Student Energy Policies
Handbook

A policy is an expression of the will of the Board and provides framework parameters, terms, conditions and procedures to guide the actions of the organization.

This handbook provides guidance to the leadership, staff, volunteers, contractors and any other parties associated with Student Energy as to how the Board of Directors expects the organization to operate. These policies are crucial for consistency, transparency and accountability. They should always be adhered to when carrying out the business of the organization.

All policies are to be reviewed, updated as appropriate, and approved annually (at minimum) by the Student Energy Board of Directors.

All questions related to these policies should be directed to Kali Taylor, Co-founder and Board Chair of Student Energy at ktaylor@studetenergy.org

Last Updated: November 22, 2016

Board Signatures

____________________  ____________________
Janice Tran        Rhea Hamilton

____________________  ____________________
Nick Blandford       Tim Hensman

____________________
Kali Taylor
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1. FRAMEWORK POLICIES

1.1 Mission
To open the eyes of the world’s students to all perspectives on energy.

1.2 Vision
To fuel the future of energy.

1.3 Purpose
To transition the world to a sustainable energy future.

1.4 Goals
To educate students on energy and sustainability by helping them to understand the challenges and opportunities that face our global energy system; inspire students with the knowledge and courage to challenge the energy system; and unite likeminded students motivated to lead the world to a sustainable energy future.

1.5 Target
Student Energy specifically targets the world’s post-secondary students. Student Energy does not discriminate against race or background and is welcoming to students at all levels of post-secondary study (undergraduate, masters and PhD) and disciplines.

1.6 Belief Statement
Student Energy encourages youth engagement with energy: in the industry, in global forums, and in their communities. Students should have a voice wherever their future is being determined.

1.7 Approach
Student Energy takes a deliberately unbiased, balanced approach to energy education. We do not advocate for particular technologies, policies, or practices. Student Energy presents as many perspectives on energy topics as possible and allows students to draw their own conclusions on how to build a sustainable energy future. We always strive to create meaningful educational opportunities, promote knowledge transfer and facilitate open debates.

- Global - Student Energy is global in our reach and in our perspectives. We aim to serve and include all of the world’s post secondary students in our initiatives and content. Student Energy approaches energy literacy from a macro and international level. While regional issues are addressed and discussed, our primary focus is on understanding global energy systems and dynamics. Student Energy’s current network is made up of students in over 80 countries.
Multidisciplinary - Student Energy believes that working in silos will not lead to the creative solutions needed to transition the world to a sustainable energy future. The organization strongly encourages students to learn about energy from perspectives outside of their own field of study and personal experience.

Balanced - Energy topics tend to be surrounded by polarized opinions and contradicting information, making it difficult for the public to discern the “truth.” Student Energy’s approach is to provide people with more information so they can see various perspectives, are able to think critically about the issues and can develop solutions.

1.8 Charitable Objects
The objectives of Student Energy are:
   a) to advance education of the public and particularly of post-secondary students about world energy systems and energy related issues through bi-annual conferences held in cooperation with participating universities;
   b) to provide an energy literacy website that will serve as a resource for post-secondary students to learn about the energy sector.

2. DEFINITIONS

2.1 Organization
“Organization” refers to Student Energy, the registered charitable organization incorporated under Section 9 of the Companies Act of Alberta.

2.2 Board
“Board” refers to the Board of Directors of Student Energy as elected by the Shareholders of Student Energy.

2.3 Director
“Director” refers to an individual member of the Student Energy Board of Directors as elected by the Shareholders.

2.4 Shareholders
“Shareholders” refers to those holding shares, which limit the liability of the company. For Student Energy, shares shall be under the control of the Directors of the organization as per the Articles of Association.

2.5 Staff
“Staff” refers to anyone engaged in an employment contract with Student Energy; this is a distinct position separate from consultants, volunteers and interns. Staff may be part-time or full-time on Student Energy’s payroll and are paid a consistent monthly salary not an hourly wage. Full time staff members are expected to work 40 hours per week and part time staff members will have a defined weekly hour expectation less than 40
hours per week. Staff contracts may be for any duration of time. Sometimes the term “employee” will be used interchangeably for “staff”.

**2.6 Consultant**
“Consultant” refers to an individual or company hired by Student Energy to complete a clearly defined scope of work as specified under a contract for which remuneration is provided.

**2.7 Volunteer**
“Volunteer” refers to an individual who contributes time, effort and talent to meet a needs of the organization or to further the mission of Student Energy without receiving monetary compensation. There is no formal agreement in place establishing an individual as a volunteer of the organization.

**2.8 Intern**
“Intern” refers to an individual who enters into an internship agreement with Student Energy. The key features of an internship agreement are specified responsibilities, a temporary/short term work period, and a pre-determined honorarium. All Student Energy interns are paid; however, these funds do not necessarily come from Student Energy’s operational budget and be secured through government or not-for-profit programs. The amount paid is usually below market rates.

**2.9 By Laws**
“By Laws” refers to the Articles of Association of the Organization.

**2.10 Policies**
“Policies” refer to the items included here within this document.

**2.11 Financial Support**
Financial support refers to any type of monetary or in-kind support made to Student Energy to further the organization’s objectives. Financial Support can come in the following forms with the associated definitions:

2.11.1 Gifts or Donations refers to any gift which the donor does not derive any financial benefit, full or partial ownership, or control to the funder in return for the funding. Donations qualify for a charitable receipt.

2.11.2 Sponsorship refers to any financial payment that derives explicit advantage(s) to the funder, to which Student Energy must fulfill a pre-established list of benefits to the funder. Sponsorship funds do not qualify for a charitable receipt.

2.11.3 Grants refers to gifts that are non-repayable funds provided by governments, foundations or institutions for carrying out specific programming based on a set of pre-arranged criteria typically established in a grant agreement. Grants do not qualify for a charitable receipt.
2.12 Donor
The term “donor” refers to individuals, corporations, organizations or government agencies who provide support or make gifts to Student Energy. Donors may be donors who receive a tax receipt and basic recognition or a sponsor who receive enhanced benefits for their contributions and no tax receipt.

3. BOARD GOVERNANCE POLICIES

3.1 Board Structure
The structure and mandate of the Organization are defined under Part 9 of the Companies Act of Alberta, the Articles of Association, Memorandum of Association, Board resolutions, and these governance policies enacted under the authority of the Board of Directors.

3.1.1 Board Composition
There shall be a minimum of two (2) Directors and a maximum of fifteen (15) Directors. The precise number of Directors shall be determined by the shareholders of the Organization at an annual shareholders meeting. The appointed officers of the Organization shall consist of the chair, vice-chair, secretary and treasurer. One individual may hold more than one officer position.

3.1.2 Governing Style
The Student Energy Board of Directors does not have a distinct governing style and rather uses discretion to assess the needs of the organization when deciding how to provide support and resources. All board members, regardless of title, are responsible for governance and therefore provide strategic direction and steward the mission and vision of the organization. Directors may take a greater and more operational role beyond governance responsibilities, as required, to help Student Energy achieve its goals.

3.1.3 General Responsibilities of the Board
The Board's job is to govern the affairs of the Organization within the framework of relevant legislation and standards and the Income Tax Act as it relates to registered charities. The Board of Directors, representative of the Organization's community, is given the legal authority and responsibility for the achievement of the Organization's mission, for its stability and for provision of systematic linkage with other organizations engaged in the pursuit of similar objectives, and the community at large. The Executive Director is responsible for working with the Board, ensuring that the Board has adequate information to monitor key areas of performance.

The Board, in fulfilling its responsibilities for the governance of the Organization, oversees the management of the Organization's finances and long-term financial health. The Board ensures the proper and adequate fulfillment of this duty through its Treasurer acting on behalf of and reporting to the Board.
3.1.4 Authority and Accountability
The Board as a whole, is responsible to the stakeholders of the organization including the student community it serves as well as donors who provide funds for the operation of the Organization. The Board is also accountable, in a more general sense, to exercise good stewardship of the Organization on behalf of the trust placed in it by the general public, staff, volunteers and other stakeholders.

Individual members, including the chair, are elected and/or appointed under the authority of the Articles of Association. However, they have no authority to act or give direction individually other than in such manner as is approved in these policies or by resolution of the Board. The Board may delegate authority to an individual Director or officer or employee or member of a committee; however the Board retains ultimate responsibility and accountability.

The Board will oversee that the Organization’s stakeholders receive information about the Organization through annual and periodic reports on the activities and finances of the Organization, annual audited financial statements, providing access to minutes of Board meetings upon request (except in-camera portions), receiving representations from and consulting with key stakeholders and generally operating in an open and transparent manner.

