



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 auspices of, and follows the policies and regulations of, the Department of National Defense's Non-Public Funds Program (NPP). The CMPA derives its revenues from membership dues, MP Kit Shop sales, general revenues, donations, and investments. All revenues are eventually returned to the membership through various funding activities which includes, but are not limited to:

- 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.



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NATIONALLY SPONSORED ACTIVITIES

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

- Retirement gifts/mementos;
- Condolences and contributions on the death of a member;
- Sponsorship of Association functions;
- Benefits programs;
- Management and general operating costs;
- Administrative support; and
- Electronic and print publications.

6. The CMPA Executive may, from time to time, and upon receiving a formal request (i.e. submission of a completed Annex A) from an appropriate authority, approve funding for other, extraordinary activities and events not sponsored by other organizations, agencies, etc when it is deemed to be in the in the best interest of the Association and/or its 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. Examples of events considered appropriate for CMPA funding include, but are not limited to:

- Social or sporting events hosted by any MP or CMPA element designed to foster partnerships and professional relationships between other law enforcement agencies. In these types of events, CMPA funding must be applied to subsidize the cost of CMPA members' participation when persons other than CMPA members will be in attendance;
- A CMPA-sponsored social, sporting, or professional development activity, whose only participants will be CMPA members;
- 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 is to be repaid to the CMPA from the revenue generated, not later than thirty days of the completion of the event; or
- To subsidize any event approved by the Executive Committee, which will provide a platform for the Association to foster membership growth and/or revenue.



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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, of interest, and of benefit, to members of the Association?
 - Is the activity parochial (policing/law enforcement/national security) 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 or visibility of the Association?
9. The Executive Committee shall ensure events are funded on a fair and proportionate basis. Specific amounts disbursed for any event will be at the discretion of the Executive Committee. Funding of any activity shall not exceed 25 percent (25%) of the overall estimated cost of said event. In all cases, requested funding is to be directed primarily to support CMPA members.
10. The sponsor of any event receiving CMPA subsidization shall:
- Ensure the Association's contribution to the event is publicly acknowledged;
 - Be requested to provide an article detailing the event, complete with photographs, to the Director of Communications for inclusion in Association publications and on the CMPA website; and
 - Upon completion of the event, provide a report to the Executive that details the expenditure of CMPA funds provided. Specific comment is to 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.
11. At the last CMPA Executive Committee meeting of the year, the CMPA Treasurer will provide it with 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 Committee will be advised as to the amount of funding available that may be used in support of CMPA and MP Branch activities in the following year.



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FUNDING ENVELOPE

12. In determining the total funding available, the Executive Committee shall take into consideration the following ongoing requirements 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. The Director of Communications shall be advised of all submissions and encourage the membership to seek support of the Association for worthy events through social media.

14. The Director of Communications shall send out notices on all social media and the CMPA webpage advising CMPA members and units to submit funding requests to the CMPA in accordance with this by-law. Formal requests for funding/support shall be sent to the CMPA Secretary, as early as possible before the event, using the form at Annex A.

15. The Executive Committee will examine all funding requests and determine, in order of 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 shall:

- Inform those who submitted request for funding support whether or not their request was approved.
- In cases where funding support was approved, have the Treasurer establish contact with the event organiser and arrange to provide payment.
- Through the Director of Communications, ensure the funded event is subsequently published in Association publications, in social media, and on the Association website.

ATTACHMENT(S)

Annex A Funding Request Format

OPI/OCI

OPI Secretary
OCI(s) Treasurer