may be accomplished by any member and must be presented to the Vice President/Treasurer in writing at a regularly scheduled convened meeting with the President. Recommended changes will be reviewed by the Commandant, President, and Vice President/Treasurer for inclusion.

9. Review Responsibility. The Wardroom Vice-President/Treasurer is responsible for annual review of this instruction.



R. L. SHEA  
By direction

Distribution:  
Non MIDS (Electronically)