3.1.5 Major Duties of the Board
- Oversee development and approval of a long-term strategic plan and approve annual budgets and operating plans;
- Define and/or safeguard the organizational mission, vision, purpose, beliefs and operating principles within which it expects the Organization to be administered, and to review these periodically;
- Govern the Organization through broad policies and planning objectives approved by the Board, and reviewed periodically;
- Review and evaluate regularly the performance of the Directors, Officers and Executive Director on the basis of a specific job description and approved objectives;
- Recruit new Directors and ensure that the Board always has committed and active Directors who are reflective of Student Energy’s stakeholder groups.
- Seek and secure sufficient resources for the Organization to finance its programs and operations adequately;
- Account to the public and funders, for the services of the Organization and expenditures of funds;
- Ensure prudent and proper management of the Organization’s resources;
- Ensure compliance to all legal requirements for the organization as a corporation as a registered charity.
- Establish the general values framework in which the Organization’s human resources will be managed and periodically monitor key human resource performance indicators;
- Approve and periodically review personnel policies within which human resources
will be managed;
- Establish guidelines within which management may negotiate pay and benefits agreements with staff;
- Regularly review the Organization’s initiatives to ensure that they are consistent with the purpose of the Organization and that its programs are effective and relevant to community needs;
- Provide continuity for the Organization and opportunities for citizen participation;
- Represent the Organization and its programs to the community

3.1.6 Responsibilities of Individual Directors
Each Director is expected to become an active participant in a body that functions effectively as a whole. In addition to performing the major duties of the Board outlined above, members are responsible for exercising due diligence in the performance of their duties. They are responsible to:

- Be informed of the Articles of Association and legislation under which the Organization exists, its mission, values, code of conduct, and policies as they pertain to the duties of a Director.
- Keep informed about the activities of the organization.
- Keep aware of global trends that could impact the organization.
- Attend Board meetings regularly, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.
- Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances.
- Be independent and impartial.
- Not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism.
- Act with honesty and integrity and conduct him/herself in a manner consistent with the nature and the responsibilities and the maintenance of public confidence in the conduct of the Board’s business.
- Offer their personal perspectives and opinions on issues that are the subject of board discussion and decision.
- Voice clearly and explicitly at the time a decision is being taken, with any opposition to a decision being considered by the Board.
- Maintain solidarity with fellow Directors in support of a decision that has been made in good faith in a legally constituted in a meeting, by Directors in full possession of the facts.
- Ask the Directors to review a decision; if he/she has reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations, and, if still not satisfied after such review, ask that the matter be placed before the membership.
- Work with the staff of the Organization on committees or task forces of the Board;
- Know and respect the distinction in the roles of Board and staff consistent with the principles underlying these governance policies;
- Act as an ambassador, steward and spokesperson for Student Energy’s mission,
vision, purpose and initiatives to external stakeholders and the public.
- Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Organization’s Articles of Association and policies.
- Make a personal contribution to the organization (in accordance to section 3.1.7 – Personal Contribution of Board Members)

3.1.7 Personal Contribution of Board Members
In following nonprofit best practice and to show personal investment into the vision of Student Energy, it is a requirement of each Board Member to make a personal contribution to Student Energy. Contributions can be demonstrated through one or more of the following ways:

- **Financial Donation** – Make a personal charitable contribution of a monetary nature to Student Energy. The dollar amount will vary with each Board Member, but generally the contribution should be of an amount that reflects the individual’s personal financial situation and should occur on an annual basis. At a minimum, the contribution should be no less than [$1,000 Canadian Dollars per year].
- **Fundraising** – Contribute to building the fundraising pipeline for Student Energy by generating leads or being actively involved in forwarding discussions with philanthropists or sponsors. At a minimum, the contribution should be no less than [$10,000 Canadian Dollars per year] in potential leads.
- **Time** – Contribute to Student Energy through volunteer hours that fall outside of the Board Member’s role and utilize a specific skill set that would have otherwise been filled by an external consultant or specifically hired staff. An example would be creating a custom market report or providing audit preparation services. At a minimum, the contribution should be no less than [40 hours per year].

At the time of board appointment, each board member must make a personal pledge for that year and sign a letter of intent, which will be shared with the rest of the board and management. Progress on the personal contribution will be tracked throughout the board members tenure.

3.2 Board Conduct

3.2.1 Code of Conduct
Directors are expected to comply with the prescribed Code of Conduct that encourages the development of collective decision-making, shared objectives, and shared ownership of and respect for Board decisions. A Director will at all times conduct him or herself in a manner that:
- Supports the objectives of the Organization;
- Represents the mission of the organization and, when representing Student Energy, speaks about energy issues in a balanced, inclusive manner;
- Serves the overall best interests of the Organization;
- Subordinates personal interests, and those of any particular constituency, to the best interests of the Organization;
- Brings credibility and goodwill to the Organization;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals and human rights;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for, and attendance at, meetings, special events and in all other activities on behalf of the Organization;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in her activities on behalf of the Organization;
- Ensures that the financial affairs of the Organization are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities and public trusteeship;
- Avoids real or perceived conflicts of interest;
- Conforms with the Articles of Incorporation and policies approved by the Board.

3.2.2 Conflict of Interest

Members of the Board of Directors shall act at all times in the best interests of the Organization rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the Organization in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Members of the Board shall serve without remuneration. No Director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties. In addition, a Director may be paid for services that are outside of their scope of duty as a Director if a number of specific conditions are present (see Section 3.9). The pecuniary interests of immediate family members or close personal or business associates of a Director are considered to also be the pecuniary interests of the Director.

Definition

- Directors are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board.
- A conflict of interest may be “real”, “potential” or “perceived”; the same duty to disclose applies to each.
- Full disclosure in itself, does not remove a conflict of interest.

Examples of Conflict Of Interest On The Part Of A Director:

a) Any circumstance that may result in a personal or financial benefit to a Director or his family, business associate or friend. This includes, but is not limited to, accepting any payment for services rendered to the Organization, including contracted work or honoraria; accessing financial or other resources for personal use, i.e. transportation, training costs, supplies, equipment, etc.;

b) Personal interests which conflict with the interests of stakeholders or are otherwise adverse to the interests of the Organization;
c) Seeking, accepting or receiving any personal benefit from a supplier, vendor, or any individual or organization doing or seeking business with the Organization;
d) Being a member of the Board or staff of another organization which might have material interests that conflict with the interests of the Organization or its stakeholders, and, dealing with matters on one Board which might materially affect the other Board;
e) Any involvement in the hiring, supervision, grievance, evaluation, promotion, remuneration or firing of a family member, business associate or friend of the Director;
f) Individuals who serve as Directors on the same board with members of their family or others with whom they have a direct business or personal relationship will be subject to an immediate perception of apparent conflict of interest.

Principles for Dealing With Conflict of Interest:
a) The Director must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its committees that deal with the matter at issue.
b) If the Director is not certain he/she is in a conflict of interest position, the matter may be brought before the Chair or Board for advice and guidance.
c) If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
d) It is the responsibility of other Directors who are aware of a real, potential or perceived conflict of interest on the part of a fellow Director to raise the issue for clarification, first with the Director and, if still unresolved, with the Board Chair.
e) The Director must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.
f) The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.
g) If the conflict of interest is in reference to a formal board decision, the conflict must be disclosed in the resolution and signed off on by all Board members.

3.2.3 Oath of Confidentiality
Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Board members must at all times respect the confidentiality of any stakeholder names and/or circumstances that might identify stakeholders. Similarly, all matters dealt with by the Board during in camera meetings and matters related to personnel and/or collective bargaining must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board. Board members shall sign the Student Energy Oath of Office and Confidentiality Agreement upon joining the Board of Directors.
OATH OF OFFICE AND CONFIDENTIALITY AGREEMENT

I, insert name, a director of Student Energy, declare that, in carrying out my duties as a director, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the Organization.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the Organization’s Articles of Association, policies, Code of Conduct, and decisions of the Board and membership.
4. Keep confidential all information that I learn about stakeholders, personnel, collective bargaining and any other matters specifically determined by board motion to be “matters of confidence” including matters dealt with during in-camera meetings.
5. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the Organization.
6. Immediately declare any personal conflict of interest that may come to my attention.
7. Immediately resign my position as director of the Organization in the event that I, or my colleagues on the Board, have concluded that I have breached my ‘Oath of Office’.

Signature: ___________________________  Date: ____________________

3.2.4 Consent to Act

Any incoming Board Member must sign and adhere to a Consent to Act.

I HEREBY CONSENT to act as a Director of the Company, in compliance with the requirements of the Companies Act, (Alberta), and I certify that:

1. I am not less than 18 years of age;

2. in relation to my capacity to serve as a Director:
   
   - I am not a dependent adult as defined in the Dependent Adults Act or the subject of a certificate of incapacity under that Act;
   
   - I am not a formal patient as defined in the Mental Health Act;
   
   - I am not the subject of an order under The Mentally Incapacitated Persons Act, appointing a committee of my person or estate or both; or
   
   - I have not been found to be a person of unsound mind by a Court elsewhere than in Alberta.

3. I do not have the status of bankrupt.
3.3 Roles of Officers
The Officers of the Organization shall consist of the President, Vice President, Secretary and Treasurer and such other Officers as the Directors may appoint. One individual may hold more than one office. The Officers shall have the powers and duties assigned to them by the Directors, as well as such powers and duties as are usually incidental to their respective offices and, in particular, the powers assigned to them by these policies.

3.3.1 Terminology in Practice
While the official titles of Officers of the Organization are President and Vice President in the Articles of Association, in practice they will be referred to as Chair and Vice-Chair to be more consistent with not-for-profit best practice. When signing official documents as an Officer, the titles defined in the Articles of Association must be used.

