



Policy and Procedure Manual

Version 1

October 2025

To promote health and safety within the transportation sector through network support and sharing of information resources, allowing us to be a strong voice for the industry.

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Use of Terms

For the purposes of this manual, the terms Fleet Safety Council, Fleet Safety Council Conference Corporation, or any other named chapter or division of the Fleet Safety Council are considered interchangeable. Unless specifically noted otherwise, all references apply collectively to the organization as a whole, its chapters, and its incorporated body.

1.1 Mission Statement and Purpose Policy

Scope: This policy outlines the foundational mission and guiding purpose of the Fleet Safety Council (FSC).

Purpose: To define the organization's reason for existence and guide all operational, strategic, and governance activities.

Applicability: All members, executives, and affiliates of the FSC.

Policy Statement: The Fleet Safety Council (FSC) is committed to upholding its mission and guiding purpose by ensuring that all activities, decisions, and strategic directions align with these core values. This policy affirms that:

- The mission and purpose serve as the foundation for all Council initiatives, discussions, and partnerships.
- All members, executives, and affiliates are expected to operate in a manner that supports and reflects these principles.
- The Council will regularly review its programs, goals, and communications to ensure consistency with its mission and purpose.
- Any deviation from these guiding principles must be justified through transparent, documented decision-making aligned with the overall goals of the Council.

This policy ensures that the FSC remains focused, accountable, and unified in its efforts to advance health and safety within the transportation sector.

Mission Statement:

To promote health and safety within the transportation sector through network support and sharing of information resources, allowing us to be a strong voice for the industry.

Guiding Purpose:

- To stimulate knowledge through training and improve behaviour, safety, and efficiency in transportation operations.
- To support health and safety programs in collaboration with other organizations.
- To foster a positive attitude toward safety and good driving habits.
- To liaise with government agencies and private organizations to strive for a uniform health and safety system.

1.2 General Health and Safety Policy Statement

The Fleet Safety Council Corporation (“the Corporation”) is committed to providing a safe and healthy environment for its members, volunteers, guests, and participants. Although the Corporation does not maintain a permanent facility, meetings and events are held in rented venues or spaces provided by other organizations.

The Corporation will take reasonable steps to ensure that these spaces are safe, accessible, and suitable for use. The Corporation expects all participants to respect and follow the health and safety rules of the host venue, and to report any hazards, unsafe conditions, or incidents to the meeting Chair or event organizer.

Health and safety is a shared responsibility. By working together with our host venues, members, and participants, the Corporation strives to maintain an environment where everyone can take part in Council activities safely and confidently. This commitment reflects the mission of the Fleet Safety Council to promote safety, health, and wellness within the transportation industry and beyond.

2.1 Corporate Structure Policy

Scope: Describes the legal and organizational structure of FSC.

Purpose: To ensure transparent and consistent understanding of governance, voting authority, and reporting lines.

Applicability: All members, directors, officers, and chapter executives.

Policy Statement:

The Fleet Safety Council Conference Corporation is a registered not-for-profit corporation governed by the following structure:

A. Board Composition:

- Chair of the Board – Voting (elected by Board, 2-year term)
- Board of Directors Co-Chair – Voting (elected by Board, 2-year term, natural succession to Chair)
- Past Chair – Non-voting
- One voting representative per Chapter (Chair) – 2-year term, elected by Chapter members

- One non-voting representative per Chapter (Vice Chair) – 2-year term, elected by Chapter members
- IHSA – One voting representative

B. Corporate Executive Officers:

- President (4-year term, renewable)
- Vice President (4-year term, renewable)
- Secretary (4-year term, renewable)
- Treasurer (4-year term, renewable)

C. Chapter Executive Structure (per Bylaws Section 2.07):

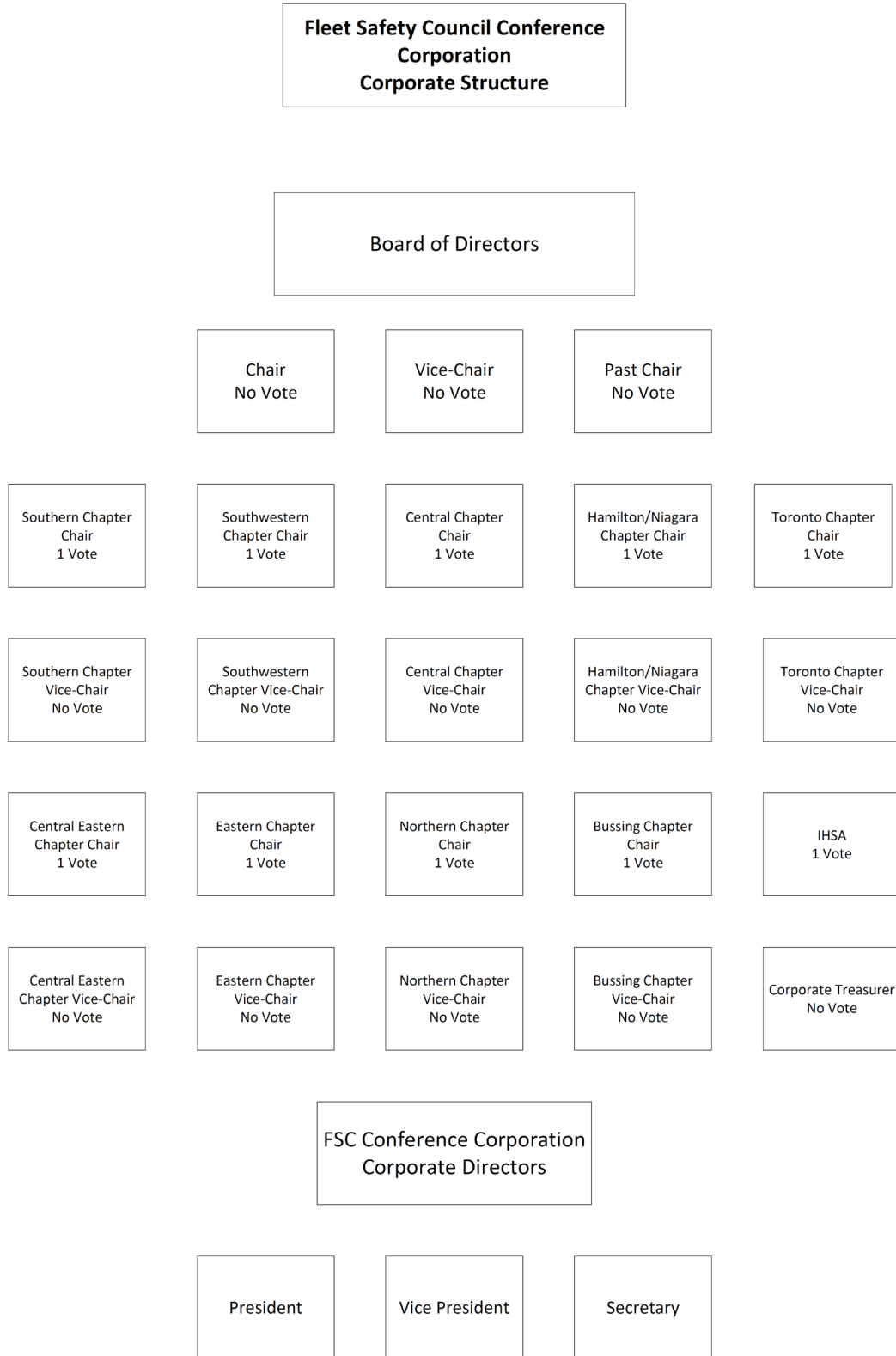
- Chapter Chair (Voting Board Representative)
- Chapter Vice Chair (Non-voting Board Representative)
- Past Chair (if applicable)
- Chapter Administrator
- Chapter Recording Secretary
- Chapter Treasurer
- Chapter Membership Chair
- Chapter Events Chair
- Chapter Publicity Representative

D. Corporate Voting Rights and Terms:

- Each Chapter and the IHSA holds one vote on the Board, exercised by the Chapter Chair or designated proxy.
- Chair and Vice-Chair serve 2-year terms with succession from Vice to Chair.

Reference: Bylaws Sections 2.01–2.13, 3.05

2.2 Corporate Structure Map



2.3 Organizational Structure and Chapter Operation Policy

Purpose: To define the structure of the Fleet Safety Council and outline how chapters are organized and operate under the legal and administrative framework of the Fleet Safety Council Conference Corporation.

Policy Statement:

The Fleet Safety Council is a not-for-profit corporation registered in the Province of Ontario under the name Fleet Safety Council Conference Corporation. All chapters of the Council operate as registered business names of the Corporation. This structure ensures a unified and consistent approach to governance, branding, and operations across the organization, while allowing each chapter to serve its region through locally driven initiatives.

Policy Guidelines:

Corporate Structure and Legal Framework

- The Fleet Safety Council Conference Corporation is the sole legal entity representing all FSC chapters.
- Chapters are not separate legal entities and are not permitted to incorporate independently or act on behalf of the Corporation in a legal capacity.
- The Corporation is responsible for ensuring compliance with relevant laws and regulations in the Province of Ontario.

Chapter Business Name Registrations

- Each chapter will operate under a registered business name that includes “Fleet Safety Council” and reflects the chapter’s region (e.g., “Central Fleet Safety Council”).
- All business names must be registered under the Corporation with the Province of Ontario.
- Business name registrations will be ordered, monitored, renewed, and maintained by the corporate officers of the Board.
- Chapters may not register or amend a business name independently.

Operational Oversight and Alignment

- Chapters are expected to operate in accordance with the Bylaws, and Policies of the Fleet Safety Council.
- Local initiatives, events, and communications must align with the mission and values of the Corporation.
- Chapter leadership teams are responsible for ensuring their chapter remains aligned with the broader goals and expectations of the Council.

Consistency and Collaboration

- The use of consistent business naming helps protect the Council's reputation and ensures public recognition across the province.
- Any proposed changes to a chapter's name, structure, or operational model must be approved by the Board of Directors.
- Chapters are encouraged to collaborate and share best practices, while remaining accountable to the organizational framework of the Corporation.

Responsibilities:

- Corporate Officers are responsible for filing, tracking, and renewing all business name registrations and ensuring they remain in good standing.
- Chapter Chairs are responsible for working in alignment with the Corporation's structure and notifying corporate officers of any concerns or proposed changes.
- The Board of Directors retains final authority on all matters related to corporate structure, chapter oversight, and business name registration.

