



BY-LAW 3 - FUNDING

GENERAL

1. CMPA is a non-profit organization that derives its revenues through membership subscriptions, general revenues, donations and investments. All revenues are eventually returned to the membership through various funding activities as follows:

- management and operating costs;
- essay contests and scholarship awards;
- support to history and heritage undertakings;
- nationally sponsored association wide activities;
- nationally sponsored regional event funding;
- retirement mementos; and
- electronic and printed publications.

2. In addition, the Association may, at the discretion of the Executive Committee, provide financial encouragement to the Military Police Branch in accordance with the constitution and this by-law.

EXECUTIVE COMMITTEE FUNDS

3. The President may authorize the provision of a standing advance, not to exceed \$200.00, to the Executive staff to meet routine operating costs. Standing advances shall be closely monitored, rigidly controlled and subject to an independent audit annually. Management funds shall only be used to meet necessary operating costs and shall not be used for capital purchases.

CAPITAL EXPENDITURES

4. Only the Executive Committee shall authorize the expenditure of Association funds for capital purchases. Funding limits and authorities are as promulgated in the constitution. Regional Directors shall provide their fully substantiated requirements and projected cost to the CMPA Treasurer by 1 December annually.

NATIONALLY SPONSORED ACTIVITIES

5. The Association provides funding on an as required basis to support the following recurring activities in order of priority:

- retirement mementos;
- condolences and contributions on the death of a member;
- sponsorship of association functions;



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K1G 1A0

- benefits programs;
- administrative support; and
- electronic and print publications.

6. Request procedures and protocols for the above listed activities are detailed in the related CMPA by-laws. The Executive may from time to time approve funding for other activities and events not sponsored by other agencies when such action is in the best interest of the Association and/or the membership.

REGIONALLY SPONSORED EVENTS

7. Events not sponsored directly by the Executive and/or through an Association by-law may be sponsored by the concerned Region. All requests for funding from local Unit Representatives shall be staffed to and vetted by the Regional Director who shall provide a consolidated submission to the Executive Committee for consideration. To ensure regional events are properly funded, the regional submission shall be:

- listed in order of priority;
- fully documented and substantiated, indicating:
 - a. whether the event is a regional activity, or
 - b. a local activity, which may permit the attendance of others.

8. The Association will attempt to support all requested events that conform to the purposes of CMPA funding. When time is limited or it is otherwise in the best interest of the Association, the Executive may elect to directly sponsor an event that was not staffed through a Region Director.

EVENT FUNDING PROTOCOLS

9. CMPA funding is provided for the benefit of members and those funds that are not required shall be returned to the Association. The following are examples of CMPA funding:

- Social or sporting events hosted by any MP or CMPA element designed to foster partnerships and professional relationships between other law enforcement agencies;
 - a. CMPA funding for such events must be applied to subsidize the cost of CMPA members' participation when persons other than CMPA members will be in attendance; or
 - b. A CMPA sponsored social, sporting or professional development activity, whose only participants will be CMPA members.

- CMPA funding provided as seed money for revenue generating events, being hosted by individual CMPA members or Regional Directors, or by an MP Unit. Revenue generating events need not be solely for the benefit of CMPA members. All seed money provided by the CMPA for such events will be repaid to the CMPA from the revenue generated, within thirty days of the completion of the event; and
- CMPA funding to subsidize any event approved by the Executive Committee, which will provide a platform for the Association to foster membership growth and/or revenue.

10. The following criteria will be employed in weighing requests for funding:

- Does the activity further the objectives of the Association?
- Is the activity open to and of interest to all members of the Association?
- Is the activity parochial (policing/law enforcement based) in nature?
- Is the activity self-supporting or is it supported by other Associations or organizations?
- What proportion of those involved in the activity are members of the Association?
- Has this activity benefited from Association financial support in preceding years?
- Will this activity provide revenue and/or increase the stature of the Association?

11. The Executive Committee shall ensure that events are funded on a fair and proportionate basis. Amounts disbursed to Regional Directors or Unit Representatives for any event will remain at the discretion of the Executive Committee.

12. The sponsor of any event receiving CMPA subsidization shall ensure that the Association's contribution to the event is publicly acknowledged. As a further condition of funding, the event sponsor will be requested to provide an article detailing the event complete with photographs, to the Director Marketing and Communications, through the Regional Director for inclusion in Association publications and the CMPA website.

13. Regional Directors shall provide a Quarterly report to the executive that details the expenditure of all CMPA funds in their Region. When events have been subsidized, specific comment will be provided on:

- the appropriateness of funding;
- the number of persons in attendance;
- the number of CMPA members in attendance;
- how the funding was applied to the event; and
- how CMPA funding was acknowledged.

14. As at 1 August annually, the CMPA Executive Committee will reserve approximately thirty percent (30%) of all revenues from the preceding year to be used in support of Branch



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activities in the following year. Funding of an activity shall not exceed 25 percent (25%) of the estimated cost of said activity. Those activities, which have been predicted and requested in advance, are "forecasted events" and those that could not be predicted are "unforecast events". In all cases, it should be noted that requested funding is intended to support CMPA members.

FUNDING ENVELOPE

15. In determining the total funding available, the Executive Committee shall consider the ongoing requirement to support:

- the retirement memento program;
- the enrolment of new Military Police Branch personnel into the Association;
- as a matter of priority, those activities and programs that contribute most to the preservation and furtherance of CMPA objectives; and
- the activities funding reserve.

16. A contingency reserve of 15% of the total funds available for annual funding shall be held in reserve to meet unforeseen funding requirements.

EVENT FUNDING SUBMISSIONS

17. Regional Directors shall monitor submissions and encourage the membership to seek support of the Association for worthy events. Regions are expected to be proactive in seeking and coordinating the funding of their region activities and events. Most events can and should be forecast and shall be submitted in accordance with the established milestones. Additional information is provided in Annex A to this by-law.

18. Regional Directors shall send reminders for funding requests to local Unit Representatives in September annually. Once all unit returns have been received, the Regional Director shall forward a consolidated funding request to the CMPA Secretary by 15 November annually. In December, the Executive Committee will examine Regional funding requests and determine, in priority, which events will receive funding support from the Association, based on the selection criteria contained in this by-law and the amount of funds that have been identified as being available for this purpose by the CMPA Treasurer. Before the end of January, the Executive Committee will:

- inform all Regional Directors of the funding program approved and provide payment to each Region; and
- the Director Marketing and Communications will ensure the funding program is subsequently published in Association publications and the website.

Annex A Funding Request Format