



Canadian Military Police Association
PO Box 712
Winchester, ON
K0C 2K0

BY-LAW 5 DEPARTURE GIFTS GENERAL

1. In recognition of their service, at the time of release or retirement from the Canadian Armed Forces, or their occupational transfer out of the Military Police Trade, members of the Canadian Military Police Association (CMPA), whose membership is in good standing, may receive a departure gift to commemorate their service. Some restrictions apply as detailed later in this By-Law.
2. CMPA departure gifts are normally provided free of charge to qualifying CMPA members if the departure gift application (Annex A) is received before, or within three months of, the member's release date and the member has become a CMPA member in good standing within that time. Application may be made to the President of the CMPA to extend or waive this time limitation in extenuating circumstances.
3. CMPA members who meet all other eligibility requirements as set out in this bylaw but are not entitled to a free departure gift because do not meet the criteria as set out in para 2 above, may purchase one. Please contact CMPADEPARTUREGIFT@GMAIL.COM for details.

TYPES OF DEPARTURE GIFTS

4. There are three types of departure gift depending upon the nature and terms of the member's service.
5. **Type One – MP Badge.** Ordinary members, who were issued MP credentials during their military career, and who release or retire, may be presented with the CMPA departure gift of a design approved by the Canadian Forces Provost Marshal containing the member's MP Wallet Badge if they meet all eligibility criteria as detailed in this bylaw. If more than one badge number was issued to the member, the departure gift will contain only the most recent MP badge.
6. **Type Two – Without MP Badge.** Ordinary members of the CMPA, generally who are members of the Reserve Forces, and were not issued MP credentials during their military career will be provided with an appropriate departure gift on release or retirement. The design and selection of this departure gift will be at the discretion of the CMPA Executive Committee but will be comparable in value, and suitably reflect the member's contribution and service provided, to the one described above.



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7. **Type Three – Non-MP.** This type has two options:
- a. Associate members of the CMPA, who are civilian employees of the Canadian Public Service, may be provided with an appropriate departure gift on retirement from the public service or upon leaving the CMPA. The design and selection of the Associate member departure gift will be at the discretion of the CMPA Executive Committee, which will consider the length of time the Associate was a member of the CMPA and the contributions they made throughout their membership.
 - b. Honorary members of the CMPA may be provided with an appropriate memento upon leaving the CF MP Group. The determination as to whether an Honorary Member will be presented with a departure gift will be at the discretion of the CMPA Executive Committee. The design and selection of the Honorary Member departure gift will be at the discretion of the CMPA Executive Committee

DEPARTURE GIFT ELIGIBILITY

8. To receive any CMPA departure gift, containing an issued MP wallet badge, a member must satisfy all the following criteria:
- a. Must have been issued MP credentials during their career;
 - b. Must be an ordinary member of the CMPA in good standing;
 - c. At the time of release/retiring, the member's credentials are not suspended or in the process of being suspended. If suspended, the matter shall be referred to the suspension authority by the member's chain of command for permission to release the badge to the CMPA; and
 - d. The member's issued MP Wallet badge must be available from CF MP Gp HQ, Credential Coordinator.
9. To receive any CMPA departure gift, not containing an issued MP wallet badge, a member must satisfy all these additional criteria:
- a. Must have been honourably released from the CAF or Public Service as the case may be; and
 - b. Must be a member of the CMPA in good standing.



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ERROR IN GIFT

10. Every attempt is made to ensure the wording on the gift is correct. If a plaque or inscription is improperly worded by the CMPA, the CMPA will replace the gift at no cost to the member. If the error is attributed to the member (or the person making the application) incorrectly completing the requisition form, then a replacement may be made at the retiring member's expense.

GIFT PRESENTATION

11. The way the gift is presented is to be determined by the member's Unit in consultation with the releasing/retiring member. Where possible, the presentation should be made at a suitable gathering of MP Branch and/or other professionals, preferably at a Mess Dinner or at the members Departure with Dignity (DWD) ceremony. The event should be photographed and a short article on the ceremony provided to the CMPA Director of Communications for publication.

REPLACEMENT GIFT

12. The replacement of a lost, stolen, or damaged gift after presentation to the recipient requires the authority of the CMPA Executive Committee. An application in writing, accompanied by supporting details and documentation should be forwarded to the CMPA Departure Gift Coordinator at cmpadeparturegift@gmail.com. If a replacement is approved, the member is responsible for the full replacement cost and related shipping & handling fees. Only in exceptional circumstances will the CMPA Executive approve the replacement at no cost. Note that if the Departure Gift contained the member's MP Wallet Badge, the gift will be as per para 6 above as MP Wallet Badges are a unique item and not reproducible.

GIFT FREQUENCY

13. CMPA will only provide one free departure gift ever to a CMPA member. CMPA Members may purchase additional gifts from CMPA provided they meet the departure gift eligibility should they re-enlist, change occupations or components.

PROCEDURES BY DWD COORDINATOR OR MEMBER WHEN NO DWD COORDINATOR

14. The following procedures are to be used to apply for, and receive, the member's departure gift:

- a. Confirm the member's MP credentials have been returned to J7 MP Credential Coordinator through the Chain of Command. For members not issued MP credentials, this step does not apply; and



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- b. Complete the Departure Gift Request Form (Annex A) and submit the completed form electronically to the CMPA Departure Gift Coordinator at cmpadeparturegift@gmail.com. (N.B. NO departure gift applications are to be sent by mail nor will handwritten submissions be processed.) Ensure a Canada Post mailing address is listed on the application form as the gift is mailed via Canada Post Expedited Parcel Service.

15. In order to ensure the departure gift is available in for the member's departure/retirement, the application must be received no less than 45 days before the intended presentation date. Further guidance, direction, etc. on the request application can be obtained from the Departure Gift Coordinator.

CMPA ADMINISTRATION

16. Upon receipt of the application package, the CMPA Departure Gift Coordinator shall:
 - a. Confirm the member's entitlement to a CMPA Departure Gift and arrange for any payments if required;
 - b. Coordinate procurement and delivery of the CMPA Departure Gift (N.B. If the gift contains a MP Wallet Badge, it shall be requested from the J7 Credential Coordinator who will only provide the CMPA with the member's badge if the member was not under suspension at the time of release otherwise, they should simply inform the CMPA the member's badge is unavailable. This information will be relayed to the member or DWD coordinator who will be responsible for obtaining release of the badge);
 - c. Annotate the departure gift database; and
 - d. Mail the gift to the person at the address provided on the application form (e.g., the member, the member's Unit, the DWD coordinator, etc.).

MAILING THE GIFT

17. The gift is mailed via Canada Post Expedited Parcel Service. A tracking number will be provided to the email address provided on the application once the gift is sent and a signature will be required to receive the parcel.



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CANCELLING A REQUEST

18. If cancellation is received prior to any costs being incurred, the request will be cancelled without penalty.

19. If the cancellation request has been received after costs to produce the gift have been incurred, the CMPA member or person ordering the departure gift is responsible repayment of the costs incurred by CMPA, or failing payment, CMPA will consider the obligation of a free departure gift filled, regardless of if the gift was delivered to the member or not.

20. The CMPA Departure Gift Coordinator shall return any MP wallet badges, or finished products, containing MP Wallet Badges to the MP Credential Coordinator.

21. To cancel a Gift the person making the request shall contact the CMPA Departure Gift Coordinator via email.

ATTACHMENT(S)

Annex A CMPA Departure Gift Request Form

OPI/OCI(s)

OPI Departure Gift Coordinator
OCI(s) Manager, MP Kit Shop