3.3.2 Chair
The role of the Chair is to ensure the integrity of the Board's processes and to:
- Serves as the Chief Volunteer of the organization;
- Presides as the ‘manager’ of the Board’s activities, ensuring that the Board follows its own rules and those legitimately imposed upon it by statute or regulation. Since most of the work of the Board will be done during regularly scheduled Board meetings;
- Is a partner with the Executive Director in achieving the organization’s mission;
- Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable;
- Is the official liaison with the Executive Director;
- Chairs meetings of the Board after developing the agenda with the Executive Director;
- Ensures Board's role in strategic planning;
- Appoints the chairpersons of committees, in consultation with other Directors;
- Discusses issues confronting the Organization with the Executive Director;
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns;
- Reviews with the Executive Director any issues of concern to the Board;
- Monitors financial planning and financial reports;
- Plays a leading role in fundraising activities;
- Formally evaluates the performance of the Executive Director and ensures that an annual evaluation of individual Director effectiveness is completed;
- Evaluates quarterly the performance of the Organization in achieving its mission;
- Ensures that the work is conducted efficiently and effectively;
- Performs other responsibilities assigned by the Board.

The Chair has no authority to make decisions outside the Articles of Association or the parameters of policies created by resolution of the Board.
3.3.3 Vice Chair  
In addition to assuming the duties of the Chair during his/her absence, the Vice-Chair shall perform other duties prescribed from time to time by the Board, coincident to the office. The Vice Chair will also be the designated Board Human Resources representative.

3.3.4 Treasurer  
The Treasurer is the officer assigned with the primary responsibility of overseeing the management and reporting of an organization’s finances. This generally includes monitoring the financial activities of the Organization, providing general financial oversight of financial performance, and ensuring organizational controls are properly adhered to. S/He shall:
- Ensure that complete, accurate and transparent records are kept of all of the Organization’s financial matters in accordance with Canadian accounting standards for non-profits;
- Act as a signing authority for the Organization policies as approved by resolution of the Board and in accordance with expense approval;
- Provide the Board, monthly or as otherwise required, a report of the financial position of the Organization;
- Recommend a competent auditor to be appointed annually;
- Collaborate with the auditor in review and presentation of annual audited financial statements;
- Ensure the annual submission of the T3010 filing (Registered Charity Information Return), which is within 6 months of the end of the fiscal period.

3.3.5 Secretary  
The Secretary shall ensure that all secretarial functions are performed for the Board and that records are kept of all proceedings and transactions. The Secretary is the custodian of the corporate seal and of all official books, papers, records, documents and correspondence of the Organization. S/He shall:
- Oversee the keeping of records of meetings, policies, registers and any other records required by law and ensure all legal and financial filings are complete.
- Ensure that minutes are taken at all regular and special meetings of the Board of Directors.
- Ensure that copies of minutes and agendas are circulated to Board members prior to each meeting and that they get subsequently get approved by the Board of Directors.
- Maintain, or ensure the maintenance of, the files and records of the Organization to be passed on to future Officers and ensure the security and confidentiality of all such files and records.

3.4. Role of Committees  
The Organization has two types of committees that are created by Board motion:

- **Standing Committees** - permanently established committees created by
Board motion to handle continuous and special aspects of the Organization’s workload.

- **Ad hoc Committees** - task-specific committees created by a Board motion for specific purposes and dissolved when the purpose is accomplished. Terms of Reference outlining committee membership, mandate, procedures and duration (sunset clause) are required for all ad hoc committees.

Committees have an advisory function to the Board. They assist the Board by preparing alternatives and implications for Board deliberation and may make recommendations to the Board for discussion and vote. They do not speak or act for the Board unless such authority is formally delegated, is time-limited, and is for specific purposes. They do not have any authority to direct staff although they may, through the board, ask the Executive Director to allocate resources in support of committee activities.

Committees use valuable board and staff resources so should be confined to the minimum number essential to ensure efficient and effective governance. This advice pertains to establishment of both standing committees and ad hoc committees. Committees should be disbanded by a Board motion when the task is completed or no longer relevant.

### 3.4.1. Function and Composition

A committee’s function is to bring the experience, expertise and judgment of a group of interested and informed persons to bear on a specific area of the Organization’s responsibility. Its job is to assist the Board by considering matters referred to it in greater depth than would be possible by the whole Board. Committees isolate the key issues requiring Board consideration, propose alternative actions, present the implications and make recommendations to the Board for decision. A member of the Board shall chair all committees.

All Standing and Ad Hoc Committees must operate under the Board approved Terms of Reference.

They often include non-board members who bring expertise or influence to the committee’s purpose. In this regard, they serve as an important ‘role-in-training’ for future board members.

The Board will not review the matter in the same detail as the committee but must be satisfied that all pertinent information was considered or refer the issue back to the committee for further study. The Board will consider the recommendations of the committee and adopt or amend these recommendations or make such other disposition, as it deems advisable.

### 3.4.2 Committee Chair Role

Committees always operate under the guidance and leadership of a Committee Chair who is a member of the Board of Directors and fills the following role:
- Sets tone for the committee work.
- Ensures that members have the information needed to do their jobs.
- Oversees the logistics of committee's operations.
- Reports to the Board Chair.
- Reports to the full Board on committee's decisions/recommendations.
- Works closely with the Executive Director and other staff.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.

3.4.3 Relationship to Staff
Board and staff sitting on Committees work co-operatively to carry out the objectives of the Organization. The board relies upon the ability, training, expertise and experience of staff to plan for and provide services within the Organization’s mandate. Committee and board meetings are the generally recognized avenues for board and staff to think and plan together.

The committee may request, at their discretion, attendance of the Executive Director, or designate at committee meetings as a resource and staff support to enable effective work of the committee. Committees may advise the Board or the Executive Director but do not exercise authority over staff. Committee members must know and respect the distinction between Board and staff responsibilities. Communications between Board and staff, outside of committee meetings, shall be through the Executive Director or as authorized by the Executive Director. This includes:
- Any assignments or directives;
- Requests for organizational resources or staff time;
- Staff performance concerns or policy infractions;
- Concerns regarding any aspect of programs or administration.

3.4.4 Permanent Standing Committees
The following committees are Student Energy's permanent standing committees, as per Board motion (December 2013).

3.4.4.1 Finance/Audit Committee
The Board Treasurer chairs the Finance Committee. The Finance Committee is responsible for generally overseeing and ensuring the development and Board approval of the annual budget including:
- Reviewing revenue forecasts and expenditure plans presented by management;
- Monitoring of current and future cash flows;
- Making recommendations to the Board for approval of an annual budget;
- Recommending assurance/audit service firms to the Board;
- Monitoring actual revenues and expenditures against the budget forecast and recommending to the Board any adjustments that it deems necessary;
- Coordinating and communicating with assurance services professionals.
3.4.4.2 Human Resource Committee
The Human Resource Committee is responsible for overseeing the establishment of open, fair and transparent policies for the management of Student Energy’s staff and volunteer resources, and monitoring compliance with those policies. This includes recruitment practices, employment policy, compensation and retention practices, performance appraisal and evaluation, and other issues around staff and volunteers of the Organization.

3.4.4.3 Fund Development Committee
The Fund Development Committee assures the fiscal health through philanthropy and fund development. The committee is responsible for nurturing a culture of fund development throughout the organization including:
- Assuring appropriate articulation of roles and performance expectations of the Board, staff and other pertinent stakeholders in fund development and ensuring they are adequately educated about the basic principles and best practices in fund development
- Devising and recommending philanthropy and fund development policies
- Assuring that all donors of time and money are respected and honored
- Leading the fund development planning process: establishing the charitable contributions goals for the annual budget; devising the annual fund development plan for action by the Board; and, recommending results and benchmarks for action by the Board.
- Reviewing and evaluating results compared to plan.

3.4.4.4 Nominating and Board Development Committee
The Nominating and Board Development Committee is responsible for developing and recommending to the Board the skills, experience and diversity criteria for Directors necessary to ensure balanced community representation and effective governance. This committee is also responsible for Director orientation, management and recruiting of future Directors.

3.5 Board Responsibilities
The Directors shall have absolute control over all the affairs and property of the Organization and shall exercise all such powers of the Organization, as they shall think fit except as otherwise provided by law, and subject to the provisions of these Policies.

3.5.1 Policy Development
The primary responsibility of the Board is to develop and maintain policies that will serve as the written guidelines for the effective operation and functioning of Student Energy.

Policy will have the following characteristics:
- it will set clear direction
- it will be clearly written to be easily understood
- it will be readily accessible
- it will comply with all legal requirements and prohibitions
3.5.2 Planning
One of the most important responsibilities of a Board of Directors is to provide general guidance and direction for an organization. A comprehensive framework for planning, setting priorities, management, and budgeting is essential to effective and responsible organizational stewardship. Good planning results in better communication and a better understanding of how various parts of an organization work together to produce desired results.

