



Hawks Nation Athletic Club, Inc. Bylaws

Mission & Purpose

Hawks Nation Athletic Club, Inc. is a nonprofit organization & proud community made up of parents, coaches, students, faculty & community members supporting Seaforth High School student-athlete values, starting honored traditions & promoting school unity to show that student success is based on the collection of all of us.

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Article 1 - Offices

Section 1. Principal Office

The principal office of the corporation shall be located in Chatham County, NC at 263 Perfect Moment Drive, Durham, NC 27713.



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Section 2. Name

The name of the Association is Hawks Nation Athletic Club, Inc. also abbreviated as HNAC.

Section 3. Other Offices

The corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the Board of Directors may, from time to time, designate.

Article 2 - Nonprofit Purposes

Section 1. IRS Section 501(c)(3) Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. Specific Objectives and Purposes

The specific objectives and purposes of this corporation shall be:

- a. To advocate for Seaforth High School (SHS) & promote the legacy of a founding school year with the student body & in the community.
- b. To develop and implement membership, sponsorship & fundraising opportunities;
- c. To develop student and community interest in all SHS events, specifically focused on SHS athletics.
- d. To promote attendance and spirit at all events;
- e. To conceive, create, and develop ideas, projects, and other assistance to further all programs and to support student-athletes, coaches & supporting staff at SHS.
- f. To provide a forum for discussions about athletic programs and related issues.
- g. In general, to do all things as may be appropriate to promote and accomplish any of the foregoing purposes.



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Section 3. Powers

In support of the stated purposes, but not in limitation thereof, the Association shall have the power:

- a. To solicit contributions including in-kind donations on behalf of Seaforth programs;
- b. To engage in activities that will assist or contribute to the furtherance of Seaforth programs;
- c. To work in conjunction with the Principal, Athletic Director or other designated official of Seaforth in programs that further the welfare of the student body; and
- d. Shall not interfere with or attempt to unduly influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.

Article 3 - Directors

Section 1. Number

The corporation shall have 3-9 Directors and collectively they shall be known as the Board of Directors.

Section 2. Qualifications

Directors shall be of the age of majority in this state.

Section 3. Powers

Subject to the provisions of the laws of this state and any limitations in the articles of incorporation and these bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted, and all corporate powers shall be exercised by or under the direction of the Board of Directors.

Section 4. Composition of the Board

The voting members of Board of Directors of the HNAC shall be the Executive Officers and Directors. Additional designated members of the Board shall include the Athletic Director and Principal which are non-voting members. The Board may designate other members of the Board, who shall be temporary non-voting members. The President



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shall appoint the chairs of the standing committees as set forth in Article 5, who shall serve as non-voting members of the Board.

As much as possible, the Board of Directors should be made up of parents representing the various programs comprising Seaforth programs. It is not necessary that each program be represented by a separate parent.

Section 5. Executive Officers

The Executive Officers of the HNAC shall be a President, Vice President, Secretary, and Treasurer. The Presidency and Vice Presidency may be held as co-positions. No two offices may be held at the same time by the same person. When co-positions exist only one vote is still provided.

Section 6. Directors

The directors of the HNAC shall be decided at the Annual Meeting. Additional designated members of the Board shall also include the Athletic Director and Principal which are non-voting members.

Section 7. Chairs

The chairs of the HNAC shall be decided at the Annual Meeting. The HNAC may decide to utilize all or some of the chair positions.

Section 4. Duties of Directors

It shall be the duty of the Directors to:

- a. Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation, or by these bylaws;
- b. Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
- c. Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
- d. Meet at such times and places as required by these bylaws;



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- e. Register their mailing addresses and email addresses with the secretary of the corporation, and notices of meetings mailed or telegraphed or sent by email to them at such addresses shall be valid notices thereof.

It shall be the duty of the Principal Seaforth High School to:

- a. The Principal is a liaison to coaches, faculty, and advisers and other staff.
- b. The Principal holds a nonvoting, advisory only Board position.

It shall be the duty of the Athletic Director at Seaforth High School to:

- a. The Athletic Director is a liaison to coaches, faculty, and advisers and other staff.
- b. The Athletic Director holds a nonvoting, advisory only Board position.

Section 5. Election and Term of Office

The Board of Directors shall be elected each year at the First annual meeting, as stated in Section 9 Regular Meetings. The exact number of elected voting Board members for the following year is to be determined by the Board of Directors at least sixty (30) days before the First Annual Meeting.

Each director shall hold office for one full term of 12 months. The Officers and Directors are encouraged to be willing to serve for two terms.

Section 6. Nominations

All members of the HNAC may submit recommendations to the nominating committee no later than 45 days before the first annual meeting. No nominations will be accepted late or from the floor. Positions need not be vacant for nominations to be allowed. The Nominating Committee shall nominate the Directors and the Executive Officers of the Board. Each nomination shall be for a specific office on the Board. The nominating committee should exist of at least (3) members. The names of the prospective nominees shall be presented to the Board of Directors and the general membership at least 30 days prior to the Annual Meeting. In the event there is more than one nominee for any position on the Board of Directors, election shall be by written ballot. A simple majority of those voting is required to win the election.

