

Phillips Exeter Academy

Student Council House Rules

Phillips Exeter Academy Student Council House Rules:

- I. Purpose of Phillips Exeter Academy Student Council House Rules:**
 - 1. These House Rules are intended to serve as standing rules for the Student Council and to help the Student Council in conducting its daily business.**
 - 2. These House Rules are subject to all provisions for the Student Council set forth in the Student Council Constitution.**

- II. Proposals:**
 - A. In order to come before council:**
 - 1. Proposals should be submitted to the motion box seventy-two hours before the standard meeting time of the Council Leadership (Officers and advisers), in order to be placed on the following week's agenda.**
 - a. A proposal shall consist of any action plan that satisfies at least one of the following:**
 - i. Requires more than \$100 of council funding not provided for in the official Student Council budget.**
 - 1. The funding for such proposals will come from the Student Council discretionary funds that were neither assigned to a committee nor the Executive Board.**
 - ii. Requires a policy change by the school or is an exception to current school policy**
 - iii. Requires a faculty vote.**
 - 2. All proposals duly submitted, before being placed on the agenda, will be reviewed by the Council Leadership at their next meeting, and at the Leadership's discretion will ordinarily be placed on the agenda of the next meeting of the Council, as per the Student Council Constitution.**
 - a. The President will inform the General Council at every meeting of any decision made by the Council Leadership to not place a duly submitted proposal on the agenda of that meeting.**
 - b. The sponsor of a duly submitted proposal not placed on the Council agenda, citing justified cause, may resubmit his/her proposal to the Executive Board for reconsideration in the manner outlined in bullet one of this section.**
 - B. When being presented to the General Council:**
 - 1. Each person present at this meeting of the Student Council shall have access to a copy of the proposal.**
 - 2. The head of the committee in which the proposal originated, or the sponsor(s) of the proposal, shall address the General Council, explaining to them the purpose and intent of the proposal during this meeting.**

3. At the President's discretion the proposal shall be discussed amongst the General Council in the same meeting.
 - a. However, if for reasons concerning time, or other reasons, the President does not deem it appropriate for the proposal to be discussed in the same meeting, the discussion shall be postponed until the next meeting.
 - b. At the next meeting the discussion of the proposal shall be at the top of the agenda (excluding the call to order, roll call, reading of the weekend activities bulletin, and committee reports.)
 - c. If time once again does not permit, or if the President does not deem it appropriate to discuss the proposal in the following meeting, the proposal shall, in like fashion to the above, be postponed until the next meeting.
4. Under the motion of a member of the Student Council, and two-thirds majority vote, the President's decision to postpone discussion of a proposal can be overturned during any meeting.

III. Committee Work:

1. The Council Leadership will meet with the Committee Heads at least twice per term.
 - a. This meeting will be a required meeting. If an Officer or a Committee Head is absent, his/her absence will be recorded as prescribed in section V, A of this document.
2. Every Committee Head will address the General Council at every meeting.
 - a. At the discretion of the President, for reasons concerning time or other reasons, a Committee Head may be excused from addressing the General Council at a meeting.
 - i. No Committee Head shall be excused from addressing the General Council in two consecutive meetings.
 - b. The address will consist of:
 - i. The current work of the committee.
 - ii. The current members of the committee and the regular meeting time of the committee. (At least once a month, or at the discretion of the President).
 - iii. The current status of their budget.
 1. If the amount of money in the committee's budget has decreased since the last meeting, the Committee Head will explain the use of the money.
3. In accordance with the Student Council Constitution, repeatedly withholding information from the General Council, or giving false information to the General Council, shall be grounds for impeachment of a Committee Head.
4. Committee work that must be approved by a simple majority vote of the Student Council will include:
 - a. Work that will require more than \$100 of council funding not provided for in the official Student Council budget.
 - b. Work that will require a policy change by the school or is an exception to current school policy.
 - c. Work that will require a faculty vote.
5. Under a motion of any member of the Council and simple majority vote, a committee's current work may be discussed amongst the General Council.
 - a. This discussion will take precedence on the floor of the meeting.
 - b. This discussion will end by a motion of a member of the Student Council and a

simple majority vote to end the discussion.

