



Canadian Military Police Association  
PO Box 41190  
1910 St Laurent Blvd  
Ottawa, ON  
K1G 1A0

## **BY-LAW 3 FUNDING**

### **GENERAL**

1. The CMPA is an Association of the Military Police Branch and as such, is an entity that falls under the policies and regulations of NPP. The CMPA derives its revenues through membership subscriptions, MP Kit shop sales, 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 and departure gifts/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 NPP direction 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 in accordance with NPP policy, 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 regulated by NPP and promulgated in the constitution.

## **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;
- 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.

## **EVENT FUNDING PROTOCOLS**

7. 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 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.

8. 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?
9. The Executive Committee shall ensure that events are funded on a fair and proportionate basis. Amounts disbursed to Unit Representatives for any event will remain at the discretion of the Executive Committee.
10. 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 Communications for inclusion in Association publications and the CMPA website.
  - Provide a report to the executive that details the expenditure of all CMPA funds provided. Specific comment will be provided on:
    - a. the appropriateness of funding;
    - b. the number of persons in attendance;
    - c. the number of CMPA members in attendance;
    - d. how the funding was applied to the event; and
    - e. how CMPA funding was acknowledged.
11. At the last CMPA Executive meeting of the year, the CMPA treasurer will provide the CMPA Executive a financial budget for the following year. The budget will be completed based on the previous year's finances. In the budget, the CMPA Executive will be advised as to the amount of funding available that may be used in support of MP Branch activities in the following year. Funding of any activity shall not exceed 25 percent (25%) of the overall estimated cost of said activity. In all cases, it should be noted that requested funding is intended to support CMPA members.



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## **FUNDING ENVELOPE**

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

- the Retirement and Departure gift 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.

## **EVENT FUNDING SUBMISSIONS**

13. Director Communications shall be advised of all submissions and encourage the membership to seek support of the Association for worthy events through social media.

14. Director Communications shall send out notices on all social media and CMPA Web Page advising CMPA members and units to submit funding requests to the CMPA in accordance with this by-law.

15. The Executive Committee will examine all 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. The Executive Committee will:

- Inform all members or units who submitted submissions were approved and have the Treasurer provide payment to each organizer or unit;
- Through the Director Communications, ensure the funding program is subsequently published in Association publications, social media and the website.

Annex A      Funding Request Format