2.4 Partnership with the Infrastructure Health and Safety Association (IHSA) Policy

Scope:

This policy defines the relationship between the Fleet Safety Council (FSC) and the Infrastructure Health and Safety Association (IHSA), ensuring that collaboration strengthens health and safety in Ontario's transportation sector while recognizing the governance structure and operational responsibilities of each organization.

Purpose:

To formalize the principles, expectations, and boundaries of the FSC–IHSA partnership, ensuring a cooperative and mutually beneficial relationship that supports shared goals while respecting the established processes and operational framework of the FSC and its chapters.

Applicability:

Applies to the FSC Board of Directors, all chapters, members, and the IHSA representative appointed to the Board.

Policy Statement:

The Fleet Safety Council values its longstanding partnership with the Infrastructure Health and Safety Association, founded on shared objectives to advance health and safety within Ontario's transportation sector.

IHSA contributes strategic guidance, operational support, communication and promotional assistance, and access to resources that strengthen FSC programs and

events. The FSC, in turn, maintains responsibility for its own governance, finances, and legal obligations, ensuring decisions are made through its established processes in a manner that aligns with both the Council's mission and the shared priorities of the partnership.

The FSC commits to:

- A defined governance structure and strategic objectives that align with IHSA's mission, vision, industry priorities, and available resources, while fostering collaboration and mutual respect in decision-making.
- Enabling each chapter to manage its operations and initiatives in accordance with FSC policies, bylaws, and mission, with IHSA's active engagement and partnership.
- Maintaining open, respectful, and regular dialogue with IHSA to ensure collaboration remains productive and aligned with mutual objectives.

Both organizations will:

- Exchange relevant information in a timely and transparent manner.
- Collaborate on mutually beneficial initiatives as outlined in the current Memorandum of Understanding (MOU).
- Support each other's roles and responsibilities in a way that builds trust and reinforces shared objectives.

Responsibilities:

- The FSC Board Chair (or designate) and IHSA representative will serve as primary points of contact for matters related to the partnership.
- The FSC Board is responsible for ensuring decisions remain consistent with FSC policies, bylaws, and member direction, while considering IHSA perspectives and expertise.
- IHSA is responsible for communicating available resources, strategic priorities, and opportunities for collaboration in a manner that supports FSC's operations and strategic direction.

References:

- FSC Bylaws Sections 2.01–2.13 (Board Composition and Voting)
- Memorandum of Understanding between FSC and IHSA (current version on file)

2.5 Chapter Election Policy

Scope:

This policy establishes the process for conducting elections for Chapter Chair and Vice Chair positions within the Fleet Safety Council (FSC).

Purpose:

To provide a consistent, transparent, and fair election process across all chapters, ensuring members have meaningful opportunities to participate in leadership selection while maintaining flexibility to address unexpected vacancies.

Applicability:

This policy applies to all FSC chapters, members in good standing, and chapter executives responsible for administering elections.

Policy Statement:

The Fleet Safety Council is committed to conducting chapter elections in a manner that is open, fair, and accessible. Standardized election timelines and procedures ensure consistency across chapters while respecting local needs. Electronic voting systems will be used whenever possible to improve accessibility, confidentiality, and participation.

Policy Guidelines:

Election Announcement

- Elections will be announced at the December chapter meeting and communicated to all members by email.

Nomination Period

- Standard nomination period: January 1 – April 30.
- Members may nominate themselves or another member (with consent).
- Nominations must be submitted using the official FSC nomination form.
- Chapters may shorten the nomination period in the case of a by-election or interim election resulting from an unexpected vacancy or removal of a Chair or Vice Chair, provided reasonable notice is given to members.

Positions Open for Election

- Typically, the Vice Chair position will be open for election each year, as the Vice Chair traditionally assumes the role of Chair.
- Members may run for either Chair or Vice Chair, regardless of tradition, subject to eligibility requirements in the FSC Bylaws.

Voting Process

- Voting will be conducted electronically using a secure, Board-approved platform (e.g., SurveyMonkey, Doodle Poll, or equivalent).
- Ballots will open May 1 and close May 31 at 11:59 PM.
- In the event of a by-election or interim election resulting from an unexpected vacancy or removal of a Chair or Vice Chair, the voting period may be adjusted to align with the reasonable notice given to members, while ensuring a minimum 21 day period for voting.
- All chapter members in good standing are eligible to vote.

Election Results

- Votes will be tallied after voting closes.
- Results will be announced at the June chapter meeting and communicated to members by email.

Responsibilities:

- Chapter Chair and Vice Chair: Ensure elections are announced, conducted fairly, and align with FSC bylaws and policies.
- Chapter Secretary: Distribute nomination forms, record submissions, and oversee voting logistics.
- Chapter Membership: Participate in nominations and voting in accordance with this policy.

References:

- FSC Bylaws: Section 2.07 (Chapter Executive Composition)
- FSC Bylaws: Sections 9.05.1 and 9.06 (Meeting Chair succession and voting procedures)

3.1 Role Responsibility Policy

Scope:

This policy outlines the framework for the development, approval, and use of role responsibilities within the Fleet Safety Council (FSC), including both corporate and chapter-level positions.

Purpose:

To ensure that all roles within the FSC are clearly defined, consistently documented, and aligned with the organization's goals, while providing flexibility for chapters to address local needs.

Applicability:

This policy applies to the FSC Board, all chapter executives, and members involved in the creation or approval of new or revised position descriptions.

Policy Statement:

The Fleet Safety Council recognizes the importance of clearly defined roles and responsibilities to support effective governance, operations, and succession planning. To maintain consistency and accountability across the organization:

- All corporate-level role responsibilities and standard chapter executive role descriptions must be reviewed and approved by the FSC Board.
- Chapters may create additional positions to meet the unique needs of their local group; however, any new or revised chapter-specific role responsibilities must be presented to and approved by chapter membership through a formal vote.
- Role responsibilities should clearly outline the purpose of the role, key responsibilities, term length (if applicable), and any qualifications or expectations associated with the position.
- The FSC encourages chapters to consult with the Board when developing new roles to ensure alignment with broader organizational objectives.
- Approved role responsibilities should be documented and made accessible to members for transparency and recruitment purposes.

This policy supports consistent governance while respecting chapter autonomy and promoting local engagement.

3.2 President

Organization: Fleet Safety Council (FSC)

Location: Ontario, Canada

Reports To: Board of Directors

Term: Four-year term, renewable

Volunteer Position

Position Summary:

The President is the chief volunteer officer and senior leader of the Fleet Safety Council. This role is accountable for providing strategic direction, fostering organizational integrity, and ensuring the effective operation of the Council in alignment with its mission—to promote transportation safety through education, collaboration, and advocacy. The President serves as a key ambassador and spokesperson for the FSC in the broader transportation industry.

Key Responsibilities:

Organizational Leadership and Operations

- Act as the public representative and operational leader of the FSC, serving as the primary point of contact for external stakeholders, government agencies, industry partners, and media.
- Lead the planning, coordination, and execution of Council-wide initiatives, campaigns, and events.
- Ensure policies, projects, and decisions of the Board are executed effectively through coordination with chapters, committees, and administrators.
- Represent the FSC at industry conferences, meetings, and in communications with regulatory bodies.

Chapter and Membership Support

- Liaise with chapter Chairs and Co-Chairs to support consistent implementation of FSC goals and procedures.
- Oversee membership engagement and development, fostering participation across all chapters.
- Guide the development and implementation of standardized practices across chapters, ensuring alignment with the FSC's values and bylaws.

Strategic and Policy Leadership

- Partner with the Chair and Officers in supporting the execution of the Council's strategic plan.
- Provide insight and recommendations to the Board regarding policy updates, industry developments, and emerging trends.
- Contribute to long-range planning and act as a conduit between board vision and operational delivery.

Representation and Advocacy

- Represent the FSC to external audiences, including media, government bodies, regulatory agencies, and industry forums.

- Promote the organization’s mission and amplify its voice in shaping transportation safety standards and best practices across Ontario and Canada.

Event and Program Leadership

- Provide leadership and support for the planning and delivery of the Annual FSC Conference, special events, and chapter activities.
- Collaborate with committees and chapters to ensure consistency in messaging, branding, and content across all FSC programming.

Qualifications:

- Active FSC member in good standing with a minimum of one year of service.
- Demonstrated leadership experience within a volunteer organization, board, or association environment.
- Deep understanding of transportation risk, compliance, and safety operations in Canada.
- Proven skills in strategic thinking, organizational leadership, and public communication.
- Commitment to FSC’s values of safety, integrity, professionalism, and collaboration.

Time Commitment:

Estimated 25–30 hours per month, including regular board meetings, correspondence, event participation, and representation duties. Some travel may be required for in-person meetings and conferences.

References to Bylaws:

- **Duties of President:** Section 5.05
- **Duties of Chair (President):** Sections 3.04, 5.04, and 9.05.02
- **Governance, Meetings, and Oversight:** Sections 2.01–3.06
- **Member Representation and Voting:** Sections 8.01–9.06
- **Strategic and Operational Authority:** Section 5.03

3.3 Vice President

Organization: Fleet Safety Council (FSC)

Location: Ontario, Canada

Reports To: President, Fleet Safety Council

Term: Four-year term, with potential for succession to President (Bylaws Section 5.06)

Volunteer Position

Position Summary:

The Vice President is a key member of the Fleet Safety Council's Board of Directors and plays a central role in supporting the governance, strategic planning, and

operational oversight of the organization. This individual acts on behalf of the President when required and contributes to strengthening the FSC's mission to promote safety and compliance in the transportation industry across Ontario.

Primary Responsibilities:

Leadership and Governance

- Act on behalf of the President during periods of absence, disability, or vacancy.
- Contribute to the development, approval, and implementation of policies, programs, and initiatives in line with the organization's mission and goals.
- Maintain awareness of the organization's bylaws and ensure compliance in all actions and initiatives.

Chapter Support and Development

- Assist in supporting individual chapters by providing leadership guidance and encouraging consistency in the execution of FSC activities across Ontario.
- Promote collaboration between chapters and the BOD to ensure alignment with FSC's core values and goals.
- Act as a resource for chapter vice-chairs, administrators, and other chapter executive roles in understanding their duties.

Strategic Planning and Implementation

- In collaboration with the President and the BOD, contribute to the formulation of the FSC's long-term vision and strategic objectives, including the promotion of safety culture, member engagement, and industry leadership.
- Support the development and execution of operational plans that align with the FSC's bylaws, mission, and financial capabilities.
- Lead or participate in special projects or working groups to evaluate and improve FSC programs, operations, and governance models.
- Track and report progress against strategic goals, supporting transparency and accountability to the membership and BOD.
- Assist in organizing strategic retreats, annual planning meetings, and feedback forums for continuous improvement.