Strategic Plan
The Board of Directors establishes the Organization’s overall direction through the approval of a Strategic Plan. The plan will be developed by the staff of the Organization in consultation with key stakeholders, and is put forward to the Board for approval, usually on a 3-year cycle. This plan provides a blueprint for the Organization’s direction and activities on a scan of internal and external factors that may bear on the resources and direction of the Organization. It identifies the "key areas" in which the Board wants to focus the activities of the Organization and general goals for each of these areas.

Annual Operating Plan
The Organization’s management develops annual operating plans and budgets based on the Strategic Plan. These become the focus of work throughout the organization over the next twelve-month period. They will contain estimates of service demand for the year as well as objectives for improvement in key areas of activity. The Organization’s annual operating plan will be the basis of its yearly budget containing revenues and expenditure forecasts related to planned volumes of service. This plan will contain more specific objectives than contained in the Strategic Plan; expected results for each objective; the time period during which those results will be sought; and, criteria for measuring the achievement of those results. The annual operating plan, together with service statistics and budget forecasts are presented to the Board for review, amendment and approval.

3.5.3 Financial Stewardship
The Board is responsible for reviewing and approving the annual operating and capital budgets; securing adequate financial resources; ensuring development of financial management and control systems adequate to properly record financial transactions and control of assets; monitoring efficient use of resources, including current and future cash flows; and, ensuring the establishment of proper financial controls and policies.

3.5.4 Human Resources Stewardship
The Board is responsible for:
1. ensuring the establishment of personnel policies to govern the management of staff and volunteer resources; recruiting,
2. supporting and evaluating the performance of the Executive Director;
3. providing guidelines for staff compensation; succession planning to ensure smooth transition in both board and senior staff positions; and,
4. monitoring compliance with legislative and regulatory requirements.

### 3.5.5 Performance Monitoring and Accountability

The Board is responsible for ensuring that adequate systems are in place for monitoring organizational performance; monitoring the general performance of the organization against legislative and regulatory requirements and approved objectives of the organization; and reporting to funders and other key stakeholders.

To ensure that the board is up to date on the Organization’s priorities, Student Energy will use the following system to keep the board up to date with goals, progress and challenges.

1. Each year in January the Executive Director will present an operational plan to the Board for discussion and approval.
2. Based on this plan, the Executive Director will create quarterly organizational goals to be discussed with and approved by the Board.
3. At the end of each quarter the Executive Director will report back on the progress of the goals, changes in the last quarter, financial state of the organization, and any challenges the organization is facing.
4. If the Executive Director would like to pursue a project, partnership, or program that is outside the scope of the approved annual plan, s/he will submit a Project Proposal Survey to the board. The template for which can be found in the governance documents. The Board must approve the project before it can go ahead.

### 3.5.6 Risk Management

The Board is responsible for ensuring that by-laws are current; that governance practices are consistent with the by-laws; adequate insurance provisions are in place to protect the organization and board from potential liabilities; resources are sufficient to minimize risk to employees and volunteers; compliance with statutory and regulatory requirements; that policies are respected in actual practice; and, adequate contingency plans are in place to protect against reasonably anticipated crises.

### 3.6 Board Development

The purpose of Board Development is to ensure that Student Energy is governed by a robust and well-balanced Board of Directors equipped to oversee and guide the management and strategy of the organization. The Student Energy Board development and recruitment policy is designed to ensure that the Organization’s directors are composed of:

- Necessary areas of expertise that match the needs of the organization at a given point in time
- A balance between experience and fresh perspectives
- Reflective of Student Energy’s community and stakeholder groups
- Individuals who are committed to the organization and enthusiastic about its development and impact

Board Development is the responsibility of the Board Nominating and Development standing committee.

**3.6.1 Need for Board Recruitment**
The board recruitment policy is always in effect and particularly when:

- There is a vacancy that must be filled on the board mid-term
- A Director’s term ends and a replacement must be sought
- The Board identifies areas where existing Board composition falls short of the ideal.

**3.6.2 Board Skill Sets**
The Student Energy Board of Directors will keep a running Board renewal matrix that will highlight the current skill sets of the directors and any potential gaps.

Crucial to Board fit are the following criteria:

- demonstrated personal commitment to youth empowerment and energy transition
- fit with Student Energy’s Theory of Change, culture, philosophy and values
- general Board level leadership capacity and governance experience in non-profit organizations;
- has a reasonable external profile and a high degree of credibility and a solid reputation among peers; and adds value by connecting us to valuable networks and circles of influence.

Further, the Board skill sets should include such areas as:

- Financial oversight
- Accounting expertise
- Fundraising expertise
- Non-profit governance and management expertise
- Innovative thinking around social movements and energy

The Board will also endeavour to maintain diversity in gender, location, age and perspective.

**3.6.3 Board Development Process**
The Board development process will roughly follow these steps:

**Identify the need for renewal**
The Board development process may be triggered by a vacancy, upcoming AGM or perceived gap in skills on the Board of Directors. This should be an ongoing discussion with Directors and specifically monitored by the Board Nominating and Development standing committee.
Review the matrix and identify gaps

Once a need for renewal has been identified, the Board Nominating and Development committee will revisit and review the renewal matrix. The committee will consult the Board about needs in capacity; this needs assessment should be informed by the strategic plan of the organization at that given point in time. Based on feedback from the Board, the committee will identify gaps and craft a position description.

Write a position description

A position description will be defined. The description will include the general requirements of being a Director as well as the specific traits being sought out for the Board at the given point in time. Candidates will be asked to demonstrate their general interest in being a Director as well as identify their specific skill sets and how they meet the needs of the Board.

Advertise and recruit for positions

The position description will be publically posted and advertised. Board members will reach out to their networks and in some cases an executive search firm or other related networks will be enlisted to help inform potential candidates. A public application form will be posted where prospective candidates can apply.

Select, notify, onboard

All applications will be reviewed and assessed by the Board Nominating and Development committee; potential candidates may be interviewed if deemed necessary. The committee will determine the appropriate candidates and assemble their profiles to be presented to the entire Board of Directors. Agreement will be reached among directors (no formal vote until candidates are added to the board) and candidates will be notified. At the next Board meeting, preferably the AGM, the new Directors will be voted onto the Board and will go through orientation (see next section).

3.6.4 Orientation

New Board members shall receive a thorough orientation to their position within one month of becoming a member of the Board from the Executive Director or the appointed Director Recruitment Lead. Orientation includes but is not limited to:

- The history, mission and purpose
- Constitution, by-laws and governance policy
- An overview of funding sources
- An overview of key policy areas and copies of policy to study
- Role, structure and functions of the Board
- Board member Oath of Office & Confidentiality Agreement, Code of Conduct and Conflict of Interest policies
- Procedural guidelines for Board meetings
- Introduction to key staff
Overview of the obligations of a registered charity

Board members must complete the Board onboarding survey found at the following link: https://studentenergy.wufoo.eu/code/student-energy-board-of-directors-onboarding/

3.6.5 Board Self-Evaluation
The Board shall periodically review its ability to govern and support the organization in an effective manner. The self-evaluation process should be initiated and led by the Board Chair, and include feedback from individual board members and key staff members.

3.7 Board Management

3.7.1 Meetings
The Board of Directors shall meet at minimum 4 times a year (quarterly). Additionally, an Annual General Meeting will be held once a year and will have the Board in attendance. It is encouraged that AGMs be open to the general public.

3.7.2 Board Member Attendance
A Board attendance problem occurs if any of the following conditions exist in regard to a Director’s attendance to Board meetings:

1. The member has two un-notified absences in a row (“un-notified” means the member did not call ahead with a reasonable amount of notice to a reasonable contact in the organization before the upcoming meeting to indicate they would not be able to attend).
2. The member has three notified absences in a row.
3. The member misses more than one third of the total number of board meetings in a twelve-month period.

If a Board attendance problem exists, the Board Chair will promptly contact the Director to discuss the problem. The Chair will promptly share the Director’s response with the entire Board at the next board meeting. In that meeting, the Board will decide what actions to take regarding the Director’s future membership on the Board. If the Board decides to terminate the Director’s membership, termination will be conducted per this policy (or the process may specified in the organization’s bylaws). The board will promptly initiate a process to begin recruiting a new board member.

3.7.3 Termination
A Director may be expelled by the Board if the conduct of a member is not in keeping with the aims, objectives and welfare of Student Energy and such decision must be unanimous.
3.8 Board Decision Making

3.8.1 Quorum
Quorum for decision-making on the Student Energy board will be 2/3 or 66% of the total number of directors of the organization. In situations in which the board has an uneven number of directors, quorum will be rounded up to the nearest director. For example, if there are 7 directors, 4 directors represents quorum.

3.8.2 Resolutions and Voting
A 'motion' is a proposal for action. 'Moving' a motion merely means putting the proposal forward to be voted on. All motions will require a second before they are brought to a full vote of the entire Board.

Motions are then to be discussed and any director can recommend a re-wording of the motion if necessary. Approved Board motions should be recorded in a “record of motions” by the Secretary.

3.8.3 In-Camera Meetings
An in-camera meeting is a private meeting between Directors that can be called at any time. The following items may be considered in-camera upon an approved motion of the Board:
   1. Personal matters about an identifiable individual (i.e. stakeholders or employee)
   2. Acquisition or sale of land
   3. Labour relations or employee negotiations
   4. Litigation or potential litigation
   5. Receiving advice that is subject to solicitor-client privilege
   6. Matters of personal conflict between members of the Board as outlined in this governance policy
   7. Any other matters which, the public discussion thereof, the Board, by a two-thirds (2/3) majority vote, determines would be prejudicial to the interests of the Organization or its stakeholders.

