



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

## CONSTITUTION OF THE CANADIAN MILITARY POLICE ASSOCIATION

### NAME

1. The name of the organization shall be the Canadian Military Police Association. It may be cited as CMPA for the purposes of the Constitution.

### OBJECTIVES

2. The objectives of the Canadian Military Police Association are: to foster esprit de corps within the Military Police Branch and the Military Police Retired Community; to support and participate in the Conference of Defence Associations (CDA); to preserve and perpetuate the traditions established in the Canadian Military Police and its antecedents; to recognize the achievements of Military Police veterans and serving members of the Military Police Branch; to provide support to wounded Military Police veterans and their families; to provide a venue where members can share a common identity and experience; to support the Military Police Fund for Blind Children; to encourage and support public interest in the Military Police Branch; and generally to support the efficiency and well being of the Military Police Branch. CMPA is a not-for-profit organization.

### HONOURARY OFFICERS

3. The Canadian Forces Provost Marshal shall be requested to become a Patron of CMPA.

### MEMBERSHIP

4. **Regular Member:** Membership is voluntary and is open to all serving or retired members of the Military Police Regular Force and the Reserve Force and their antecedents. In the case of retired members who qualify for regular admission to the Association they must have been Honourably discharged.

5. **Associate Members:** Any person employed or having been employed in support of the Military Police Branch, or any person demonstrating an interest in fostering the aims of the Military Police within the CF context. Normally associate members do not have voting privileges or the right to serve on the Executive, however, in exceptional circumstances an associate member who volunteers on the Executive, with the exception of the President and Vice President positions, and is considered an excellent candidate for the position by the President and the Executive Committee the associate member shall be deemed to have all rights and responsibilities of the Executive including voting privileges when confirmed in the position by the Executive Committee. Associate Membership dues will be determined by the Executive.



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6. **Honorary Member:** Any person may be honoured by the CMPA for a significant contribution to the Canadian Forces Military Police or to the Association, by the granting of an honorary lifetime CMPA membership. An honorary member shall not pay subscriptions nor serve the Committee in any capacity. An honorary member may be assessed a proportionate share of expenses associated with any Association function or entertainment attended. Any Regular Member may nominate a person for Honorary Membership by forwarding a biographical sketch of the nominee, complete with a detailed account of that person's contribution to the CMPA or the MP Branch, to the President. Nominations will be assessed and decided upon by the Executive Committee.

## **GOVERNANCE OF CMPA**

7. The CMPA shall consist of a national organization and may establish subordinate branches from time to time.

8. The governance and direction of CMPA shall be by an Executive Committee responsive to the Board of Directors and responsible for:

- Conducting the business and operations of the CMPA between Annual General Meetings/Special General Meetings;
- Submitting recommendations for consideration at AGMs/SGMs;

9. The calling and conduct of Executive Committee meetings shall be in accordance with such rules as may be established from time to time by the Executive Committee.

## **THE BOARD OF DIRECTORS**

10. The Board of Directors of the CMPA shall consist of a number of directors to be elected biennially at an annual meeting. Five directors present shall constitute a quorum of Board of Director's meetings.

11. The Board of Directors shall meet at least annually immediately prior to the annual general meeting and meet from time to time as required. Meetings of the Board of Directors may be held at any time and place as determined by the Board of Directors provided that at least 30 days notice of such meeting shall be sent in writing or electronically. Vacancies occurring on the Board of Directors between meetings may be filled by the Board of Directors.



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12. **Executive Committee:** The Executive Committee shall consist of a President, a Past President, a Vice President, a Secretary, a Treasurer, a Director Membership, a Director of Marketing and Communications, a Director of Regional Affairs, and a Director of History and Heritage. The Executive shall administer the affairs of the CMPA and may consider or transact any business either special or general at any meeting of the Executive. At least four committee members are required to form a quorum for the transaction of business. The Executive Committee may hold its meetings at the MP Group Headquarters or at any place it deems suitable.

13. **Presiding Officer:** The President will be the chief executive officer of the CMPA and when present will preside at all meetings of the Executive Committee and the CMPA annual general meeting (AGM). In the absence of the President, the Vice President will preside at all meetings of the Executive Committee and the CMPA AGM. The presiding officer may vote to cast a deciding vote.

14. Nominations for election of the Executive Committee, other than those submitted by the Board of Directors must be submitted in writing or electronically to the secretary before a biennial meeting and must be duly proposed and seconded. Executive Committee positions will be reconfirmed by vote at a biennial annual general meeting of the CMPA.

#### **NOMINATION COMMITTEE**

15. A Nomination Committee shall review nominations submitted to it and shall prepare and submit to the CMPA AGM the slate of nominees.

16. The Nominating Committee shall consist of:

- A Chairperson who shall be the immediate Past President of the CMPA, and
- two other members of the Executive as determined by the Executive Committee.

#### **CMPA ANNUAL GENERAL MEETING**

17. The CMPA AGM meeting shall take place annually and prior to 16 June. The meeting will take place at a time and date to be determined by the Executive Committee and notice thereof shall be sent to all members in good standing at least 30 days before such annual meeting. A special general meeting of the members may be called at any time by the Executive Committee upon the same notice. Notice of the meetings may be given by mail or electronically.



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## **CMPA EXECUTIVE COMMITTEE MEETINGS**

18. The CMPA Executive Committee shall meet at least quarterly and maintain a record of the proceedings. All matters before the Executive Committee will be decided upon by majority vote. Only the designated members of the Executive shall be entitled to vote, except that the presiding officer may cast a deciding vote to break a tie. Following the vote, the presiding officer will state whether or not a resolution has been carried and ensure that the result is entered into the record.

