



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

## BYLAW 5 DEPARTURE GIFTS

### GENERAL

1. To recognize a member's service to the Military Police at the time of release or retirement from the Canadian Armed Forces (CAF), 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.
2. CMPA Departure Gifts are normally provided free of charge to qualifying CMPA members if the Departure Gift Application (Annex to By Law 5) is received before, or within three months of the member's release date, if they were members of the CMPA prior to releasing from the C.A.F. (in exceptional circumstances, application may be made to the President of the CMPA to extend this time limitation).
3. CMPA members who meet all eligibility requirements but are not entitled to a free Departure Gift because they are outside the time limitation or joined the CMPA after releasing from the C.A.F. may purchase one from the CMPA Kit Shop. ([www.mpkitshop.ca](http://www.mpkitshop.ca))

### TYPES OF DEPARTURE GIFTS

4. CMPA members of the Regular and Reserve Force, who were entitled to MP credentials during their military career, and who release or retire, may be presented with the CMPA Departure Gift of the following design:
  - a. the CMPA Departure Gift will be in the form of a wooden shadow box;
  - b. the member's original MP badge may be mounted inside the shadow box. Where the original badge is not available, a replica will be used in its place and will be inscribed "**Retired**" or "**Veteran**" in place of a badge number, depending on whether the member is in receipt of an annuity;
  - c. if more than one badge number was issued to the member, the departure gift will contain only the most recent MP Badge; and
  - d. an appropriate inscription that includes the member's name and initials, rank (at time of release/retirement) Post Nominals and range of service (e.g. 1989 – 2017).
5. CMPA members who are part of the Reserve Force but who 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 the Reserve Departure Gift will be at the discretion of the CMPA Executive Committee.
6. 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. The determination of whether an Associate Member will be awarded with a Departure Gift will be at the discretion of the CMPA Executive Committee. The design and selection of the Associate Member Departure Gift will be at the discretion of the CMPA Executive Committee.



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7. Honorary members of the CMPA may be provided with an appropriate departure gift on leaving the CF MP Group. The determination of whether an Honorary Member will be awarded 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 ELLIGIBILITY**

8. To qualify for a CMPA Departure Gift, a member must satisfy all the following criteria:
- a. must have been a member of the Military Police Branch who graduated from either a MP QL3 or MPOC course and received MP credentials;
  - b. has been honourably released from the Canadian Armed Forces;
  - c. be a Lifetime Member of the CMPA in good standing.; and  
*(For more information about CMPA membership see By Law 1 – Membership);*
  - d. at the time of release/retiring, the member's credentials must not be 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

#### **ERROR IN GIFT**

9. Every attempt is made to ensure that the wording on the gift is correct. If a plaque or inscription is improperly worded by the CMPA, then the CMPA will replace the plaque at no cost to the member. If the error is attributed to the member incorrectly completing the requisition form, then a replacement plaque may be made at the retiring member's expense. Replacement plaques may be ordered through the CMPA MP Kit shop online store.

#### **GIFT PRESENTATION**

10. The manner in which 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 a gathering of MP Branch and/or other professionals, preferably at a Mess Dinner or an awards ceremony. The event should be photographed and a short article on the ceremony provided to the Regional Director for the newsletter or website.

#### **REPLACEMENT GIFT**

11. The replacement of a lost, stolen or damaged gift after presentation to the recipient requires the authority of the CMPA Executive. An application in writing, accompanied by supporting details and documentation should be forwarded to the CMPA Secretary through the Regional Director. If a replacement is approved, the member is responsible for the full replacement cost and related shipping-handling fees. Replacement Departure gifts may be purchased from the CMPA Kit shop online store.



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## GIFT FREQUENCY

12. Only one Departure Gift will be presented on retirement/release to a CMPA member. CMPA Members may purchase additional gifts from the CMPA MP Kit shop ([www.mpkitshop.ca](http://www.mpkitshop.ca)) provided they meet the Departure Gift eligibility.