Event and Program Oversight

- Provide support for the Annual Fleet Safety Council Conference and other FSC events by offering strategic insight and helping to ensure alignment with the Council's objectives.
- Represent the FSC in official capacities at meetings, industry events, and partner organization engagements as requested.

Succession Planning and Development

- Prepare to assume the President's role at the end of the current term by building a thorough understanding of FSC operations, strategic priorities, and relationships.
- Support leadership development within chapters by identifying and mentoring emerging leaders and ensuring continuity of FSC's volunteer-led culture.

Qualifications:

- Minimum of one year as an active member in good standing within the FSC.
- Strong background in transportation safety, compliance, or risk management within the Canadian industry.
- Prior leadership or governance experience within a nonprofit, volunteer, or association-based organization is highly desirable.
- Demonstrated ability to think strategically, lead collaboratively, and manage competing priorities.
- Strong communication and relationship-building skills.

Time Commitment:

Approximately 20–25 hours per month, including attendance at board meetings, participation in planning committees, and support for chapter activities. Occasional travel may be required for in-person meetings.

References to Bylaws:

- **Officer Duties:** Sections 5.01 – 5.06
- **Board Governance and Meetings:** Sections 2.01 – 3.06
- **Strategic Oversight and Records:** Section 4.03
- **Eligibility and Qualifications:** Section 2.06
- **Amendments and Policy Enforcement:** Section 11.01

3.4 Corporate Secretary

Reports To: Chair of the Board

Term: Four-year term

Volunteer Position

Position Summary:

The Secretary is the official record-keeper of the Fleet Safety Council and plays a critical role in maintaining transparency, documentation, and communication across the organization. The Secretary supports effective governance by ensuring timely documentation, compliance with administrative procedures, and archival of important records.

Key Responsibilities:

- Record and maintain accurate minutes for all Board and Annual General Meetings (AGMs).
- Distribute meeting agendas, minutes, and materials in advance in accordance with bylaw notice requirements.
- Maintain a current copy of the FSC Bylaws, policies, meeting schedules, and historical decisions.
- Manage organizational correspondence and official notices, including those related to AGM, special resolutions, and elections.
- Maintain the official list of members in cooperation with chapter administrators.

- Coordinate meeting logistics in collaboration with the Chair and other officers.
- Ensure documentation is stored in accordance with statutory and board requirements.

Qualifications:

- Detail-oriented and organized with excellent written communication skills.
- Previous experience in minute-taking or administrative support preferred.
- Working knowledge of non-profit governance and documentation standards.
- Comfortable with cloud storage and collaborative document platforms.

Bylaw References:

- Duties of Secretary: Section 5.08
- Recordkeeping: Section 4.03
- Members' Meeting Notices: Section 10.1
- AGM Chair/Notice/Quorum: Sections 9.01–9.06

3.5 Corporate Treasurer

Reports To: Chair of the Board

Term: Four-year term

Volunteer Position

Position Summary:

The Treasurer oversees the financial management of the Fleet Safety Council, ensuring fiscal responsibility, transparency, and compliance with nonprofit financial regulations. This role includes managing both corporate and chapter-level accounts, developing financial reports, and advising the Board on budgetary matters.

Key Responsibilities:

- Maintain and monitor all financial accounts in accordance with nonprofit financial standards.
- Prepare and present regular financial statements to the Board of Directors.
- Track income, expenses, and cash flow, ensuring prudent and responsible use of funds.
- Assist with annual budgeting and strategic allocation of resources.
- Ensure banking resolutions and signatories comply with bylaws.
- Support chapter treasurers in understanding their financial responsibilities.
- Coordinate with external auditors or financial reviewers if required.

Qualifications:

- Financial literacy with experience in bookkeeping or financial oversight.
- Experience managing nonprofit or association accounts preferred.
- Familiarity with financial reporting software and spreadsheets.
- Ability to explain financial matters clearly to board members and stakeholders.

Bylaw References:

- Duties of Treasurer: Sections 5.07, 4.01–4.03
- Chapter Banking Oversight: Section 4.01.2
- Financial Year: Section 4.02
- Audit and Financial Reporting at AGM: Section 9.01

3.6 Chair of the Board

Reports To: Board of Directors

Term: One-year term (appointed from among Directors, traditionally for two terms)

Volunteer Position**Position Summary:**

The Chair of the Board is the principal executive officer responsible for overseeing the governance and strategic direction of the Fleet Safety Council. The Chair presides over all meetings of the Board and the Annual General Meeting, fosters strong collaboration among officers, and ensures operational alignment with the organization's mission and bylaws.

Key Responsibilities:**Governance and Leadership**

- Preside over all Board of Directors meetings and the Annual General Meeting (AGM), ensuring procedural integrity and effective facilitation (Bylaws Section 3.04).
- Develop board meeting agendas in collaboration with officers and ensure timely distribution to Directors.
- Ensure Board decisions and actions comply with FSC's bylaws and are clearly recorded and followed up.
- Act as a neutral facilitator, supporting board discussion and consensus-building without operational involvement.

Board Oversight and Collaboration

- Provide leadership and mentorship to fellow Directors and Officers, particularly the Co-Chair.
- Monitor board performance and recommend improvements in governance practices.
- Serve as an ex-officio member of all committees, providing support and accountability (Bylaws Section 5.04).
- Oversee the succession planning process for the Board and ensure continuity in leadership.

Strategic Stewardship

- Work with the President and Officers to ensure board decisions align with FSC's long-term vision.

- Maintain focus on strategic governance without engaging in daily operations or program delivery.

Committee Involvement and Mentorship

- Act as an ex-officio member of all committees and provide guidance or direction as needed (Bylaws Section 5.04).
- Support succession planning by mentoring the Co-Chair and other potential leaders on the Board.
- Ensure that board members are supported in their roles and have opportunities to contribute meaningfully.

Qualifications:

- Demonstrated leadership and board experience.
- Strong understanding of FSC bylaws and nonprofit governance.
- Consensus-builder with excellent facilitation and communication skills.
- Ability to lead with integrity and transparency.

Bylaw References:

- Chair Duties: Sections 5.04, 3.04, 9.05.2
- Meeting Leadership and Governance: Sections 3.01–3.06
- Committee Involvement: Section 2.04

3.7 Board of Directors Co-Chair

Reports To: Board of Directors

Term: One-year term (appointed from among current Directors, traditionally two-year term with succession to Board Chair)

Volunteer Position

Position Summary

The Co-Chair of the Board is a senior governance role that provides leadership continuity, supports effective board operations, and contributes to the strategic direction of the Fleet Safety Council. Working in close collaboration with the Chair, the Co-Chair helps facilitate strong board governance and engagement. In the Chair's absence, the Co-Chair presides over meetings and represents the organization in accordance with the FSC bylaws.

Key Responsibilities

Governance and Leadership

- Support the Chair in preparing and facilitating Board of Directors meetings and the Annual General Meeting (AGM), stepping in to lead when the Chair is unavailable (Bylaws Section 3.04).

- Promote procedural integrity and adherence to FSC bylaws and governance practices.
- Serve as a neutral facilitator during board discussions and decisions in the Chair's absence.
- May be appointed as an ex-officio member of committees when delegated.

Board Oversight and Collaboration

- Actively support the Chair in mentoring Directors and Officers, contributing to a cohesive and effective board.
- Monitor board engagement and help foster an inclusive and accountable governance culture.
- Contribute to board succession planning and leadership development efforts.

Strategic Stewardship

- Collaborate with the Chair, President, and Officers to support the FSC's strategic goals.
- Provide input and leadership on key initiatives, special projects, or working groups as assigned by the Board.
- Ensure continuity in strategic governance when assuming Chair responsibilities temporarily.

Qualifications

- Must be a current Director at the time of their first term and active member in good standing for the duration of their tenure.
- Demonstrated leadership experience in governance, nonprofit management, or industry associations.
- Strategic thinker with the ability to balance long-term vision with operational oversight.
- Skilled in facilitation, communication, and collaborative decision-making.

Bylaw References

- Chair Duties and Delegation: Sections 3.04, 5.04
- Officer Appointments: Section 5.01
- Participation in Committees: Section 2.04
- Board Meetings and Voting: Sections 3.01–3.06
- Strategic Responsibility and Oversight: Sections 5.03, 4.03

3.8 Past Chair of the Board

Reports To: Board of Directors

Term: Two year (non-renewable, follows completion of service as Chair of the Board)

Position Type: Volunteer (Non-voting Director)

Position Summary:

The Past Chair of the Board is a senior advisory role within the Fleet Safety Council (FSC). This position provides continuity, mentorship, and institutional knowledge to support the incoming Chair, Co-Chair, and the Board of Directors. While the Past Chair does not hold voting rights, they serve as a trusted advisor, ensuring that the history, culture, and governance practices of the FSC are preserved and respected as the Board carries out its duties.

Key Responsibilities:

Governance and Advisory

- Provide counsel and guidance to the Chair, Co-Chair, and Board of Directors on matters of governance, policy, and organizational history.
- Support the maintenance of consistency and continuity in board decision-making and practices.
- Serve as an impartial resource for resolving issues or challenges that may arise within the Board.

Mentorship and Leadership Development

- Act as a mentor to the Co-Chair and other emerging leaders within the Board and chapters, supporting succession planning.
- Share experience and insights to help strengthen board performance and volunteer engagement.

Strategic and Historical Continuity

- Assist in ensuring that decisions and initiatives build upon the FSC's established mission, bylaws, and long-term goals.
- Provide historical context for current discussions, helping the Board avoid duplication of past efforts and build upon proven successes.

Meetings and Participation

- Attend Board of Directors meetings and the Annual General Meeting (AGM) in a non-voting capacity.
- May be asked to serve on committees or working groups in an advisory role.
- When required by the bylaws, may preside over meetings in the absence of the Chair and Co-Chair (Bylaws Section 9.05.02).

Qualifications:

- Must have completed a full term as Chair of the Board. (Not removed)

- Demonstrated leadership and governance experience within the FSC.
- Strong understanding of FSC bylaws, policies, and history.
- Ability to serve as a mentor, collaborator, and impartial advisor.

Bylaw References:

- Board Composition: Section 2.01, 2.07
- Duties in Meetings: Section 9.05.02 (AGM Chair succession)
- Non-voting role: Section 2.01

3.9 Chapter Chair

Reports To: Chair of the Board

Term: Two-year term (elected by chapter members)

Volunteer Position

Position Summary:

The Chapter Chair is the primary leader of an FSC chapter and represents the chapter at the corporate level as a voting member of the Board of Directors. The Chair facilitates local meetings, promotes chapter engagement, and ensures alignment with the Council's values and policies.