In camera meetings do not have a minutes record and should only be used to discuss items listed above not keep general Board decisions off the public record.

3.9 Payment of Directors for Services
As per Section 3.2.2 Conflict of Interest, no director shall directly or indirectly receive any profit from his/her position as such, but they may be paid for services that are outside their scope of duty as a director. The conditions with which this may be acceptable are as follows:

- It must be clearly distinguishable that the services in question are not within the expectations of a director. The work must be clearly outside the person’s role as a director, as directors will never be compensated for work within his or her role as a director.
The proposed contract must be brought to the board for approval and the director in question must declare a conflict of interest and remove themselves from any discussion and voting processes (i.e. not be physically present).

A board-approved contract for the work must be in place well before the work is started or completed (no retroactive agreements).

The rate for services rendered must be at or below market value.

4. OPERATIONAL POLICIES

4.1 Fundraising

All fundraising performed by Student Energy must be done in an ethical, transparent manner that is aligned with non-profit best practices. For this reason, the Association of Fundraising Professional’s (AFP) Code of Ethical Principles and Standards are adopted.

The fundraising activities performed must also adhere to Canada Revenue Agency’s Guidance Document CPS 028 - Fundraising by Registered Charities.

4.1.1 Fundraising Ethics Statement

The mission of Student Energy is “to open the eyes of the world’s students to all perspectives on energy” and we take this to heart when approaching funding. We seek and encourage all organizations to sponsor and fund the incredible work of Student Energy.

Student Energy is a non-advocacy organization and the only agenda we promote is that youth should have a key role in shaping their energy future. Student Energy works with partners who demonstrate genuine interest in supporting youth participation in the global energy transition. Transitioning our world to a sustainable energy future will take the collective action of industry, government, non-profits and students and as such we actively seek support from every possible stakeholder group for the programs we offer.

4.1.2 Ethics Guiding Principles

Program and Content Integrity - Our intention is to have our supporters engage in the energy dialogue with students, not dictate it. No sponsor or funder will ever be permitted to control our program and content. Should a potential funder place conditions on their funding that would prevent us from sharing all perspectives on any topic, this request will be outright refused.

Triple Win - All work will be held to a triple win test. The triple win test is that the three stakeholder groups (Student Energy, the Funder and Students) must see value from any partnership that is formed. This means that Student Energy will receive direct contributions to support our operations and programs, funders will receive pre-agreed upon recognition benefits if applicable, and most importantly, our students will be offered new perspectives, high-value experiences and/or unique content.
Refusal - Student Energy retains the right to refuse funds from organizations that it believes are not genuine in their interests of engaging youth in energy.

4.1.3 Transparency
Student Energy freely shares a list of public partners on its website and in the annual report. In the rare case a corporate partner requests being unlisted, their request will be honored however should any individual wish to know the complete list of organizations who support Student Energy, all information will be freely shared. Note: No personal contact information collected by Student Energy will ever be shared with third parties for any reason.

4.2 Gift Acceptance and Recognition
Student Energy seeks outright gifts, gifts-in-kind, future gift commitments and sponsorships that are consistent with its mission and acceptable to Revenue Canada and the laws of the province of Alberta. Gifts generally will be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations unless such gifts originate from a source that is inconsistent with the beliefs, values and mission of the Organization (see Section 4.1 Fundraising).

4.2.1 Responsibility to Donors
Student Energy has an ethical responsibility to donors. Accordingly, professional staff, volunteers and members of the Board will adhere to the following principles:

4.2.1.1 Conflict of Interest
In all matters involving the donor, the interest and well-being of the donor must take priority. In cases of potential conflict of interest those acting on behalf of Student Energy must declare the conflict and allow an impartial individual to act for the Organization.

4.2.1.2 Legal and Other Professional Counsel
Professional staff and members of the Board shall encourage donors to discuss proposed gifts with independent counsel such as financial planners, lawyers or tax advisers.

Student Energy retains the right to seek independent counsel regarding gifts when appropriate. Counsel may include, but not be limited to, independent appraisers, lawyers, tax advisers, accountants or Revenue Canada.

4.2.1.3 Ethics
All professional staff, volunteers and members of the Board will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity. They will inform, serve, guide and otherwise assist donors who wish to support Student Energy’s activities but not pressure or unduly persuade.

Student Energy will comply with privacy legislation. Student Energy will not trade or sell donor lists. Personal donor information will remain private and confidential and will not be made public.
4.2.1.4 Direction of Gifts
Donors are encouraged to support areas reflecting their interests. The priorities of Student Energy include gifts for unrestricted, restricted and endowment purposes.

Multi-year gift pledges are encouraged but for no more than five years. Donors should complete and sign a gift agreement or sponsorship contract detailing the purpose of the gift, payment schedule, recognition terms and reporting expectations.

When gifts with restrictions are accepted, restrictions will be honoured.

Student Energy reserves the right to decline a gift either as a result of restrictions placed on the gift or as otherwise deemed necessary by the Fundraising Committee (see Sections 4.2.2 and 4.2.3 for further explanation).

4.2.1.5 Donor Bill of Rights
The staff, volunteers and Board of Directors of Student Energy will comply with the Donor Bill of Rights.

4.2.2 Acceptance Guidelines
Proposed gifts that are not outright cash require additional approval by the Board of Directors. For in-kind contributions, special attention will need to be made to ensure the valuation at fair market value, and therefore approval by the Treasurer in addition to the Fundraising Committee will be required.

This section may be expanded as necessary to include parameters for gifts of real property / real estate, appreciated securities, bequests, life insurance, annuities, charitable remainder trusts, etc

Gifts that have restrictions (such as grants or sponsorships) shall be monitored closely by the Fundraising committee and Treasurer.

4.2.3 Guidelines for Declining a Gift
Student Energy reserves the right to decline a gift if one or more of the following conditions are true:

1. There are conditions to a gift and its designations which are not consistent with the values, mission or priorities of Student Energy;
2. The gift could financially jeopardize the donor or Student Energy;
3. The gift or terms are either illegal or not compliant with Revenue Canada guidelines;
4. Student Energy does not have the resources to honour the terms of the gift or to determine its value;
5. There are physical or environmental hazards;
6. Where false promises have been made;
7. The gift is from an individual or entity whose support may be perceived as a conflict of interest;
8. Donors request public recognition that is incompatible with Student Energy’s philosophy of appreciation.
9. The gift could jeopardize the reputation or the tax or charitable status of Student Energy; or
10. The gift could improperly benefit any individual.

4.2.4 Gift Acknowledgement
Gifts received by Student Energy are acknowledged in a manner acceptable to the donor, and fitting within Canada Revenue Agency guidelines. Donor recognition benefits are based on the level of the gift and can come in the form of:

- Personalized Thank You Emails - Emails to donors at all levels, signed by the Executive Director or a designated representative, shall be emailed within 72 hours of receipt of gifts and include appropriate documentation such as charitable tax receipts.
- Personalized Thank You Letters - Letters to donors at all levels, signed by the Executive Director or a designated representative, shall be mailed within 72 hours of receipt of gifts and include appropriate documentation such as charitable tax receipts.
- Phone Calls – Donors shall be acknowledged with a phone call from a designated representative of Student Energy. Leaving messages with secretaries or on answering machines, while not best practice, is acceptable.

4.2.5 Donor Anonymity
All donors shall be offered the opportunity to remain anonymous. Their wishes will be strictly adhered to and a confirmation of receipt of their request will be acknowledged in writing.

4.3 Finance and Accounting

4.3.1 Financial Reporting
As a registered charity, all funds must be used in charitable activities. To emphasize the theme of open transparency, our financials, received funds and expenses will be detailed and openly published annually in Student Energy’s Annual Report. The Annual Report will be released 3 months after the Annual General Meeting.

4.3.2 Financial Assurance
To assist in transparency of the organization, Student Energy’s financial statements will undergo assurance services by a third party accounting firm. The assurance provider will be approved by the Board at the annual general meeting. The level of detail required for assurance (for example, review, audit, etc.) will be determined by the Finance/Audit Committee.
4.3.3 Tax
Student Energy has been registered as a charitable organization and, therefore, under section 149(1) of the Income Tax Act the organization is exempt from the payment of income tax.

One half of the goods and services tax (GST) paid by the Organization is recoverable as a rebate from the Federal Government under the Public Service Bodies’ rebate. The unrecoverable portion is recorded as expenditure with the rebate treated as a receivable.

4.3.4 Accounting Methods and Practices
As of January 1, 2012, Student Energy adopted the Accounting Standards for Not for Profit Organizations (ASNPO) method for financial reporting and will continue using the methodology until they are deemed no longer appropriate.