## **ALTERNATIVE PROVISIONS FOR PARTICIPATING IN MEETINGS**

19. A member may participate in a meeting of the CMPA or the Executive Committee by means of telephone or other communications facilities that will permit all persons participating in the meeting to hear or otherwise communicate with each other. A member participating in such a meeting is deemed for all purposes to be present at that meeting.

## **DUTIES OF EXECUTIVE OFFICERS**

20. The duties and responsibilities of the Executive officers are contained in a series of By-Laws designed to outline the operating policies of the CMPA. The terminology in the By-Laws shall be congruent with the constitution and consistent with the Canada Corporations Not-for-Profit Act.

21. By-Laws may be amended at the discretion of the Executive Committee upon a majority vote at an Executive meeting. Changes that do not conform to or are not otherwise authorized by the constitution are subject to constitutional amendment/authority prior to enactment.

## **AMENDMENTS TO THE CONSTITUTION**

22. Proposed amendments to the constitution may be made by any member in good standing but must be seconded by at least two other members also in good standing.

23. The CMPA Executive Committee shall publish such proposals for a minimum of three months in an appropriate manner so they are available to all members who shall be afforded the opportunity to express their opinion of the proposals. Voting procedures can be dealt with at an AGM or by correspondence / electronically. All proposals and motions will be approved on the basis of a simple majority vote from those in attendance at the AGM or those members responding by correspondence/electronically.



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## **RENUMERATION AND EXPENSES**

24. Executive Committee and sub-committee members will not receive remuneration for their services but will be entitled to actual and reasonable expenses incurred by them in the conduct of approved CMPA duties when authorized by the Executive Committee.

## **EXPENDITURE OF FUNDS**

25. Expenditure of funds shall be authorized as follows:

- The CMPA President may approve a one-time expenditure not exceeding \$500.00
- The CMPA Executive Committee may approve recurring expenditures and expenditures in excess of \$500.00 up to a maximum of \$10,000
- Expenditures in excess of \$10,000 must be recommended by the Executive Committee and approved by the general membership.

## **HONORARIA**

26. The Executive Committee may vote and authorize such honoraria to the Canadian Forces Military Provost Marshal performing Military Police representation duties in the national and international fora that require the presentation of a memento on behalf of the Military Police Branch and CMPA.

## **FISCAL YEAR**

27. The CMPA fiscal year shall commence on the first day of January each year.

## **ANNUAL BUDGET**

28. The Vice President will oversee the annual budget prepared by the Treasurer. The Annual Budget will be prepared after the prior fiscal year is completed. The Treasurer shall prepare a draft budget of the estimated expenditures and revenue for the current year. The budget will be presented to the Executive Committee for review and ratification. The Budget will be reviewed/finalized during the first Annual Executive Meeting. If there are any major issues, the budget can be adjusted and resubmitted.

## **AUDIT**

29. The Executive shall ensure that the CMPA finances are audited by an independent entity on an annual basis and a copy of the audit report is provided to the President and the Executive Committee. Audit reports are to be made available to any member of the Executive Committee on request.



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## **DOCUMENTATION**

30. In the absence of any specific provision to the contrary, contracts, documents or any instruments in writing requiring the signature of the CMPA, shall be signed by any two of the President, the Vice President, Secretary, Treasurer, the Director Membership, Director of Marketing and Communications and Director History and Heritage, and all contracts, documents and instruments so signed shall be binding without any further authorization or formality.

## **ADVISORY COMMITTEES TO THE CMPA**

31. The CMPA Executive may form such committees as it may deem necessary to assist, advise/or carry out the objectives of the CMPA. Such committees may be re-appointed as required. The Executive Committee may appoint other non-voting members to the Executive Committee from time to time by name or as ex-officio. A list of non-voting appointments and the names of incumbents shall be published at the end of any listing of members of the Executive Committee.

## **AFFILIATION WITH OTHER ORGANIZATIONS**

32. The CMPA may affiliate or cooperate with any other Military Police or like-minded organization whose objectives are in accord with those of the CMPA.

## **FILLING OF EXECUTIVE COMMITTEE VACANCIES**

33. If a member of the Executive Committee should resign, or be unable to act for any reason, the remaining members of the Executive Committee shall have the power to appoint a member to fill such vacancy.

## **DISPLAY OF BRANCH/CMPA NON-PUBLIC PROPERTY**

34. In keeping with the CMPA objectives the Executive Committee may arrange the use and display of Association and Military Police Branch non-public property at locations where the use and display will be of benefit to the members of the Branch and/or the Canadian Forces. All arrangements of this nature will be covered by formal written custodial agreements designed to ensure proper use, safe custody, maintenance and regular inventory verification. Loans may be made for a period of up to one year and may be extended for an additional year.

35. The Commanding Officer or head of any unit that holds loaned articles will be responsible for their maintenance, safekeeping and replacement in the event of loss by any means not covered by insurance.



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## **REMOVAL OF MEMBERS**

36. Any member who conducts himself in such a manner as to bring discredit or dishonour upon the CMPA will be liable to be struck off the roll of members. Each such case will be investigated and decided by the Board of Directors and its decision will be final. Any member so removed will forfeit all rights as a member from the date of decision by the Board of Directors.

37. Any member wishing to withdraw from the CMPA shall give notice in writing to the Secretary and shall be allowed to withdraw upon payment of all arrears and subscriptions and unpaid accounts.

## **RESIGNATIONS**

38. Members of the Board of Directors or Executive Committee may resign at any time by letter to the Secretary.