Key Responsibilities:

- Chair all local chapter meetings, ensuring effective planning and engagement.
- Serve as the chapter's **voting** representative on the Board of Directors (Bylaws Section 2.09).
- Act as an ex-officio member of all chapter committees and working groups.
- Ensure chapter adherence to FSC policies, bylaws, and procedures.
- Encourage participation in local and provincial FSC events, initiatives, and campaigns.
- Support chapter executive development and succession planning.

Qualifications:

- Chapter Member in good standing for a minimum of one year
- Strong leadership and facilitation skills.
- Demonstrated involvement in chapter activities.
- Understanding of FSC's structure, mission, and goals.
- Ability to engage diverse members and stakeholders.

Bylaw References:

- Chapter Chair Duties: Section 2.09
- Chapter Executive Composition: Section 2.07
- Board Voting Role: Section 3.05
- Meeting Chair Role: Section 9.05.1

3.10 Chapter Vice Chair

Reports To: Chapter Chair

Term: Two-year term (elected by chapter members)

Volunteer Position

Position Summary:

The Chapter Vice Chair acts as the second-in-command at the chapter level and supports the Chair in running meetings, planning chapter events, and facilitating chapter operations. They represent the chapter on the Board of Directors in a **non-voting** capacity and assume the Chair's duties in their absence. The position has a natural succession to chair, as voted by the members.

Key Responsibilities:

- Perform all Chapter Chair duties in their absence or in the case of a vacancy (Bylaws Section 2.10).
- Attend Board of Directors meetings as a non-voting observer.
- Assist in preparing chapter meeting agendas and managing chapter communications.
- Support member recruitment, engagement, and event planning efforts.
- Help ensure continuity and smooth transitions within chapter leadership.

Qualifications:

- Chapter Member in good standing for a minimum of one year
- Committed and active chapter participant.
- Collaborative, supportive leadership style.
- Willingness to step into leadership when required.
- Good communication and organizational skills.

Bylaw References:

- Chapter Vice Chair Duties: Section 2.10
- Chapter Executive Composition: Section 2.07
- Meeting Chair (Alternate Role): Section 9.05.1
- Board Meeting Participation (Non-voting): Section 3.05

3.11 Chapter Past Chair

Reports To: Chapter Chair

Term: Two-year term (non-renewable, follows completion of service as Chapter Chair)

Position Type: Volunteer (Non-voting role within the Chapter Executive)

Position Summary:

The Past Chapter Chair is an advisory and mentorship role within the chapter executive team. This position ensures leadership continuity by supporting the incoming

Chapter Chair and Vice Chair, providing guidance based on experience, and offering historical context to help strengthen chapter governance and operations. While the Past Chapter Chair does not hold voting rights, they remain an active contributor to the development and sustainability of their chapter.

Key Responsibilities:

Advisory and Continuity

- Provide historical knowledge and context to assist the Chapter Chair, Vice Chair, and executive team in decision-making.
- Support smooth transitions in chapter leadership following elections or succession.
- Serve as a resource for questions related to past practices, governance, or chapter culture.

Mentorship and Leadership Development

- Act as a mentor to the Chapter Chair, Vice Chair, and other executive members, offering insight and encouragement.
- Help identify and develop future chapter leaders by sharing best practices and lessons learned.

Chapter Engagement and Support

- Attend chapter meetings in an advisory role, contributing to discussions while respecting the authority of the current Chair.
- Provide input on event planning, member engagement, and strategic initiatives as requested.
- Support chapter succession planning and continuity of operations.

Meeting and Governance Role

- Attend chapter executive meetings in a non-voting capacity.
- May be called upon to preside over chapter meetings in the absence of both the Chair and Vice Chair (Bylaws Section 9.05.1).

Qualifications:

- Must have completed a full term as Chapter Chair. (Not Removed)
- Active member in good standing within the chapter.
- Strong knowledge of FSC bylaws, policies, and chapter practices.
- Collaborative and supportive leadership style, with the ability to mentor and guide without directing.

Bylaw References:

- Chapter Executive Composition: Section 2.07
- Duties in Meetings: Section 9.05.1 (Chapter meeting succession)
- Non-voting role: Section 2.07

3.12 Chapter Secretary

Reports To: Chapter Chair

Term: Two-year renewable term (voluntary / appointed)

Volunteer Position

Position Summary:

The Chapter Secretary is a key administrative officer within the chapter executive team, responsible for maintaining accurate records, coordinating communications, and ensuring that chapter operations align with the governance standards of the Fleet Safety Council (FSC). This role supports the Chapter Chair and Treasurer in planning, recordkeeping, and organizational reporting to both members and the Corporate Board of Directors.

Key Responsibilities:

Meeting Preparation and Documentation

- Record and distribute accurate minutes for all chapter meetings, including executive and general membership sessions.
- Prepare and circulate meeting agendas in collaboration with the Chapter Chair and Chapter Vice Chair.
- Maintain a record of decisions, motions, and action items, and ensure appropriate follow-up occurs.

Member Communication and Records

- Maintain an up-to-date list of chapter members, including contact information and attendance records.
- Distribute communications related to meetings, events, elections, and other chapter activities in a timely manner.
- Coordinate the distribution of required notices (e.g., meeting dates, fee changes, nominations) in accordance with FSC bylaws and procedures.

Administrative Support and Compliance

- Assist the Chapter Treasurer and Chair in preparing the annual chapter budget by coordinating input from all executive members.
- Ensure chapter documents and records are stored in a manner that is consistent with FSC recordkeeping practices.
- Submit copies of minutes, reports, and chapter attendance logs to the FSC Corporate Secretary if required.

Chapter Governance and Elections

- Support the nomination and election process for chapter executive positions, ensuring eligibility requirements are communicated and met (Bylaws Section 2.01).
- Maintain confidentiality and professionalism when handling executive discussions, member concerns, or sensitive chapter matters.

Qualifications:

- Chapter Member in good standing for a minimum of one year
- Organized, detail-oriented, and skilled in recordkeeping.
- Strong written communication skills.
- Ability to use standard office tools such as email, word processing, and cloud document storage.
- Familiarity with FSC's mission, structure, and governance is an asset.

Bylaw References:

- Chapter Secretary Duties: Section 2.13
- Chapter Executive Composition: Section 2.07
- Recordkeeping Standards: Section 4.03
- Notice Requirements: Sections 3.03 and 10.1
- Member Lists and Documentation: Sections 8.01, 8.03

3.13 Chapter Treasurer

Reports To: Chapter Chair

Term: Two-year renewable term (voluntary / appointed)

Volunteer Position

Position Summary:

The Chapter Treasurer is responsible for overseeing the financial health and accountability of a local chapter of the Fleet Safety Council. This role ensures that all chapter funds are managed in alignment with FSC's Financial Policies and that financial decisions support the strategic and operational needs of the chapter. The Treasurer collaborates closely with the Chapter Chair and Chapter Secretary to create annual budgets, manage expenditures, and report financial updates at both the chapter and corporate levels.

Key Responsibilities:**Financial Planning and Budgeting**

- Collaborate with the Chapter Chair and Chapter Secretary to develop an annual chapter budget based on submissions from the chapter executive.
- Ensure that all budgets comply with FSC Financial Policies and are aligned with the chapter's strategic objectives and planned activities.
- Prepare separate, detailed budgets for large-scale events hosted by the chapter.

Banking and Transactions Management

- Maintain accurate and up-to-date records of all financial transactions related to the chapter.
- Oversee chapter banking operations, including deposits, disbursements, and reconciliations, in compliance with corporate financial policies (Bylaws Section 4.01.2).
- Serve as a signatory on chapter bank accounts, ensuring any dual-signature protocols are followed.

Expense Monitoring and Oversight

- Ensure that all expenses for speakers, executive meetings, chapter meetings, and events remain within the approved budget.
- Review and approve expenditures in accordance with FSC guidelines before processing payments.

Financial Reporting and Compliance

- Submit an annual financial report in the prescribed format to the Corporate Treasurer, as required under the FSC Financial Policy.
- Maintain records in a manner that meets the audit and oversight standards of the Corporation and Board of Directors.
- Support corporate officers in financial audits or reviews, if requested.

Member and Meeting Communication

- Provide clear and concise financial updates at each chapter meeting, highlighting current balances, event income/expenses, and budget status.
- Work with event committees to manage the collection and distribution of designated funds for chapter-hosted events.

Qualifications:

- Chapter Member in good standing for a minimum of one year
- Experience with budgeting, bookkeeping, or financial administration preferred.
- Strong organizational skills and attention to detail.
- Familiarity with FSC's mission, policies, and financial governance standards.
- Integrity and accountability in managing member and sponsor funds.
- Comfort with spreadsheets and basic accounting/reporting tools.

Bylaw References:

- Financial Management and Banking: Sections 4.01–4.03
- Chapter Bank Account Oversight: Section 4.01.2
- Chapter Executive Composition: Section 2.07
- Treasurer Duties: Section 2.12
- Submission to Corporate Treasurer: Section 5.07 (via policy alignment)

3.14 Member

Reports To: Chapter Chair and the Board of Directors (indirectly through their local chapter)

Term: Ongoing, as long as the member remains active and in good standing

Position Type: Volunteer

Position Summary:

Members of the Fleet Safety Council (FSC) are the foundation of the organization. Each member plays a critical role in supporting the mission of improving transportation safety through shared knowledge, collaboration, and active participation. As representatives of the FSC community, members are expected to uphold the organization's values and contribute to a respectful, professional, and inclusive environment. Membership is open to individuals who share an interest in transportation safety and a commitment to continuous improvement within the industry.

Key Responsibilities:**Governance and Conduct**

- Adhere to the FSC's Bylaws, Policies, and Codes of Conduct.
- Conduct themselves in a professional and respectful manner that reflects positively on the Council and the broader transportation community.
- Maintain confidentiality when required and respect the privacy and opinions of fellow members.

Participation and Engagement

- Attend and actively participate in chapter meetings, events, and initiatives whenever possible.
- Support local chapter activities through volunteerism, idea-sharing, and collaboration.
- Provide input and feedback on Council initiatives, and vote in accordance with FSC procedures where applicable.

Advocacy and Representation

- Serve as ambassadors of the FSC by promoting its mission and values within their networks and professional communities.
- Share resources and knowledge that contribute to the Council's objectives and foster continuous learning among peers.