In following with ASNPO, Student Energy uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Restricted contributions received for property and equipment are deferred and amortized to revenue on the same basis as the related assets. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Purchased property and equipment is recorded at cost. Donated property and equipment is recorded at fair market value at the date of acquisition. Property and equipment with a cost less than $1,000 is expensed fully in the year of acquisition. The useful life of property and equipment is re-evaluated annually for impairment. Amortization expense recognized is pro-rated by the number of months in which it is in use in the year of acquisition. Amortization is provided on a straight-line basis over the estimated useful life of the assets as follows:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
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<tbody>
<tr>
<td>Buildings and improvements</td>
<td>25 years</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>5 years</td>
</tr>
<tr>
<td>Computer hardware and system software</td>
<td>3 years</td>
</tr>
<tr>
<td>Computer software</td>
<td>1 year</td>
</tr>
<tr>
<td>Vehicles</td>
<td>3 years</td>
</tr>
<tr>
<td>Website development costs</td>
<td>5 years</td>
</tr>
</tbody>
</table>
Contributed materials and services are recognized when their fair value can be reasonably determined and they are used in the normal course of the Organization’s operations and would otherwise have been purchased. Due to the difficulty of determining the fair value of contributed services by volunteers in carrying out program activities, these contributed services are not recognized.

Student Energy classifies all financial instruments as held-for-trading and therefore carries these instruments at fair value. Unrealized gains and losses on trading assets are recognized as part of excess of revenue over expenses. The fair value of financial instruments is based on current interest rates, market values and pricing of financial instruments with comparative terms.

Cash on deposit at banks or other financial institutions and temporary revolving loans are considered cash and cash equivalents.

4.3.5 Investment
The organization may hold cash in excess of projected cash flow needs. These funds are carried at fair market value in order to responsibly utilize funds provided by members and contributors. Investments held by the organization be held in low risk investments such as Guaranteed Income Certificates with short-term maturities or Callable Guaranteed Income Certificates.

4.3.6 Expenses
All expenses relating to Student Energy must be prepared and approved through a formal expense process, which includes:

1. Obtain all supporting invoices, documents and receipts. Reimbursements require a detailed receipt (credit/debit slips alone are not sufficient).
   a. For employee expenses completing the Student Energy Expense Form in its entirety, including signature, and include all supporting documents and receipts.
   b. If a detailed receipt is not available or lost, the transaction must be shown on a credit card statement, if possible, and the employee must write a memo explaining the expense. This memo must be approved by the executive director.
2. Submit claim to Treasurer, and Treasurer approval must be documented with invoices or expense reports.
3. Obtain approval from Treasurer for claims under $5,000. Obtain Student Energy Board Chair for invoices or claims at or above $5,000 CDN.
4. Cheque will be issued after the appropriate sign offs have been obtained.
5. Treasurer or bookkeeper will record entry in the organization’s financial records; allocating the expense to the appropriate cost center.
4.3.7 Adequate Books and Records
Below is a list of books and records that will be kept at the Student Energy office (or lawyer’s office) or online through Student Energy’s shared document management portal (i.e. Dropbox) for the following length of time:

- **Copies of official donation receipts** (other than for 10-year gifts) kept for a minimum of two years from the end of the calendar year in which the donations were made.
- **All records concerning 10-year gifts** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- **Minutes of meetings of the directors/trustees/executives** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- **Minutes of meetings of the shareholders** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- **All governing documents and bylaws** kept for as long as the charity is registered and for two years after the date the registration of the charity is revoked.
- **General ledgers or other books of final entry containing summaries of year-to-year transactions and the vouchers and accounts necessary to verify the entries** kept for six years from the end of the last tax year to which they relate, for as long as the charity is registered, and for two years after the date the registration of a charity is revoked.
- **Financial statements, source documents, and copies of T3010 returns** kept for six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation. Source documents may include items such as invoices, vouchers, formal contracts, work orders, delivery slips, purchase orders, or bank deposit slips.

4.3.8 Required Filing
Student Energy’s filing obligations are described below. It is the responsibility of the Secretary to ensure that all filing deadlines are met. A list of filings required by Alberta Charities can be found at Charity Central (http://www.charitycentral.ca/docs/abfiling-en.pdf).

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Filing Level</th>
<th>Task</th>
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</table>
| By 06/01 of following year | Federal | **T3010 Form for CRA**  
http://www.cra-arc.gc.ca/E/pbg/tf/t3010/ |
| 11/01/201X (within 1 month of incorporation) | Provincial | **Alberta Companies Act** –  
1. Annual Return Form REG 3062  
2. Audited Financials and report  
Fie with service Alberta  
www.servicealberta.ca/848.cfm |
| Must apply for | Provincial | **Alberta Liquor and Gaming Commission (ALGC)** |
| Activity and must report within 60 days after | For all Gaming Activity, must apply with Alberta Liquor and Gaming Commission (ALGC)  
www.aglc.ca/charitiesandnonprofit/default.asp |
|---------------------------------------------|----------------------------------------------------------------------------------|
| Must apply, and submit year end            | [Charitable Fundraising reporting to Alberta – Form CONP0030]  
Charities are required to register under the Charitable Fundraising Act if they intend to raise of have raised $25,000 or more in gross contributions in a year from nonmembers.  
www.servicealberta.ca/pdf/Forms/CONP0030.pdf |
| By 02/28 of following year                 | [Charitable Receipts Issued]  
By 02/28 of following year | Federal |
| Anually – as noted in application          | GST filing – Forms GST 66 (Public Service Rebate).  
Forms GST 34 and GST 62 may need to be filed if Student Energy incurs income for which GST is charged.  
Federal |
| T4 – by Feb 28                                | Employment Filings  
T4 – by Feb 28 of following year  
EI/CPP – by 15th of following month  
Federal |
| By 06/01 of following year                  | Form T1236(10) - Report the donations of money or property that is made to other charities or other qualified organizations, if applicable. This includes educational institutions, foundations and other nonprofits.  
http://www.cra-arc.gc.ca/E/pbg/tf/t1236/  
Federal |
| By 06/01 of following year                  | Form T1235 - Directors/Trustees and Like Officials Worksheet  
Includes name, address, and birth date information for members of your board of directors or board of trustees, or other individuals who fill a leadership role in your charity. All information on this form is mandatory.  
Federal |
| 15 days of change in Board Members or Bylaws | Form 848 – changes to bylaws for AB Registered Charities incorporated under the AB Companies Act  
Provincial |
4.4 Personnel

4.4.1 Philosophy
Student Energy wishes to maintain a work environment that fosters personal and professional growth for all staff, interns, and volunteers. Maintaining such an environment is the responsibility of each of these people. Because of their role, managers and team leads have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff, interns and volunteers to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- Encourage growth and development of employees by helping them achieve their personal goals at the Student Energy and beyond
- Seek to avoid conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding
- Promote acceptance and tolerance

4.4.2 Responsibility
Responsibility for Human Resources is shared between the Executive Director and Student Energy’s Board of Directors.

The Board is responsible for the overall human resource policies and handling any conflicts that may arise between the Executive Director and his/her staff. The Board is
also responsible for recruiting and hiring the Executive Director and managing all items related to his/her employment including contractual obligations and performance review.

The Executive Director is responsible for determining the appropriate resourcing structure composed of staff, interns, volunteers and contractors (workforce planning). The chosen structure should meet the strategic objectives of Student Energy and must be within the limits of the organization’s financial and managerial capacity. The Executive Director is responsible for recruiting, selecting, and managing all human resources and must inform the Board of HR decisions but not directly seek approval for specific HR decisions. The Board approves an annual budget that reflects human resource capacity; any changes to this budget must receive formal Board approval.

4.4.3 Employment Equity
Student Energy is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.

4.4.4 Recruitment and Selection

4.4.4.1 Staff
All paid employment opportunities at Student Energy are recommended to be posted for a minimum 7 working day period. They are posted on Student Energy’s website and on the websites of affiliated organizations. Occasionally, they are posted on employment websites or with an employment agency. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, cover letter and current résumé to an easily accessible online web form, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates are selected for the next step of the process. The Student Energy recruiting processes may include a case study assignment or exercise where individuals are asked to demonstrate skills required for the position. Following screening of assignment submissions, candidates chosen for interviews are contacted. If the interview is positive, references may be contacted. Depending on the feedback provided, a position may be offered to the applicant via a formal offer letter and employment contract.

Acceptance or rejection of an application for a position with this organization will be based on the demands and requirements of the position. These requirements may include specific skills and competencies and may also include traits or character or temperament.

4.4.4.2 Volunteers and Interns
Recruitment and selection of volunteers and interns does not follow a standard process because of the broad range of circumstances with which individuals may be brought onto Student Energy’s team or individual projects. Recruitment is at the discretion of
the manager or team lead but where possible should be shared publically and document all those who expressed interest in the position. In addition, the manager or team lead should document their decision rationale and/or criteria. Acceptance or rejection of an application for a position with this organization will be based on the demands and requirements of the position. These requirements may include specific skills and competencies and may also include traits or character or temperament.

Interns who are receiving an honorarium must sign an internship agreement with Student Energy when offered a position. Volunteers need not sign an agreement with the organization.

4.4.4.3 Consultants
Recruitment and selection of contractors follows one of two processes:

1) Open Call
   When Student Energy has a prescribed budget and is seeking new work to be completed, an RFP is issued to a number of potential service providers. A review of proposals is completed based on criteria established by the manager or team lead; interviews or work samples may be requested. Depending on the results of evaluation of service providers, the contract may be offered to a service provider.