6. At the end of the discussion, under a motion of any member of the Student Council and a two-thirds majority vote, a committee's current work may be forced to stop.
 - a. The committee must then stop the current work in question, and may not begin such a work again without the approval of the General Council—by simple majority vote or until new Officers are elected.
7. Student Council work that is to be carried out outside of a committee is subject to bullet four of this section.
8. Each committee member shall be required to attend all meetings of his/her committee. Meeting attendance shall be taken at each meeting by the committee heads. Three unexcused committee absences shall be recorded by the Student Council secretary as one unexcused General Council absence.

*Added March 2007

IV. Money:

A. Committees:

1. Within two weeks of the beginning of every school year each Committee Head will propose a budget for their committee to the Officers of the Council and to the Head of the Budget Committee.
2. The President shall propose a budget for the Executive Board to the Head of the Budget Committee within the same time period.
3. Within ten days of receiving the proposed budget, the Officers and the Head of the Budget Committee will either accept or deny each proposed committee budget, the Head of the Budget Committee will do the same for the proposed Executive Board budget.
 - a. If accepted:
 - i. The proposed budget will be presented to the General Council at the next meeting. If the General Council does not object, the budget shall be in effect for one year, but subject to revision as will be described later.
 - ii. However, under the motion of a member of the Student Council and a two-thirds majority vote, the acceptance of the proposed budget can be overturned. At this point the proposed budget is to be considered as if the Officers and the head of the Budget Committee denied it originally.
 - b. If denied:
 - i. The Committee Head will reconsider the budget and propose a new one to the Officers and the Head of the Budget Committee within one week, at which point the Officers, Head of the Budget Committee, and the Council will undergo the same process as they did with the first proposal.
 - ii. If the head of the committee fails to meet the one-week deadline, the President shall assign a budget to that committee that is not to exceed the lowest budget of the other committees.
4. During the year, proposals by a Committee Head or the Executive Board for a change of budget will be treated the same as the proposal for the original budget was treated.
5. Any monetary expenditures of less than \$100 of money not allotted in the Student Council budget must be authorized by the Executive Board.

B. Outlays of the Budget Committee:

1. The Budget Committee, in accordance with their rules of order, will deal with all applications for Student Council funding.
2. In order to approve an application for more than \$200, the Budget Committee must

address the General Council, and obtain a simple majority council vote.

V. Meetings:

A. Attendance:

1. Every member of Student Council will be required to attend every meeting of the General Council.
2. If a member is not present during roll call, the Secretary will mark that member absent.
3. If a member of Council, who is not a class representative, receives four unexcused General Council absences, it is the duty of the Executive Board to dismiss the representative, to alert the Council of his/her termination, and to hold an election to replace the representative before the next meeting.
4. If a class representative receives four unexcused General Council absences, he/she will no longer be a voting member of the Council and his/her class will lose its representation on the Council.
5. If a member is tardy to a meeting resulting in his/her not being present during the roll call, he/she may check in with the Secretary after the meeting.
 - a. This person, at the discretion of the Secretary, will be marked tardy rather than absent.
 - b. Three tardy marks will be considered the same as an absent mark.
6. A member of the Council, if he/she does not intend to be present at a meeting, must inform the Secretary twenty-four hours before that meeting, in order to not be marked absent.
7. Substitutes
 - a. Purpose/Expectations of a Substitute:
 - i. A substitute is expected to stand in the stead of the person for whom he/she is substituting.
 - ii. A substitute is expected to accurately represent the body of students for whom he/she is responsible during the meeting (a class, a dorm, or day students)
 - iii. A substitute is expected to inform the body of students for which he/she is responsible, and the person for whom he/she is substituting, about the contents of the meeting.
 - b. Requirements of a Substitute:
 - i. A Member of the Council may be represented by a substitute, or “sub”, in any meeting without previously informing the Secretary. The member will not be marked tardy or absent.
 1. During roll call the sub should say the word “sub” when the name of the person for whom he/she is substituting is called.
 2. The Secretary will mark the member as having a sub.
 3. Two sub marks will be considered the same as an absent mark.
 4. If a sub is tardy or absent, it will be as though the member for whom the person is substituting were tardy or absent.
 - ii. The member of council who sent the sub in his/her stead has until twenty-four hours after the meeting to contact the Secretary on the matter.
 1. If the member fails to contact the Secretary within the allotted time period (about the matter of his/her being represented by a sub), he/she will be marked absent.
 - c. A sub for a Dormitory Representative should be the alternate representative for that dormitory. If the alternate is not able to make the meeting, the sub must live in the same dormitory.