Collaboration and Respect

- Foster an inclusive environment by supporting diverse perspectives and encouraging open, constructive dialogue.
- Avoid conflicts of interest and disclose any potential issues that may affect objectivity or organizational integrity.

Compliance and Membership Status

- Maintain active membership in good standing, which may include confirming attendance, responding to communications, and updating contact details with the chapter.
- Notify the Chapter Executive of any changes in employment or affiliation that may impact participation or eligibility.

Qualifications:

- Interest or involvement in transportation safety, compliance, operations, or related fields.
- Commitment to collaborative learning, continuous improvement, and ethical engagement.
- Willingness to contribute time and expertise to Council activities, projects, and events.

3.15 IHSA Administrator**Reports To:** IHSA**Term:** Ongoing Appointment by IHSA**Affiliation:** Infrastructure Health and Safety Association (IHSA)**Position Summary:**

The IHSA Administrator is a key support role that ensures the smooth administrative operation of the Fleet Safety Council at both the corporate and chapter levels. This individual serves as the liaison between FSC and IHSA, offering support for recordkeeping, scheduling, communications, and conference planning.

Key Responsibilities:

- Provide administrative and logistical support to the Board of Directors and chapter executives.
- Assist in the coordination of event logistics, including the Annual Conference, board meetings, and member communications.
- Assist in the maintenance of up-to-date membership lists and contact databases.
- Support consistency in recordkeeping and compliance across chapters.
- Assist with documentation for meetings (agendas, minutes, notices).
- Communicate updates, reminders, and notices to chapter administrators.
- Serve as an organizational historian, archiving records and past decisions.

Qualifications:

- Professional administrative experience, ideally within a nonprofit or member-based organization.
- Familiarity with IHSA programs and transportation safety issues.
- Proficiency in document management, scheduling tools, and communications platforms.
- Excellent organizational and interpersonal skills.

Bylaw References:

- Administrator's support role is implied in support of:
 - Recordkeeping: Section 4.03
 - Chapter Management: Section 2.07
 - Meeting Notices and Distribution: Section 10.01
 - Conference Planning (assists in execution): Section 9.01(e)

4.1 Membership Policy

Scope: Governs classification, application, and management of FSC memberships.

Purpose: To define membership categories, fees, and administrative procedures.

Applicability: All FSC Chapters and members.

Policy Statement:

Membership Types (Bylaws 8.01):

- Voting Member: Approved individuals with voting privileges.
- Non-voting Member: Approved individuals without voting privileges.

Application Process (8.02):

- All applications must be submitted annually.
- Membership is non-transferable and subject to annual renewal.

Membership Types and Fees (8.03):

- **Individual Membership:** \$50.00 annually
 - Valid for 1 person at a Chapter of their choosing for 1 year
 - Membership ownership is that of the individual and is non-transferable
- **Corporate Membership:** \$100.00 annually (includes 2 voting members and 1 non-voting member)
 - Valid for 3 people at one Chapter of their choice for 1 year
 - Additional non-voting members under Corporate Membership: \$25.00 per person, valid for 1 person at the Chapter of the corporate membership for 1 year
 - Membership ownership is that of the company. Attendee names may be substituted or changed; however, the membership is non-transferable to another organization
- **Associate Membership:** No fee non-voting membership for government / enforcement organizations (MTO, Police).
 - Unlimited representation at any Chapter, registration is required
- **Honourary Life Membership:** No fee non-voting membership in case a chapter wishes to honour a member or an individual or recognize outstanding service rendered to the association.
 - Valid for 1 person and will be approved by the Chapter Executive

Additional fees, fee collection, fee changes

- Chapters may establish additional session fees for seminars, breakfast or special events.
- Changes to fees require 90 days' notice to members.
- All membership dues are payable at the beginning of each meeting year in September.

- Member Applications must be submitted via chapter or centralized website.
- Membership applications are recorded and membership lists are reviewed annually.
- Chapters must maintain membership lists and provide to Corporate Officers annually in January
- Chapter Membership lists will be combined and added to the corporate documents to form the members of the corporation
- Membership fees will be collected by the treasurer, payments shall be marked payable to the operating name of the individual chapter.
- If dues are not paid by January 1 of the following year, access to chapter documentation, including receipt of meeting minutes, will be suspended until dues are brought up to date.

Termination & Discipline (8.04):

- The Board may suspend or terminate membership for cause, following a 15-day notice and opportunity for response.

Reference: Bylaws Article 8.

5.1 Code of Conduct Policy

Scope: Establishes behavioural expectations for members and participants.

Purpose: The Fleet Safety Council (“the FSC”) has developed and adopted this Code of Conduct (“Code”) for all its members/volunteers. The Code helps members make the right choices every day by describing a high standard that can be applied to any situation, including situations not covered by the Code, and setting specific ethical direction and expectations

Applicability: This code applies to all members of the FSC

Definitions

Member – includes any volunteers or elected positions that operate under the FSC.

Respectful Behaviour – refers to actions and conduct that show consideration, politeness, dignity, and courtesy to all individuals.

Discrimination - occurs when a person or group is treated unfairly or unequally based on a characteristic protected by law, including but not limited to race, gender, age, religion, disability, sexual orientation, gender identity, or any other ground protected under the Ontario Human Rights Code.

Harassment - any unwanted or inappropriate behaviour that demeans, intimidates, or an individual, which may create a hostile, intimidating, or abusive environment.

Harassment may include, but is not limited to, comments, unwelcome jokes, bullying, threats, and any actions that demean an individual or group based on characteristics such as race, gender, or disability.

Violence - any act of physical aggression or threat of harm directed at another person or group, including physical assault, the threat of assault, and other acts that pose a risk to physical or psychological safety.

Policy Each member is responsible for understanding and adhering to this Code, including cooperating in any investigation of misconduct. Adherence to this Code is a condition of continued involvement or association with the Council.

This Code is designed to promote:

- Respectful behaviour.
- Honest and ethical conduct and integrity in all situations.
- Violence and harassment prevention.
- Compliance with the law
- The avoidance of actual or perceived conflicts of interest or, in cases where avoidance is

- not possible, the appropriate disclosure and the ethical handling of the actual or perceived conflict.
- Accountability.

Respectful Behaviour

Everyone has a right to associate in a respectful, professional environment free from discrimination, harassment, violence and retaliation. Inappropriate or disrespectful behaviour will be dealt with in a timely manner. You have a responsibility to play a part in ensuring our environment is respectful and to speak up if you have concerns.

Honest and Ethical Conduct

All members must act at all times ethically and with honesty and integrity. Integrity is displayed when you demonstrate behaviours and attitudes such as:

- Fairness and honesty in your dealing with others
- Doing what is right and not what is convenient
- Admitting when you have made a mistake
- Speaking up when you recognize something is wrong

Violence and Harassment Prevention

Everyone has a right to associate in an environment free from discrimination, harassment, sexual harassment and bullying. This includes the right to be free from harassment, sexual harassment and bullying virtually through the use of information and communications technology.

The FSC is committed to ensuring that all its members and those that it services are treated with respect, fairness and dignity. The FSC will endeavour to protect its members and those it services from all types of violence, harassment and bullying by taking reasonable steps to reduce the risks of violence, harassment and bullying. A risk assessment may be conducted in order to determine the actual or potential risks and the appropriate controls that are to be put in place.

The FSC will provide training to its, Directors, and Chairs / Co-Chairs on how to conduct themselves in a professional and respectful manner, how to reduce the risks of violence and harassment, and how to report violence, harassment and bullying. Members are to report any instances of violence, harassment or bullying that they experience, witness or become aware of to the Chapter Executive, should the Chapter Executive be the source of the harassment or bullying, a report can be made to the Co-Chairs of the Board of Directors.

The FSC will ensure that investigations are conducted into all reports of violence, harassment and bullying. All investigations will follow the directions of the “Section 10 – Investigations” section of this Code.

Conflicts of Interest

All members must avoid any actual, potential or perceived conflict of interest. A conflict of interest occurs, or may occur, in any situation where you may have, a personal or professional interest divergent from the interests of the FSC. It will be important to place the interests of the FSC before your personal interests.

No gift, entertainment, personal benefit or opportunity should be accepted or permitted by virtue of your position with the FSC unless it (i) is consistent with customary business practices, (ii) does not exceed \$50.00, (iii) cannot reasonably be construed as an inducement, and (iv) does not violate any laws or regulations. In any event, and for greater certainty, the acceptance or permitting of cash gifts is prohibited.

If there is uncertainty about a situation, discuss the situation with the Co-Chairs of the Board of Directors or notify them in writing.

You must immediately advise Co-Chairs of the Board of Directors in writing of any material transaction or relationship that reasonably could be expected to give rise to a conflict of interest, and do not take any action to proceed with that transaction or relationship, unless, and until, that action has been approved by the Co-Chairs of the Board of Directors.

Confidentiality of Corporate Information

All members must maintain the confidentiality of all non-public information relating to the FSC, or provided by others to the FSC, except when disclosure is properly authorized or legally required. The obligation to preserve the confidentiality of non-public information continues even after you cease to be involved with the Council.

Fair Dealings

All members are to interact with the FSC and those it services with honest, ethical, and fair treatment. In particular, members shall not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice. Competitive advantage or profit through unlawful, dishonest or unethical business practices is not permitted.

Compliance with Laws, Rules and Regulations

In conducting the business of the FSC members must comply with all applicable laws, rules and regulations in every jurisdiction where the FSC conducts business. Members will acquire sufficient knowledge of the legal requirements relating to their duties to be

able to carry out those duties in a legal manner. Any questions about compliance can be directed to the Co-Chairs of the Board of Directors.

Accountability and Compliance

All members are accountable for adherence to this Code. Those who fail to comply with this Code may be subject to disciplinary action, including potential termination of involvement or association with the Council. Where needed the Co-Chairs of the Board of Directors or qualified 3rd party will conduct an investigation into any non-compliance issues that arise.

Reporting Non-Compliance

Members are to promptly report to the Co-Chairs of the Board of Directors any non-compliance by any person of this Code that becomes known to them. Inappropriate delay in reporting a known, or reasonably suspected, non-compliance in itself may constitute non-compliance with this Code.

Investigations

The FSC ensures that every report is promptly and thoroughly investigated. The actions taken by the FSC with respect to a particular report will depend upon the nature of the report. The report may be investigated internally by the Individual Chapter Executive, Co-Chairs of the Board of Directors or an appointed 3rd party. Depending on the nature of the report, the issue may be referred to the police and/or the appropriate regulatory authorities.

