(This is where your club logo or Haskell logo be inserted)

Name of Club

This club shall be formally called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This club will have officers as President, Vice President, Secretary, Treasurer, Student Senate Representative and alternate, and a Sponsor.

1. **Purpose of Organization**

(This is where you will write the purpose of what your club or organization is trying to accomplish at Haskell Indian Nations University)

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1. **Elections of Officers**

Members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will nominate, accept, decline, and vote for each position.

Voting will be conducted by \_\_\_\_\_\_\_\_\_\_\_\_. If position is not filled, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Terms of office shall run for a semester.

An officer may inform Gen 7 resignation at any time.

1. **Duties of Officers**
2. **President:** (What will your clubs President be responsible for?)
3. **Vice-President:** (What will your clubs Vice President be responsible for?)
4. **Secretary:** (What will your clubs Secretary be responsible for?)
5. **Treasurer:** (What will your clubs Treasurer be responsible for?)
6. **Student Senate Representative:** Shall attend all Haskell Indian Nations University Student Senate meetings, and shall represent the interest of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Club in campus government. The Student Senate Representative is responsible for reporting actions and activities of the Student Senate and
7. **Meetings**

Meetings shall be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Fundraising**

Club members and officers may vote on and organize fundraising efforts throughout the Academic Year. Funds raised through these efforts will be used to support expenses for activities. These expenses may include food for club-sponsored events, gas money and/or materials for fundraising (such as T-shirt design and printing, ingredients for food sales, etc.).

1. **Accounting System**

Haskell Indian Nations University Student Bank will do the accounting system for the funds of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Sponsors**

The Sponsor(s) will be responsible for the actions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club. It is their responsibility to advise, teach, and assist members of this club to benefit all members. It is their responsibility to motivate and encourage harmony with all the members.

**Amendments and Revisions**

The Plan of Operations may be amended or revised at any time by the current elected officers.