2) Preferred Consultants
   Being a growing, youth-focused organization sometimes Student Energy is able to secure below market rates from consultants and/or has consultants that fill unique service offerings not available from similar providers. In this case, the team lead or manager may choose to forgo the formal recruitment process and hire a consultant directly. This process must be approved by the Executive Director to ensure that the decision is based on a unique offering or price and not nepotism.

4.4.5 Orientation
All new staff and interns to Student Energy shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide individuals, new to either a position or to Student Energy, an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also make aware of policies such as, Code of Ethics and Conduct, and asked to sign off on their agreement to these policies.

Specifically, all staff and interns will:

- Sign off on position description and a set performance goals within a month of starting the position
- Sign off on the Code of Ethics and Conduct
Volunteers will also receive an overall orientation when joining the Student Energy team (either in person or via webinar) but will not be asked to sign off on their position description. All volunteers must sign off on the Code of Ethics and Conduct.

4.4.5.1 Code of Ethics and Conduct
Student Energy exists to create the next generation of leaders who will help transition the world to a sustainable energy future. In delivering programs to students all over the world, employees, interns and volunteers work with each other and the public at large. The following Code of Ethics and Conduct ("the Code") is designed to allow Student Energy to preserve integrity and credibility. This Code applies to all governance and advisory members, employees, interns, volunteers and any third party service provider in face-to-face contact with our stakeholders.

The Code is organized into categories, as follows:

Ethics

- Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- Promote the mission and objectives of Student Energy and, when representing Student Energy, speak about energy issues in a balanced, inclusive manner.
- Provide a positive and valued experience for those you interact with.
- Serve the overall best interests of the Organization.
- Bring credibility and goodwill to the Organization.
- Demonstrate respect for individuals and human rights;
- Respect and gives fair consideration to diverse and opposing viewpoints.
- Demonstrate good faith, prudent judgment, honesty, transparency and openness in activities on behalf of the Organization.

Accountability

- Act with honesty and integrity and in accordance with personnel and governance policies.
- Comply with both the content and spirit of any training or orientation provided to you by Student Energy.
- Take responsibility for your actions and decisions.

Conflict of interest

- Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter. In the event that such a matter arises, the person
shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

Confidentiality

- Respect and maintain the confidentiality of information gained as a volunteer or employee that is not in the public domain.

Personal or sexual harassment

- Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.
- Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person’s race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.
- Student Energy has a zero tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

The Personnel Manual gives further details of this and other policies and procedures of the Association. Management has the responsibility of ensuring compliance with all such policies.

Code of conduct declaration

I, ________________, have read, understand and agree to abide by the Code of Conduct of Student Energy and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this ________________ day of ________________, 20_____

________________________________________ (Signature)
4.4.6 Probationary Period
For staff, the first three (3) months of employment are probationary. During this time both parties may assess suitability for employment with Student Energy. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first ninety (90) days of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice, except as may be minimally prescribed by the Employment Standards Code of Alberta (“ESC”), as may be amended from time to time. Upon satisfaction of the requirements under the ESC, as amended, the Employer shall have satisfied any and all obligations to the employee, whether under the ESC, as amended, or at common law.

At the completion of the probation period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

1) Probation will end
2) Probation may be extended for up to an additional six months
3) Employment will end

There is no probation period for interns or volunteers.

4.4.7 Duties
For staff, a description of the job and the associated responsibilities, along with any additional tasks possibly required, will be attached to the Offer of Employment. This document will be used to evaluate performance both during the probation period and every 6 months thereafter. If an employee is unsure of its content, they should not hesitate to ask for clarification.

From time to time, it may be necessary to amend an employee’s job description. These amendments will be discussed with the employee in advance however; the Executive Director will make the final decision on implementation of these changes.

For interns, duties and tasks will be defined in the internship contract and successful completion will mark completion of the contract.

4.4.8 Personnel File
Student Energy does collect personal information for inclusion in personnel files. This information is available to the employee, and the Executive Director. This information is kept in a secure location, and is not shared with members of our Board, funders, other staff members, interns, volunteers or contractors. Information which is contained in an employee’s personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, and approved leave requests.

4.4.9 Compensation
Salaries for both full and part time staff shall be determined by the Executive Director, based on budget considerations, industry benchmarks, and commensurate with the
experience of the successful candidate. The organization shall pay employees twice a month (15th and 30th), less the usual and necessary statutory and other deductions payable in accordance with the Employer’s standard payroll practices. These payroll practices may be changed from time to time at the Employer’s sole discretion.

Honorariums for interns shall be determined by the Executive Director, based on budget considerations and usually being determined by government programs. Some honourariums will be paid by the funding organization directly and therefore Student Energy may not be the actual issuer of payment.

Volunteers are not monetarily compensated.

All staff, interns, and volunteers may be reimbursed for reasonable and Executive Director approved expenses related to Student Energy.

4.4.10 Performance Review
All staff, interns and volunteers are entitled to receive regular and timely feedback on their performance. The intention is to provide for improvement/change in behaviour to our personnel. Any staff member, intern or volunteer may request evaluation and it is their direct supervisor’s responsibility to provide timely and accurate feedback that includes:

- Developmental feedback
- Clear details regarding outstanding or unsatisfactory behaviour or performance
- Suggestions as to what and how to improve as well as time to demonstrate improvement

Performance Reviews for staff shall be completed annually in April by a direct supervisor (usually the Executive Director). The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective workplans associated with their position description. This plan will be reviewed by the Executive Director and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur near the end of April, and annually thereafter. Employees should prepare for this meeting by preparing a draft workplan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee’s personnel file.
4.4.11 Discipline
Discipline for staff, interns and volunteers at Student Energy shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and/or unacceptable behaviour. The stages may be:

1. Verbal reprimand
2. Written reprimand
3. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or willful neglect of duty. In all cases, documentation should be included in the employee’s personnel file. Immediate dismissal must be approved by the Student Energy Board of Directors.

4.4.11.1 Progressive Discipline
The intention of progressive discipline is to provide for improvement/change in behaviour while still protecting the safety, well-being and good will of our stakeholders, staff and the agency as a whole. Appropriate reasons for termination include:

- Disciplinary Action: for serious breaches of policy, theft, persistent absenteeism, improper use of equipment (such as downloading offensive material from the Internet).
- Performance or behaviour threatens to interfere with the organization’s mission, goals or safe environment.

Unacceptable behavior or performance examples for which disciplinary action might be taken may include but are not limited to:

1. Falsification of personal information;
2. Inefficiency, incompetence, or negligence in the performance of duties;
3. Careless, negligent, or improper use of organization’s property, facilities, or equipment;
4. Discourteous treatment of the other volunteers, staff or stakeholders;
5. Violation of rules, procedures, or regulations;
6. Participation in any action that seriously disrupts or disturbs the morale, efficiency, safety or normal operation of the organization;
7. Harassment of other volunteers, staff or donors;

4.4.11.2 Immediate Dismissal
Any behaviour or action which is detrimental to the health, safety or reputation of the organization’s personnel, stakeholders or the organization itself is just cause for immediate dismissal. Other causes include but are not limited to:

a) Abuse;
b) Immoral or indecent conduct while on duty;
c) Criminal actions (including theft and assault)
d) Conviction of a felony or of a crime which is related to the volunteer duties or undermines the public trust;
e) Willful acts that would endanger the lives and property of others including unauthorized use, removal or destruction of property;
f) Possession of unauthorized firearms or lethal weapons while on premises;
g) Impaired performance as a result of the use of alcohol or drugs; illegal use of drugs; possession of or use of alcohol or illegal drugs;
h) Dissemination of information that is allowed by statute to be confidential;
i) Deliberate violation of instruction (insubordination)

4.4.12 Hours of Work
The regular office hours for Student Energy are 9 a.m. to 5 p.m. Monday through Friday inclusive (excluding holidays). During core hours, it is expected that most staff will be available. Given the remote and often demanding nature of Student Energy’s work exceptions to work hours are permitted so long as they are approved by the Executive Director.

All full-time employees are expected to work 8 hours per day, which include those hours indicated as core, exclusive of an unpaid eating break of at least thirty (30) minutes. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part time basis will have schedules determined on a case-by-case basis.

Employees are required to notify their supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee’s supervisor as soon as could reasonably be expected. At the discretion of the Executive Director, depending on circumstances, employees may be allowed to work from home for specific periods of time.

4.4.13 Overtime
All overtime must be authorized by the Executive Director in advance of being worked. Employees will be provided with time off in lieu of overtime pay at straight time for all hours worked between forty (40) and forty-four (44) hours per week. After forty-four (44) hours worked in a week, employees shall accumulate time off in lieu of overtime pay at the rate of time and one-half (1.5) the regular non-overtime rate of pay. Time in lieu of overtime pay must be taken in the twelve (12) months following it being earned and it must be scheduled with the agreement of the Employer based on its operational requirements. Overtime, taken in lieu, should be used in ½ day increments. Pursuant to regulation, employees in a Managerial or Supervisory roles are exempt from the overtime provisions of the Employment Standards Code.