All information reported and disclosed during the course of an investigation remains confidential and made available only on a need-to-know basis, except as necessary to conduct the investigation and to take any remedial action, and subject to any applicable law. All members have a duty to cooperate in the investigation of reports of improper activity.

If, at the conclusion of its investigation, the FSC determines that improper activity has occurred, the FSC will take remedial action commensurate with the severity of the offence. This action may include the removal of the member from their position with the FSC and reporting to police and/or regulatory authorities.

Subject to any legal constraints, the FSC will provide the complainant with appropriate information about the outcome of any investigation within a reasonable period of time (except in cases where the report was sent anonymously).

No Retaliation

This policy is intended to encourage and enable members to raise serious good faith concerns without fear of adverse consequences by virtue of raising those concerns. Accordingly, the FSC will not carry out or, to the fullest extent reasonably within its power, permit any retribution or retaliation of any kind against any individual for submitting any report in good faith.

5.2 Event Anti-Harassment Policy

Scope:

Applies to all Fleet Safety Council (FSC) event participants, including attendees, speakers, sponsors, exhibitors, volunteers, vendors, and staff.

Purpose:

To ensure that the FSC events provide a safe, respectful, and harassment-free environment for all participants, and to set clear expectations for conduct.

Applicability:

This policy applies to all FSC event activities, including sessions, networking events, exhibits, and social functions held under the FSC umbrella.

Policy Statement:

The Fleet Safety Council is committed to providing a harassment-free environment for all participants, regardless of gender, gender identity or expression, sexual orientation, disability, physical appearance, body size, race, religion, or other protected characteristics.

Harassment will not be tolerated in any form. Participants who engage in harassing behaviour may be subject to sanctions, up to and including expulsion from the event without refund, at the discretion of the Chapter Executive or Board of Directors.

Guidelines:

Definition of Harassment

Harassment includes, but is not limited to:

- Offensive verbal comments related to gender, gender identity or expression, sexual orientation, disability, physical appearance, body size, race, or religion.
- Sexual or offensive images in public spaces.
- Deliberate intimidation, stalking, or following.
- Harassing photography or recording.
- Sustained disruption of presentations or events.

- Inappropriate physical contact.
- Unwelcome sexual attention.

Speakers, Exhibitors, and Sponsors

- Must present material in a professional manner that supports health, safety, and professionalism in the transportation industry.
- May not use derogatory, discriminatory, or sexualized content, imagery, or activities.
- Booth staff and volunteers may not use sexualized clothing, uniforms, or costumes, nor create a sexualized environment.

Expectations of Participants

- Participants asked to stop harassing behaviour are expected to comply immediately.
- Failure to comply may result in removal from the event at the discretion of the Conference Executive, without refund.
- Reporting and Support
- Participants who feel harassed, observe harassment, or have related concerns should contact a FSC Executive or Volunteer immediately.
- Volunteers will be identified by distinct name tags and listed on signage at the registration area.
- FSC Volunteers and Executives will provide assistance, including escorts, connection with Conference leadership, or notification of appropriate authorities if necessary.

Venues and Events

This policy applies to all event venues and FSC event-related social events.

Responsibilities:

Executive: Enforce the policy, investigate reports, and apply appropriate sanctions.

Volunteers: Provide support to participants and escalate concerns to the Executive.

Speakers, Sponsors, Exhibitors: Ensure compliance with this policy in all presentations, displays, and conduct.

All Participants: Conduct themselves in a respectful and professional manner at all times.

References:

FSC Bylaws: Section 2.07 (Powers of the Board)
Section 11 (Records of decisions and actions).

FSC Policy Manual: Section 5.1 Code of Conduct Policy

Applicable Legislation: Ontario Human Rights Code; Canadian Human Rights Act.

5.3 Discipline Policy

Scope: Provides a process for addressing violations.

Purpose: To enforce FSC policies and uphold organizational values.

Applicability: All FSC members.

Policy Statement:

- Disciplinary actions may include verbal warnings, written notices, temporary suspension, or termination of membership.
- Members have a right to respond before final decisions are made (see Bylaws 8.4).

Purpose

The Fleet Safety Council (FSC) is committed to maintaining a respectful, safe, and professional environment for all members, volunteers, and stakeholders. This Discipline Policy outlines the process for addressing violations of the FSC Code of Conduct or any other FSC policy, and ensures accountability and fairness in handling misconduct.

Scope

This policy applies to all FSC members, including volunteers, elected positions, committee members, and participants acting on behalf of FSC at chapter, provincial, or national levels.

Grounds for Disciplinary Action

- Disciplinary action may be taken for violations including, but not limited to:
- Disrespectful or unprofessional conduct
- Harassment, violence, bullying, or discrimination
- Breaches of confidentiality
- Conflicts of interest not disclosed or managed properly
- Misuse of communication tools or FSC resources
- Failure to comply with the FSC Code of Conduct, bylaws, or applicable laws

Reporting Misconduct

Any member who witnesses or becomes aware of misconduct is expected to report it promptly:

- Reports should be directed to the Chapter Executive

- If the concern involves the Chapter Executive, reports should be made to the Co-Chairs of the Board of Directors

Anonymous reports may be accepted but may limit the ability to investigate fully.

Investigation Process

All reports will be taken seriously and handled confidentially:

- Investigations may be conducted by the Chapter Executive, the Co-Chairs, or an appointed third party depending on severity and conflict of interest.
- Members involved will be given an opportunity to respond.

Disciplinary Actions

Based on the findings of the investigation, disciplinary actions may include:

- Verbal or written warning
- Removal from committee or leadership roles
- Temporary suspension from FSC activities
- Termination of membership or involvement with FSC
- Referral to law enforcement or regulatory authorities, if appropriate

The severity of the action will match the seriousness of the offense.

Appeals Process

Any member subject to disciplinary action may appeal in writing to the Board of Directors within 14 days of receiving notice of the decision. The decision of the Board of Directors will be final.

Confidentiality & Non-Retaliation

All information related to investigations and disciplinary actions will be treated as confidential and only shared on a need-to-know basis. Retaliation against individuals who report concerns in good faith is strictly prohibited and may result in further disciplinary action.

6.1 Privacy and Member Data Handling Policy

Scope: Protects the confidentiality and appropriate use of member information.

Purpose: To ensure that personal information collected and used by the Fleet Safety Council (FSC) is safeguarded and managed in compliance with applicable privacy legislation, including the Personal Information Protection and Electronic Documents Act (PIPEDA).

Applicability: This policy applies to all Officers, Board Members, Chapter Chairs and Executives, Administrators, website administrators, and any individuals granted access to member data for the purpose of FSC chapter or corporate business.

Policy Statement:

- Member information is confidential and used solely for FSC purposes.
- Membership lists will not be distributed, sold, or shared outside the FSC except as provided in this policy.
- Each January, updated membership data will be securely submitted by chapters to the Board to maintain accurate records.
- The names of members in good standing will be listed in the corporate documents as members of the corporation
- FSC will implement safeguards to protect personal data from unauthorized access, use, loss, or disclosure.

Guidelines:

Information Collected

FSC may collect the following member information:

- Full name
- Company/Organization
- Title/Role
- Business or personal email address
- Business or personal phone number
- Mailing address (business or personal)
- Membership status and participation history

Use of Information

Member information is collected and used only for purposes related to FSC operations, including:

- Administering and managing membership records

- Communicating updates, meeting notices, newsletters, and event invitations
- Maintaining accurate historical records of participation

Information will not be used for any other purpose without member consent.

Consent

By becoming a member or participating in FSC activities, individuals consent to the collection and use of their information as outlined in this policy. Members may withdraw consent in writing, though this may limit access to certain FSC services or benefits.

Sharing of Information

Information may be shared only:

- With FSC chapter chairs, sub-committee leads, or administrative staff for legitimate council business
- With third-party service providers (e.g., event platforms, email systems) bound by confidentiality obligations
- As required by law or legal authority

Data Security and Storage

FSC will use appropriate administrative, technical, and physical measures to protect personal information, including:

- Secure digital storage platforms
- Restricted access to administrative systems
- Data minimization and retention practices

Records will be retained only as long as necessary to fulfill their purpose or as required by law.

Member Rights

Members have the right to:

- Request access to their personal information held by FSC
- Request correction of inaccuracies
- Withdraw consent (subject to legal or contractual obligations)
- Inquire about how their data is managed

Responsibilities:

- Board of Directors: Oversee compliance with privacy obligations and ensure corporate practices align with PIPEDA.
- Chapter Chairs/Executives: Ensure membership data is collected, used, and transmitted securely.

- Administrative Staff and Service Providers: Handle member data only for authorized purposes and maintain confidentiality.
- Members: Keep their contact information current and communicate concerns about data handling to the Board.

References:

- FSC Bylaws: Section 11 (Records)
- Personal Information Protection and Electronic Documents Act (PIPEDA), Canada

6.2 Email Use and Communication Policy

Scope: Guides the use of email for official Fleet Safety Council (FSC) business.

Purpose: To ensure professionalism, maintain data security, and protect the privacy of members and stakeholders.

Applicability: Corporate Officers, Board members, Chapter Executives, and Committee Members.

Policy Statement:

FSC email communications must reflect the Council's values and commitment to integrity, confidentiality, and professionalism.

Distribution lists must be maintained securely and updated annually.

Acceptable Use:

Emails should be used to:

- Share FSC meeting information, events, and updates
- Communicate safety resources and council business
- Respond to member inquiries in a professional manner

Unacceptable Use:

Emails must not be used to:

- Share personal, political, or unrelated promotional content
- Send spam or excessive mass messages
- Share confidential member or stakeholder information without consent
- Include offensive, discriminatory, or inappropriate language
- Transmit sensitive or protected information using personal email accounts

Email Privacy and Security:

- All FSC-related communications containing sensitive, confidential, or protected information must be sent from designated FSC or organizational email addresses—not personal accounts. This include copying a personal or work account in the communication.
- Member contact details and distribution lists must be stored securely and not shared with outside parties without authorization.
- Suspected breaches or inappropriate access must be reported to the appropriate chapter or board leadership immediately.

Enforcement:

Misuse of email, including failure to comply with this policy, may result in restricted access to FSC communication tools, disciplinary review, or other appropriate actions as determined by chapter or council leadership.

7.1 Chapter Meetings Policy

Scope: Establishes formal procedures for conducting local chapter meetings.

Purpose: To ensure orderly, respectful, and productive chapter meetings using a consistent procedural framework based on established parliamentary procedure.

Applicability: All Chapter Chairs, Vice Chairs, and members attending Chapter meetings.