## PROCEDURES BY DWD COORDINATOR

13. The following procedures are to be conducted by the DWD Coordinator to receive the members Departure gift:

- a. confirms the member's MP Credentials have been returned to J7 MP Credential Coordinator through Chain of Command (*No CMPA action will take place until the Credential Coordinator confirms member's badge is available!*);
- b. verifies member's CMPA Membership status. If member is not in good standing (Lifetime member with the CMPA (Bylaw #1) ensure full payment to cover any dues in arrears or New Membership, are paid **prior to** purchasing the CMPA Departure Gift or completing the Departure Gift request form. CMPA dues can be paid at the CMPA MP Kit Shop at [www.mpkitshop.ca](http://www.mpkitshop.ca);
- c. completes the Departure Gift request form at Annex A online and submit the completed form electronically to the CMPA Membership Director at [cmpamembership@gmail.com](mailto:cmpamembership@gmail.com). Ensure a Canada Post mailing address is listed on the application form as the gift is mailed via Canada Post Expedited Parcel Service. Handwritten submission will not be processed;
- d. contacts the Departure Gift Coordinator at [cmpadeparturegift@gmail.com](mailto:cmpadeparturegift@gmail.com) for a "no cost" Coupon code; and
- e. obtains the CMPA Departure gift from the CMPA Kit shop using the coupon code provided. For accounting and tracking purposes, the CMPA Departure gift must be acquired from the CMPA Kit shop.

14. The application must be received no less than 45 days before the intended presentation date. (NO Departure Gift Applications are to be sent by mail).

## CMPA ADMINISTRATION

15. Upon receipt of the application package, the CMPA Membership Director will:
- a. verify the applicant's eligibility to receive the CMPA Departure Gift. This process may also include inquiries to the member's chain of command or MP Professional Standards as required; and
  - b. pass all verified and pertinent information to the CMPA Departure Gift Coordinator.



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16. The CMPA Departure Gift Coordinator will:
- a. contact the CF MP Gp Credential Coordinator and request the member's original MP badge so that it can be mounted inside the departure gift box. CMPA will only proceed with badges received from the MP Credential Coordinator.
  - b. confirm with CF MP Gp Credential Coordinator that the member's credentials are not suspended or in the process of being suspended;
  - c. annotate the Departure Gift database and allocate the appropriate badge to the individual;
  - d. issue a unique code to the applicant or DWD coordinator in order to receive the CMPA Departure Gift at no cost from the MP Kit shop;
  - e. prepare the Shadow Box with a badge and engraved inscription; and
  - f. forwarded directly to the member or if time permitting, this package may be forwarded to the applicable MP organization for appropriate presentation

#### **MAILING THE GIFT**

17. The CMPA Departure gift Coordinator will mail the gift to either the member or the Depart with Dignity (DWD) Coordinator as indicated on the application form. A tracking number will be provided to the email address provided on the application once the gift is sent. A signature will be required to receive the parcel.

#### **RELEASE – CANCELLED**

18. If a member has cancelled/changed their release and the departure gift has been ordered but not yet received, immediately contact the CMPA Departure Gift Coordinator [via email](#) and advise them of the change so that the member's badge can be returned to the MP Credential Coordinator for subsequent return to the member and the Departure Gift process can be stopped.

19. If a Departure gift has been ordered and shipped (and perhaps even presented) the departure gift (even if presented) shall be returned to the CMPA Departure Gift Coordinator for holding and subsequent presentation to the member upon their ensuing release date. As the engraved dates of CF service will change, there will be an administration fee to cover the cost of the new plate. The fee will be established from time to time by the CMPA Executive. Payment for the replacement Name plate will be completed online at the [MP Kit shop](#).

20. If the Departure gift is not returned to the CMPA, the CMPA member will not be eligible for any further benefits or programs afforded to CMPA members or their dependents nor will another departure gift or plaque be presented to the member on their subsequent release.



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21. If the Administrative Fee is not paid, a revised engraved plate will not be ordered, and the original departure gift with original dates will be sent back for presentation to the CMPA member on their subsequent release providing they still meet the criteria of para 6 above.
22. A refund (if paid) will not be issued to the member as the departure gift has been created.

**ATTACHMENTS**

ANNEX A: CMPA Departure Gift Request Form