



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 (CMPA). It may be cited as “the CMPA” or “the Association” for the purposes of this and other CMPA documentation.

### **AIM**

2. The CMPA is a national organization dedicated to bettering the lives of currently serving and former Military Police Branch personnel.

### **MISSION**

3. The CMPA was established in 1983 to:
- Serve as a focal point for all members of the Military Police, past and present;
  - Better the lives of those who have served, or are serving, in the Military Police; and
  - Build esprit de corps and camaraderie within the members of the larger Military Police community including those serving and retired and civilian and military.

### **OBJECTIVES**

4. The objectives of the CMPA are:
- To foster and promote an esprit de corps within the Military Police Branch and its members, be they serving or retired;
  - To support and participate in the Conference of Defence Associations (CDA);
  - To promote the history, heritage, and traditions of 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 vehicle whereby 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
  - To support the efficiency, effectiveness, and well being of the Military Police Branch.



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## **LINES OF OPERATION**

5. The CMPA meets its main objective to serve its membership through four distinct lines of effort:

- Advocacy and Liaison;
- Preserving History and Heritage;
- Community Outreach; and
- Awareness and Recognition.

## **PATRONS**

6. The Canadian Forces Provost Marshal (CFPM) shall be requested to become a Patron of the CMPA. The MP Branch CWO and MP Group CWO shall be requested to become Vice-Patrons of the Association.

## **MEMBERSHIP**

7. CMPA membership is divided into three categories: Ordinary, Associate, and Honorary. Membership criteria, rights, responsibilities, and privileges are detailed in By-Law 1.

## **GOVERNANCE**

8. The CMPA shall be constituted as a national organisation under the management and administration of an Executive who shall meet in Committee.

9. The CMPA operates and conducts its affairs under the auspices, and with the guidance, advice, and direction, of the Department of National Defence (DND) Non-Public Property Program (NPP) in accordance with DAOD 9003-1. In doing so, it follows all applicable NPP policies, procedures, directives, etc.

## **EXECUTIVE**

10. The members of the Executive Committee (hereafter know collectively as the Executive) shall be responsible for the effective and efficient management and administration of the CMPA and all routine affairs of the Association and may consider or transact any business either special or general at any meeting of the Executive Committee.

11. The Executive shall consist of a President (also designated as the Chief Executive Officer), Vice President, Secretary, Treasurer, Director of Membership, Director of Marketing and Sponsorship, Director of Communications, Director of History and Heritage, and Manager of the MP Kit Shop.



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12. The Immediate Past President, Branch Advisor, Branch Chief Warrant Officer, MP Group CWO, and Colonel Commandant of the MP Branch, shall be Ex Officio, non-voting members of the Executive Committee.

13. 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.

### **EXECUTIVE COMMITTEE**

14. The Executive shall meet in Committee at least once per quarter. Details regarding the construct of the Executive Committee, its operating principles, management and administrative practices, Terms of Reference for each member, etc, are set out in By-Law 2.

### **PRESIDING OFFICER**

15. The President is the Chief Executive Officer of the CMPA and, when present, will preside over 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 CMPA Executive Committee and AGM. The presiding officer may vote to cast a deciding vote.

### **BY-LAWS**

16. A series of By-Laws exists which are designed to detail the operating, administrative, and management construct(s) of the CMPA. The terminology used in the By-Laws shall be congruent with the Constitution and consistent with the DND NPP.

17. 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 authorised by, the Constitution are subject to constitutional amendment/authority prior to enactment.

### **REMUNERATION AND EXPENSES**

18. Executive Committee and sub-committee members will not receive remuneration for their services but may be entitled to actual and reasonable expenses incurred by them in the conduct of approved CMPA duties. Authorisation for expenditure of any such funds shall normally, to the extent possible, be sought and obtained, from the Executive Committee, prior to the actual expenditure of these funds.



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## **EXPEDITURE OF FUNDS**

19. Expenditure of funds shall be authorised as follows:

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

## **ADVISORY BODIES**

20. Any advisory bodies, committees, sub-committees, etc, established by the Executive Committee, shall be conducted in accordance with By-Law 2.

## **FILLING OF EXECUTIVE COMMITTEE VACANCIES**

21. Should a member of the Executive resign, or be unable to act in their capacity, for any reason, the remaining members of the Executive Committee shall have the power to appoint a member to fill such vacancy. The appointee will hold the position temporarily until such time as their appointment can be confirmed by the CMPA membership at an AGM. The process for selecting the members of the Executive is set out in By-Law 2.

## **GENERAL MEETINGS OF THE CMPA**

22. The CMPA shall hold an AGM, open to all members in good standing, at least once a (calendar) year. 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. The Executive Committee, upon the same notice, may call a Special General Meeting (SGM) of the members at any time. Notice of the meetings may be given by mail or electronically.

## **QUORUM**

23. A quorum for an AGM or SGM of the Association shall not be less than 50% + 1 of the Ordinary and Associate members, in good standing, who are present at the meeting. Members who cannot attend a meeting in person may cast their vote(s) by proxy, in which case these members will be counted as having attended for the purposes of the quorum.



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## **CONDUCT OF MEETINGS**

24. Specifics of the conduct of AGMs/SGMs of the CMPA are set out in By-Law 2.

## **AMENDMENTS TO THE CONSTITUTION**

25. 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. Any such amendments must be submitted to the Secretary, in writing, not less than three months before the next AGM.

26. 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. All proposals and motions must be approved by a simple majority (50% + 1) vote of those in attendance at the AGM or an SGM (including those attending electronically or other technical means, and those voting by proxy). In the case of an urgent matter, proposed amendments may also be voted upon secretarially by polling all members in good standing of the Association.

## **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 Executive Committee meeting of the FY. If there are any major issues, the budget can be adjusted and resubmitted for approval.

## **AUDIT**

29. The Executive shall ensure the CMPA finances are audited by an independent entity on an annual basis and a copy of the audit report provided to the President and the Executive Committee.



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## **DOCUMENTATION**

30. In the absence of any specific provision to the contrary, contracts, financial or management documents, or any other such written instruments requiring the signature of the CMPA, shall be signed by any two members of the Executive Committee, and any and all such contracts, documents, and instruments so signed shall be binding without any further authorisation or formality.

## **AFFILIATION WITH OTHER ORGANISATIONS**

31. The CMPA may affiliate, or cooperate, with any other Military Police or like-minded organisation(s) whose roles and responsibilities, aims and objectives, etc are in accord with those of the CMPA.

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

32. In keeping with the CMPA objectives, the Executive Committee may arrange for the use and display of Association and Military Police Branch non-public property at locations where its use and display will be of benefit to the members of the Association, Branch, and/or Canadian Armed Forces. Should the care and custody of any such property not be under the positive control of the CMPA or other MP organisation, unit, etc, any and 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 a time period as determined by the Executive Committee.

33. 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.

## **REMOVAL OF MEMBERS**

34. A CMPA membership may be revoked, for cause, at any time. A review of a member's membership status shall be conducted if a member's behaviour is considered to have brought discredit or dishonour to the Association. Details as to the process to be followed, including right of appeal, are set out in By-Law 1.

35. Any member wishing to withdraw from the CMPA may do so at any time by giving notice, in writing, to the Secretary of the Association.