Policy Statement:

Chapter meetings are to be conducted following a formal order of business, inspired by the Herb Perry Call to Order procedure, and compliant with FSC bylaws.

Meeting Format:

All regular chapter meetings shall include:

1. Call to Order – Chair opens meeting at scheduled time.
2. Welcome and Introductions – Recognition of guests and new members.
3. Approval of Agenda – Motioned and seconded, with opportunity for amendments.
4. Approval of Previous Meeting Minutes – Motion to accept as read or amended.
5. Business Arising from Minutes – Updates or actions stemming from prior meeting.
6. Correspondence – Review of key communications received.
7. Reports:
 - a. Treasurer’s Report
 - b. Committee Reports (as applicable: Events, Membership, Publicity)
 - c. IHSA Report
8. New Business – Any items submitted in advance or from the floor with approval.
9. Guest Presentation / Educational Component (if applicable)
10. Announcements – Upcoming events, chapter news.
11. Motion to Adjourn – Requires a mover and seconder.

Meeting Protocols:

- The Chapter Chair, Vice Chair, Immediate past chair, or designate presides. Designates chosen in accordance with current bylaws. (Bylaws 9.05.1).
- A quorum is 25% of Voting Members (Bylaws 9.04.01).
- Motions must be clearly stated, require a mover and seconder, and pass by majority vote.
- All discussions are to remain respectful and focused on agenda items.
- Meeting Schedules:
 - Chapter meetings shall be held on pre-determined dates established at the beginning of each meeting year.

- If changes to meeting dates or locations are necessary, written notice must be provided to chapter members no less than 90 days in advance of the revised meeting date or location.

Documentation:

- Minutes must be recorded by the designated secretary and will be stored in an online storage location accessible to members in a read-only format.
- Meeting minutes will be distributed to members in good standing within a reasonable time following the meeting, prior to the next scheduled meeting.
- Attendance should be tracked for voting and quorum records.

7.2 Board Meetings Policy

Scope: Defines procedural framework for FSC Board meetings.

Purpose: To promote good governance and transparency at the corporate level.

Applicability: All FSC Board Directors and Officers.

Policy Statement:

- Board meets at least quarterly, one meeting in person annually (3.01.1).
- Meetings may be called by any two Directors (3.01).
- Quorum is a simple majority of voting Chapters (3.05).
- Voting: One vote per Chapter, tie-breaking by Chair if necessary.
- Meeting minutes must be recorded by the Secretary or a designated recorder and stored securely. Minutes must be distributed to all Board members within 30 days of the meeting.
- Board Meeting minutes shall be maintained in the corporate minute book
- Notice of Board meetings must be given no less than four weeks in advance, unless waived in accordance with the bylaws (Bylaws 3.03).
- Board meetings must follow a structured agenda including:
 - Call to Order
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Business Arising from Minutes
 - Financial Reports, Officer, Chapter, and Committee Reports,
 - Correspondence
 - New Business
 - Adjournment

Reference: Bylaws Article 3.

8.1 Bank Accounts Policy

Scope: All chapters and the Fleet Safety Council Conference Corporation.

Purpose: To ensure compliant, consistent, and secure handling of financial transactions.

Policy Statement:

The Fleet Safety Council (FSC) will maintain a single primary financial institution for all chapter and corporate accounts. Each account will be registered in the chapter's business license name, under ownership and registration by the Fleet Safety Council Conference Corporation, in accordance with FSC bylaws. Officers of the corporation will be listed on each chapter account, as required by the bylaws and to meet FINTRAC reporting requirements (identity of controlling person), and each chapter executive will hold signing authority and full banking autonomy for day-to-day operations.

Guidelines:

- Opening of any account must be authorized via Board resolution in line with FSC bylaws (s.4.01, s.4.01.2).
- Chapters may designate signing authorities from their executive, while corporate officers remain on file with the financial institution.
- Signing practices (such as dual signatures) will be established by policy or Board resolution to ensure prudent controls.

Responsibilities:

- **Board of Directors (Corporation):** Approve institution selection and authorize account openings.
- **Corporate Officers (e.g., Treasurer, President, Vice-President):** Ensure their information is recorded as required by the bylaws and FINTRAC.
- **Chapter Executive:** Manage chapter banking in compliance with FSC policies and bylaws.

8.2 Financial Reporting Policy

Scope: All chapter and corporate financial records and reporting.

Purpose: To ensure timely, complete, and consistent financial reporting that enables consolidation and CRA compliance.

Policy Statement:

Each chapter is responsible for maintaining detailed records of all deposits and disbursements, reconciling accounts, and preparing an annual financial report using a

standardized format developed by the Corporation. Chapter annual reports must be submitted to the Corporate Treasurer by a deadline set each year. The Corporate Treasurer will consolidate all chapter and corporate accounts and coordinate with an external accountant to file the required CRA returns.

CRA Requirements:

- The Corporation, as an incorporated non-profit, must file a **T2 Corporation Income Tax Return** each fiscal year.
- A **T1044 Non-Profit Organization Information Return** must also be filed if the Corporation meets CRA's filing thresholds (e.g., significant investment income, assets, or prior filing history).
- Books and records must be kept in **Canada** and retained for at least **six years** after the fiscal year to which they relate.

Responsibilities:

- **Chapters:** Maintain records, reconcile accounts, and submit annual financial report.
- **Corporate Treasurer:** Consolidate reports, coordinate accountant engagement, and oversee filings.
- **Accountant:** Prepare and file returns (T2, T1044 if required).

8.3 Compliance and Record Keeping Policy

Scope: All corporate and chapter financial records.

Policy Statement:

The FSC and its chapters shall maintain complete financial records, including bank statements, reconciliations, receipts, invoices, and meeting minutes supporting financial decisions in accordance with FSC bylaws and CRA requirements.

CRA Requirements:

- Records must be retained in **Canada**.
- Records must be kept for at least **six years** after the end of the fiscal year to which they relate, unless CRA authorizes earlier destruction.
- Electronic records must be accessible in Canada.

Responsibilities:

- **Chapters:** Maintain local records and deliver annual reports to the Corporation.
- **Corporate Treasurer:** Ensure consolidated record retention and filing compliance.

References

- **Bylaws:** Sections 2.07, 4.01, 4.01.2 (bank accounts & authority), Section 6 (fiscal year end December 31), Section 11 (records).
- **CRA:**
 - T2 Corporation Income Tax Return requirements
 - T1044 Non-Profit Organization Information Return
 - Keeping records – retention and location requirements

8.4 Spending Authority Policy

A. Corporate Spending

Scope: Corporation-level expenditures.

Policy Statement:

The Corporation will prepare an annual operating budget for Board approval. Any expenditure in excess of **\$3,000** (excluding approved conference expenses) requires prior Board approval by motion and vote.

Responsibilities:

- **Treasurer/Finance Committee:** Draft annual budget, track variances.
- **Board of Directors:** Approve budget and expenditures exceeding \$3,000.

B. Chapter Spending

Scope: Chapter-level expenditures.

Policy Statement:

Chapter executives may authorize discretionary spending up to **\$150** with executive agreement. Expenses greater than **\$150** must be presented as a motion at a member meeting for discussion and approval by vote.

Responsibilities:

- **Chapter Executives:** Authorize spending within thresholds and document all expenditures.
- **Chapter Membership:** Approve higher-value expenditures through motions at meetings.

8.5 Donation Requests Policy

Scope: Provides a standardized review and approval framework for financial donation requests.

Purpose: To ensure all donations made by the Fleet Safety Council (FSC) are transparent, properly documented, and aligned with the Council's mission to support road safety, education, and community engagement.

Applicability: All FSC Chapters and the FSC Board.

Policy Statement:

- Donation requests must be reviewed and voted on by the general membership during a chapter meeting or by the Board at an official meeting.
- All requests must be presented formally by way of a motion and seconded, followed by an open discussion prior to any vote.
- Quorum of eligible voting members is required for approval.
- Approved donations must align with the FSC's mission and contribute to safety education, community outreach, or industry-related initiatives.
- Donations must not conflict with FSC's not-for-profit status or confer personal or commercial benefit to any individual or entity.
- All donations must be clearly documented in the meeting minutes, including the motion, rationale, discussion points, and voting outcome.
- Transactions must be recorded by the Treasurer and included in the chapter or Board's financial reporting and subject to annual review.

Additional Guidelines:

- Recipients may be asked to provide a brief statement or acknowledgment of how the donation supports safety or community initiatives.
- Repeat or high-value donations (e.g., over a predetermined amount set by the chapter or Board) may require additional review or follow-up.
- Unsolicited or informal donation requests outside of regular meetings will not be considered.

8.6 Corporate Budget and Monitoring Policy

Scope: Corporate financial planning and oversight.

Policy Statement:

An annual budget will be prepared by the Corporate Treasurer (or Finance Committee) and presented for Board approval prior to the start of each fiscal year. The Treasurer will provide regular updates on actual vs. budgeted performance to the Board.

Responsibilities:

- **Treasurer/Finance Committee:** Prepare, monitor, and report on the budget.
- **Board of Directors:** Approve the budget and review progress reports.

8.7 Vendor Selection Policy**Policy Statement**

The Fleet Safety Council is committed to fair, transparent, and cost-effective purchasing decisions that support the needs of the organization and its chapters. All vendor relationships must be managed with integrity, fairness, and transparency, with conflicts of interest avoided. Long-term agreements or major purchases should align with the Fleet Safety Council's goals and stewardship responsibilities. Significant purchases and long-term vendor partnerships will follow a structured selection process.

Scope and Applicability

This policy applies to all Fleet Safety Council members and Executive Officers involved in purchasing, and to any purchase:

- Totalling more than \$3,000 annually, or
- Establishing long-term partnerships or affecting multiple chapters.

Vendor Selection Process

- Obtain and review proposals or pricing from at least three vendors whenever possible for purchases meeting the thresholds above.
- Evaluate based on cost, quality, reliability, and alignment with the Fleet Safety Council's values and operational needs.
- Maintain a record of the selection process.

Emergency Situations

In an emergency, where an immediate purchase is required to ensure continuity, safety, or critical event delivery, the Executive Officers (President, Vice President, and Secretary) may approve purchases without the three-vendor review, up to a maximum of \$10,000.

The rationale and details of the purchase must be documented and presented to the Board at the next scheduled meeting.

Review

This policy will be reviewed by the Board of Directors every three years or sooner if operational needs or purchasing practices change.