- d. A sub for a Day Student Representative must be an alternate Day Student Representative. If the alternate is not able to make the meeting, the sub must be a day student.
- e. A sub for a Class Representative must be a member of the same class.
- f. A sub for a Committee Head must be a member of his/her committee, however must not be a member of Student council.
 - i. This sub may address the General Council concerning the current work of that committee on the behalf of the Committee Head.
- g. Officers and Select Members of the Council may not have subs.
- h. No member of the Student Council may act as a sub.
- i. A sub may not vote.

VI. Business:

- 1. Any initiative that does not satisfy the definition of a proposal of Student Council shall be classified as business of the Student Council and will be conducted by the Executive Board, as per the Student Council Constitution.
 - a. The President will inform the General Council of any decision made by the Council Leadership to approve an initiative without first bringing it before the General Council.

VII. Select Membership:

- 1. At the beginning of each academic term, before the first meeting of the Student Council, Committee Heads may nominate persons who satisfy the conditions set forth in the Student Council Constitution for Select Membership, by submitting their nominations to the motion box. An election will be held before the General Council at the second meeting of each academic term amongst the nominees for Select Membership.

VIII. Amendment or Repeal:

- 1. These House Rules shall only be amended or repealed by a motion of a member of the Student Council, and a two-thirds majority vote of the Council.

IX. Original Adoption:

- 1. These House Rules shall be considered to have been adopted only when the following two criteria have been met:
 - a. The Student Council shall approve these House Rules by two-thirds vote.
 - b. The Principal of Phillips Exeter Academy shall review these House Rules.
- 2. These House Rules will become effective immediately upon election of the 2003-2004 Executive Board.

AMENDMENTS TO THE STUDENT COUNCIL HOUSE RULES

Elimination

Section II, A, iii

Intends to affect a large percent of the student body.

Passed 7 October 2003

Elimination

Section III, 4, c

Work that is intended to affect a large percent of the student body.

Passed 7 October 2003

Change

Section V, A, 7, b, i, 2-4

- 1. During roll call the sub should say the word “sub” when the name of the person for whom he/she is substituting is called.**
- 2. The Secretary will mark the member as having a sub.**
- 3. Two sub marks will be considered the same as an absent mark.**
- 4. If a sub is tardy or absent, it will be as though the member for whom the person is substituting were tardy or absent.**

Passed 18 April 2006

Originally Passed 28 January 2003

Tyler Beck Goodspeed '03, President

Walker P.L. Brumskine II '03, Vice President

Alexandra E. Wilson '04, Secretary

Marcia Carlisle, Advisor

Jeffery Ibbotson, Advisor

**Corrected to reflect amendments and reformatted
to make more accessible October 2004 by**

George Stern, Secretary

Corrected to reflect amendment June 2006 by

George Stern, President

Corrected to reflect amendments February 2007 by

Dylan Rapoport, Secretary