Business travel for conferences, meetings, etc, which cause an employee to depart or arrive home on a non work day does not constitute overtime. If travel is part of the employee’s job, or could be reasonably expected to occur in the course of performing
one’s duties, it is merely an inconvenience. Some travel, which may be exceptional to the employee’s normal duties, may qualify as overtime at the discretion of the Executive Director.

4.4.14 Departure

4.4.14.1 Termination for Cause
An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

4.4.14.2 Termination Without Cause
An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice, and eligible for severance pay if applicable, as is minimally required by the ESC, as amended from time to time. In addition to notice, and pursuant to the ESC, the employee shall be entitled to an additional one (1) week’s notice or payment in lieu of notice for every year of completed service (severance pay) with the Employer to a maximum of sixteen (16) weeks’ notice inclusive of the notice requirements under the ESA. The notice as described in this paragraph is inclusive of all statutory and common law entitlements to notice or payment in lieu of notice. Upon satisfaction of the requirements under this paragraph, the Employer shall have satisfied any and all obligations to the employee, whether under the ESA, as amended, or at common law. The notice requirement contained in this clause constitutes a material inducement to the Employer to enter this agreement.

4.4.14.3 Resignation
After completion of the first ninety (90) days of the probationary period, employees must give the Employer two (2) weeks’ notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

4.4.14.4 Layoff
Operation requirements are subject to change based on workload and the funding levels received on an annual basis. All efforts will be made to keep staff in a position similar, in scope and salary, to that they have become accustomed to. If the organization is unable to do this, then employees will receive one (1) week notice for each year of service, as required by the Alberta Labour Code. For employees who have a minimum of six years of service, this amount will be augmented by one (1) week of severance pay (or equivalent notice) for each year of service.

4.4.14.5 Employer Property
Upon termination of employment for any reason, all items of any kind created or used shall be surrendered to the Executive Director, in good condition, promptly and without
being requested to do so. This includes removing permissions from Student Energy’s file sharing system.

**4.4.15 Time Away From Work**

**4.4.15.1 Vacation Time and Vacation Pay**
Vacation is provided to staff on a case-by-case basis and is specified in the employment contract. Vacation accrues 1/12 of annual vacation time per month and may be taken as such.

As vacation is designed to give employees a chance to rest and rejuvenate, taking vacation is encouraged by the employer. For this reason, employees may only carry five (5) days from one year to the next. These days should be used during the first 90 days of the new year.

**4.4.15.2 Sick Leave**
Staff will be entitled to twelve (12) days of sick leave per calendar year accumulated on the basis of 1 day per month. Sick leave has no cash value. Staff may not use more than they have accumulated, without the express written permission of the Executive Director. Staff working less than full time will have their rate of accumulation adjusted accordingly.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists.

The Employer reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also reserves the right to request a doctor’s note for absences of three (3) days or longer.

**4.4.15.3 Compassionate Leave**
Student Energy will grant up to three (3) working days per event on the occasion of a death in the staff member’s immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse (including common law a/o same sex partner), step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner).

Additional compassionate leave may be granted at the discretion of the Executive Director and/or the Board of Directors for reasons not covered elsewhere in this manual. These requests should be discussed in person with the ED and followed by a written submission (email qualifies).

**4.4.15.4 Jury Duty**
Staff will be allowed up to two (2) weeks paid time off for jury duty. After that, employees will be asked to continue jury duty without pay. Any compensation, covering the first two (2) weeks, received from the court system shall be surrendered to the
Organization. A copy of the notice to serve should be provided for inclusion in the employee’s personnel file.

4.4.15.5 Maternity, Parental and Adoptive Leave
Maternity/Parental/Adoptive and other government supported Leave shall conform to the provisions of the Employment Standards Code. The full period of the leave is granted without pay. Student Energy will issue a Record of Employment on commencement of leave, which allows the employees to make claim for Employment Insurance Benefits. When the employee returns to work, employment is guaranteed in a similar position at the same salary level. During the full period of leave, vacation and sick leave shall continue to accumulate. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

4.4.15.6 Unpaid Leave
Staff may take unpaid leave with the written consent of the Executive Director. Every attempt will be made to return employees to a position of equal responsibility on return from leave status, however, no guarantees exists that the exact position left will be available on return.

4.4.16 Benefits
Student Energy does not offer a group benefits plan but offers full time staff a stipend for purchase of their own plan. Other benefits such as parking and cell phone allowance may be specified in employment contracts depending on the level of the position.

4.4.17 Professional Development
At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual workplans and performance reviews, which may be beneficial to the employee’s professional development. If these opportunities are directly related to the employee’s position, or are suggested by the Executive Director, then Student Energy will cover the cost of registration, course materials and some travel expenses as determined by the Executive Director.

4.4.18 Confidential Information
From time to time, employees of Student Energy may come into contact with confidential information, including but not limited to information about Student Energy’s members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential.

Furthermore, any such confidential information, obtained through employment with Student Energy, must not be used by an employee for personal gain or to further an outside enterprise.
4.4.19 Intellectual Property
Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at Student Energy shall be the property of Student Energy and the employee is deemed to have waived all rights in favour of Student Energy. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

4.4.20 IT Information Storage and Security
Staff acknowledge that any file systems (like Dropbox) and their contents are the property of Student Energy and will not copy or utilize their contents for purposes outside of official organizational business.

4.4.21 Health and Safety
Student Energy, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Act of Alberta.

4.4.21.1 Alcohol and Drugs
Alcohol consumption or illegal drug use is not permitted during work hours on the premises. From time to time, with the Executive Director’s permission, alcohol may be used to celebrate an occasion/event.

4.4.21.2 Smoke Free Environment
Smoking in the offices of Student Energy is not permitted at any time. An ‘enclosed workplace’ is defined as the inside of any place, building or structure or conveyance or a part of any of them that a) is covered by a roof or b) employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and c) is not primarily a private dwelling.

4.4.22 Harassment
Student Energy wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Student Energy will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which
humiliates insults or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

**4.4.23 Workplace Violence**

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Student Energy has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

**4.4.24 Dispute Resolution**

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, Student Energy recommends the following process for conflict or dispute resolution.

- **Speak to the person you are having the dispute with.** Many times disputes arise due to misunderstandings and miscommunications.

- **If speaking to the individual does not work, speak to the Executive Director.** The ED will arrange a meeting between those involved in the dispute, to determine a resolution.
  - If the conflict exists with the Executive Director, and the employee is not comfortable raising it with the ED they may contact Janice Tran (jtran@studentenergy.org) the designated HR rep for Student Energy’s Board of Directors.

- **If the ED is unable to resolve a workplace dispute, the parties must speak to the Chair of Student Energy’s board who will do their best to resolve the situation but may be referred to mediation by an outside third party.** The resolution of the mediator is binding on both parties of the dispute.
4.5 Privacy

4.5.1 Personal Information Protection
Student Energy is committed to safeguarding the personal information entrusted to us by our users. This privacy statement outlines the practices we follow in protecting personal information.

This privacy statement applies to Student Energy and to any person providing services on our behalf. A copy of this privacy statement is provided to any user on request.

4.5.2 Definition of Personal Information
Personal information means information about an identifiable individual. This may include an individual’s name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc.

4.5.3 Collection of Personal Information
Student Energy collects only personal information needed for the purposes of providing services to our stakeholders, including personal information needed to:

- deliver requested products and services
- enroll a user in a Student Energy activity

The organization normally collects user information directly from users but may collect information from other persons with consent or as authorized by law.

Student Energy informs users, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time notification is not provided is when a user volunteers information for an obvious purpose (for example, producing a credit card to pay a membership fee when the information will be used only to process the payment).

4.5.4 Safeguard of Personal Information
Student Energy makes every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. Student Energy will update errors in information about users when notified by the user about the discrepancy. In some cases we may ask for a written request for correction.

The organization protects personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

4.5.5 Third Parties
Student Energy does not sell or rent personal information to third parties for their
marketing purposes.

5. Advocacy Policies

5.1 Political Advocacy

Student Energy does not engage in political advocacy as defined by the CRA as:

- Explicitly communicating a call to political action (i.e., encouraging the public to contact an elected representative or public official and urging them to retain, oppose, or change the law, policy, or decision of any level of government in Canada or a foreign country).
- Explicitly communicating to the public that the law, policy, or decision of any level of government in Canada or a foreign country should be retained (if the retention of the law, policy or decision is being reconsidered by a government), opposed, or changed.
- Explicitly indicating in its materials (whether internal or external) that the intention of the activity is to incite, or organize to put pressure on, an elected representative or public official to retain, oppose, or change the law, policy, or decision of any level of government in Canada or a foreign country.

In carrying out the mandate of the organization, Student Energy does engage with government and with public officials. This communication is limited to the following:

- Public awareness campaigns to help the public to make informed decisions related to the work of the organization with information that is connected to the purpose of the organization and is not primarily emotive.
- Communication, whether invited or not, that occurs with an elected representative or public official related to issues that are connected to a Student Energy’s purpose, is well-reasoned and does not contain any information the charity knows or ought to know is false, inaccurate or misleading.