8.8 Financial Policy Quick Reference

Policy Area	Corporate Responsibility	Chapter Responsibility	CRA / Bylaw Reference
Bank Accounts	Board approves institution & authorizes accounts; Corporate officers listed on all accounts	Chapter executive designated as local signing authorities, full autonomy in daily banking	Bylaws 4.01, 4.01.2
Financial Reporting	Corporate Treasurer consolidates reports and files T2 (and T1044 if required) with CRA	Maintain records; reconcile monthly; submit annual report to Treasurer	CRA T2 Return; T1044 thresholds; Bylaws s.11
Corporate Spending	Board approves annual budget; Board motion required for expenses > \$3,000 (excl. conference)	N/A	Policy (Board authority)
Chapter Spending	N/A	Execs may approve ≤ \$150; > \$150 requires member meeting motion & vote	Policy (Chapter authority)
Budgeting	Treasurer drafts annual corporate budget; Board approval required	N/A	Policy (Board authority)
Record-Keeping	Ensure central records retained 6 years in Canada; oversee CRA compliance	Keep receipts, invoices, reconciliations, minutes; retain locally 6 years	CRA record retention rules; Bylaws s.11
Fiscal Year-End	Dec 31; Corporate Treasurer ensures year-end consolidation	Submit chapter reports by deadline	Bylaws s.6

9.1 Affiliations and Partnerships Policy

Scope:

Applies to the Board of Directors, Officers, Chapter Chairs, and any individuals representing the Fleet Safety Council (FSC) in an official capacity.

Purpose:

To establish conditions under which FSC may enter into affiliations, partnerships, or endorsements with external organizations or individuals. This ensures alignment with FSC's mission and values while safeguarding independence, transparency, and stakeholder trust.

Applicability:

Covers all types of affiliations, including training, events, joint initiatives, research, and other professional collaborations.

Policy Statement:

- The Board of Directors retains the sole authority to approve affiliations, partnerships, or endorsements on behalf of FSC by majority vote, recorded in Board minutes.
- Affiliations must align with FSC's mandate to advance health, safety, and professionalism in the transportation sector.
- Partnerships will be structured to respect existing stakeholder relationships, including IHSA and other recognized industry bodies, while ensuring FSC's ability to pursue initiatives that support members and industry needs.
- Affiliations must not present a real or perceived conflict of interest without full disclosure and approval by the Board.
- All proposals must include information on organizational affiliations, financial arrangements, and any potential conflicts of interest.

Guidelines:

Alignment with Mission: All affiliations must support FSC's mission and strategic objectives.

Conflict of Interest: Board members or representatives must disclose personal or commercial interests related to any proposed affiliation.

Stakeholder Consideration: Formal partners, such as IHSA, will be consulted when appropriate to maintain open communication, but FSC decisions remain at the discretion of the Board.

Transparency: Members and stakeholders will be informed of approved affiliations, including financial or organizational relationships.

Approval Process: Affiliations require a written proposal, review by the Board, and approval by majority vote.

Responsibilities:

- **Board of Directors:** Review and approve affiliations; maintain oversight and documentation.
- **Officers and Chapter Executives:** Identify potential partnerships, disclose conflicts, and submit proposals to the Board.

9.2 Endorsement of External Training Programs Policy

Scope:

Applies to the Board of Directors, Officers, Chapter Chairs, and individuals representing FSC when evaluating or endorsing external training programs.

Purpose:

To ensure that any FSC endorsement or promotion of external training programs meets standards of quality, credibility, and alignment with FSC's mission.

Applicability:

Covers training delivered by external individuals, organizations, or institutions where FSC's name, logo, or endorsement is used.

Policy Statement:

- The Board of Directors retains final authority to approve endorsements of training programs by majority vote, recorded in Board minutes.
- Endorsed training must align with FSC's mandate and reflect current industry standards, regulations, and best practices.
- Endorsements will not be granted if the program directly competes with services delivered by FSC's formal partners (e.g., IHSA) **without prior consultation**, unless the Board determines the program is in the best interests of FSC members.
- All endorsed training must undergo review for instructor qualifications, content quality, and participant feedback.
- Written Board approval is required before FSC's name, logo, or branding is used in connection with training.

Guidelines:

1. **Proposal Requirements:** Proposals must include program details, instructor bios, affiliations, and disclosure of financial interests.
2. **Conflict of Interest:** Any FSC representative involved in delivering or benefitting from a program must disclose this to the Board before approval.
3. **Quality Assurance:** Endorsed training will be monitored through participant evaluations and periodic review.

4. **Transparency** – FSC endorsement will be communicated clearly to members, with disclosure that FSC is not the training provider unless explicitly stated.

Responsibilities:

- **Board of Directors:** Review and approve training endorsements; ensure quality and alignment with FSC objectives.
- **Corporate Officers/Chairs:** Submit proposals and disclose conflicts where applicable.

10.1 Driver and Safety Professional of the Year Awards Policy

Policy Statement

The Fleet Safety Council is committed to recognizing individuals who demonstrate exemplary commitment to transportation safety. This policy outlines the process for nominating, evaluating, and awarding Regional and Provincial Driver of the Year and Safety Professional of the Year awards, with Provincial awards generously sponsored by TruckRight, and details associated recognition and sponsorship obligations.

Scope

This policy applies to all Chapters of the Fleet Safety Council, all members, volunteers, and Executive Officers involved in award nominations, evaluation, or presentation processes, and to all communications, promotions, and sponsorship activities associated with the awards.

Applicability

Regional Awards: Each Chapter across the province will award a Regional Driver of the Year and a Regional Safety Professional of the Year annually.

Provincial Awards: One Provincial Driver of the Year and one Provincial Safety Professional of the Year award will be selected annually from among the Regional winners, sponsored by TruckRight.

Award Details

Regional Winners:

- Receive a individual plaque and a plaque for the organization
- Receive a jacket displaying the Fleet Safety Council Driver or Safety Professional of the Year logo, identifying their Chapter.

Provincial Winners (TruckRight Sponsored):

- Receive a leather jacket with the Fleet Safety Council logo and their respective Provincial title
- Receive a trophy
- Receive a \$2,500 award

Plaques and Jackets:

- The Fleet Safety Council provides all plaques and jackets.
- Plaques are distributed to Chapters ahead of their September Chapter meeting.
- Jackets are presented at the Fleet Safety Council Annual Conference Networking Social.

- Chapter Recommendation: Chapters are encouraged to cover conference registration and hotel costs for their Regional winners to attend the Conference.

Nomination and Voting Process

Nomination Period: Opens January 1 and closes June 30 each year.

Regional Review: Chapter Sub-Committees review and vote on nominations by July 30.

Provincial Review: Regional winners are reviewed and voted on by the Board of Directors at the Annual Meeting for the TruckRight-sponsored Provincial awards.

Submission: All nominations must meet criteria outlined in the Nomination Forms and be submitted to the JEC Chairs and Chapter Administrators at awards@fleetsafetycouncil.com

Chapter Award Sub-Committee:

- Each Chapter must have a Sub-Committee of 5 members to achieve quorum.
- Sub-Committee members receive training on the voting process.
- If quorum cannot be achieved, the Board may group the Chapter with another Chapter for evaluation.

Voting Method:

- Scoring is conducted using a matrix to ensure consistency and fairness.
- Driver of the Year Criteria: Mentorship, Safety Participation, Certifications/Training, Community Involvement.
- Safety Professional of the Year Criteria: Leadership, Development/Implementation of Safety Program, Certifications/Training, Community Involvement.
- All nominations are presented anonymously unless identifying information is essential to demonstrate achievements.

Recognition

Regional/Chapter Recognition:

- Regional awards are announced and distributed at the September Chapter meeting.
- Regional winners are also recognized at the Award Session during the Fleet Safety Council Conference.

Provincial Recognition (TruckRight Sponsored):

- Provincial winners are announced at the Annual Conference Networking Social.

- Chapters are encouraged to have the Chapter Chair (or designate) present to present awards.

Advertising and Contractual Obligations

- The TruckRight-sponsored Provincial awards are exclusive to TruckRight for the contract term 2024–2028.
- Funds provided by TruckRight must be used solely for award purposes; any unused funds in a given year must be returned to TruckRight.
- All communications and promotions of the Provincial awards must acknowledge TruckRight as the sponsor and use approved logo artwork.
- Acceptable references include, but are not limited to:
 - “Fleet Safety Council – TruckRight Provincial Safety Professional of the Year Award / Driver of the Year Award”
 - “Provincial Safety Professional of the Year Award / Driver of the Year Award Sponsored by TruckRight”
 - “Provincial Safety awards, generously supported by TruckRight”

Failure to properly reference TruckRight may violate contractual obligations and jeopardize the sponsorship.

Responsibilities

Chapters: Manage Regional nominations, Sub-Committee formation, and award distribution.

BOD Chairs and Chapter Administrators: Receive nominations, prepare materials for Sub-Committee review, and coordinate communications.

Board of Directors: Review Provincial-level nominations and ensure compliance with sponsorship obligations for the TruckRight-sponsored awards.

Fleet Safety Council: Provide plaques and jackets, oversee the award program, and ensure alignment with policy and sponsorship requirements.

Review

This policy will be reviewed by the Board of Directors every three years or sooner if program guidelines, sponsorship arrangements, or operational needs change.

11.1 Policy Development and Review Policy

Scope: This policy applies to the creation, approval, and review of all Fleet Safety Council (FSC) policies.

Purpose: To provide a consistent and transparent process for the development, adoption, and maintenance of FSC policies, while allowing the Board flexibility to adapt to changing needs.

Applicability: All FSC members may propose policies. The Board of Directors has primary responsibility for reviewing, approving, and maintaining them.

Policy Statement

The FSC values open participation in the development of policies. Members are encouraged to share ideas and recommendations, and the Board ensures that policies remain relevant, practical, and supportive of the FSC's mission.

Process:

Proposals

- Any member may submit a proposed new policy or revision in writing to the Board.
- Proposals should include the purpose of the policy and suggested wording, but the Board has discretion to accept informal submissions and help shape them into a policy.

Board Review

- The Board will review proposals at a regular meeting or through electronic communication, as appropriate.
- The Board may:
 - Approve the policy as presented.
 - Suggest revisions and work with the proposer to refine the draft.
 - Defer or decline the proposal with a clear explanation.

Approval

- Policies are approved by majority vote of the Board.
- Once approved, the policy is added to the FSC Policy Manual and communicated to members.

Review and Updates

- Policies will be reviewed annually by the Board to confirm they remain current and effective.
- Revisions may be made at any time if circumstances change or improvements are identified.

- Outdated policies may be retired, with archived copies kept for reference.

Recordkeeping

- The Board Secretary (or designated individual) will maintain the official record of FSC policies, including adoption and revision dates.