Section 7. Compensation



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Directors shall serve without compensation except that a reasonable fee may be paid to Directors for attending regular and special meetings of the Board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

Section 8. Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the Board or at such other place as may be designated from time to time by resolution of the Board of Directors.

Section 9. Regular Meetings

Four regular meetings of the Directors shall be held each year. The first regular meeting/first annual meeting of the Directors shall be held prior to Fall athletic school season, on such date and at such time as shall be determined by the President or Executive Committee. The second regular meeting of the Directors shall be held following the end of the Fall athletic season, prior to the start of the Winter athletic season, on such date as shall be determined by the President or Executive Committee. The third regular meeting of the Directors shall be held following the end of the Winter athletic season, prior to the start of the Spring athletic season, on such date as shall be determined by the President or Executive Committee. And the fourth regular meeting of the Directors shall be held following the end of the Spring athletic season, prior to the end of the school year, on such date as shall be determined by the President or Executive Committee.

If this corporation makes no provision for members, then, at the regular meeting of Directors held prior to the Fall athletic season, Directors shall be elected by the Board of Directors. Voting for the election of Directors shall be by written ballot. Each director shall cast one vote per candidate and may vote for as many candidates as the number of candidates to be elected to the Board. The candidates receiving the highest number of votes up to the number of Directors to be elected shall be elected to serve on the Board.

Section 10. Special Meetings

Special meetings of the Board of Directors may be called by the president, the vice president, the secretary, by any two Directors, or, if different, by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such



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meetings shall be held at the principal office of the corporation or, if different, at the place designated by the person or persons calling the special meeting.

Section 11. Notice of Meetings

Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

- a. **Regular Meetings.** At least one-week prior notice shall be given of any regular meeting of the Board of Directors.
- b. **Special Meetings.** At least one-week prior notice shall be given by the secretary, President or Vice President of the corporation to each director of each special meeting of the Board. Such notice may be oral or written, may be given personally, by first class mail, by telephone or by email, and shall state the place, date, and time of the meeting and the matters proposed to be acted upon at the meeting.
- c. **Waiver of Notice.** Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the articles of incorporation, these bylaws, or the law of this state, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 12. Quorum for Meetings

A quorum shall consist of three of the members of the Board of Directors.

Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

Section 13. Majority Action as Board Action

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the articles of incorporation, these bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board.



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Section 14. Conduct of Meetings

Meetings of the Board of Directors shall be presided over by the chairperson of the Board, or, if no such person has been so designated, or in his or her absence, the president of the corporation, or in his or her absence, by the vice president of the corporation, or in the absence of each of these persons, by a chairperson chosen by a majority of the Directors present at the meeting. The secretary of the corporation shall act as secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by such procedures as may be approved from time to time by the Board of Directors, insofar as such rules are not inconsistent with or in conflict with the articles of incorporation, these bylaws, or with provisions of law.

Section 15. Vacancies

Vacancies on the Board of Directors shall exist (1) on the death, resignation, disqualification or removal of any director, and (2) whenever the number of authorized Directors is increased.

Any director may resign effective upon giving written notice to the chairperson of the Board, the president, the secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or Directors in charge of its affairs, except upon notice to the office of the attorney general or other appropriate agency of this state.

Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state.

Unless otherwise prohibited by the articles of incorporation, these bylaws, or provisions of law, vacancies on the Board may be filled by approval of the Board of Directors. If the number of Directors then in office is less than a quorum, a vacancy on the Board may be filled by approval of a majority of the Directors then in office or by a sole remaining director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his or her death, resignation, or removal from office.

Section 16. Nonliability of Directors

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.



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Section 17. Indemnification by Corporation of Directors and Officers

The Directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

Section 18. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the articles of incorporation, these bylaws, or provisions of law.

Article 4 - Officers

Section 1. Designation of Officers

The officers of the corporation shall be a president, a vice president, a secretary, and a treasurer. The corporation may also have a chairperson of the Board, one or more vice presidents, assistant secretaries, assistant treasurers, and other such officers with such titles as may be determined from time to time by the Board of Directors.

Section 2. Qualifications

Any person may serve as officer of this corporation.

Section 3. Election and Term of Office

Officers shall be elected by the Board of Directors.

Each officer shall hold office for one full term of 12 months. The Officers and Directors are encouraged to be willing to serve for two terms.

Section 4. Removal and Resignation



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Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

Section 5. Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of president, such vacancy may be filled temporarily by appointment by the president until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

Section 6. Duties of President

- a. Consults with and endeavors to keep the SHS community informed of HNAC affairs;
- b. Acts as spokesperson for the HNAC;
- c. Sets up, coordinates, and prepares agendas and notifications of HNAC Meetings;
- d. Conducts all General and Board Meetings;
- e. Oversees HNAC functions;
- f. Appoints from the general membership chairs of the standing committees;
- g. Establishes special committees or sub-committees as needed for specific functions and appoints committee chair people from the other Directors on the Board; and
- h. Shall be a member of all committees.

Section 7. Duties of Vice President

- a. Reports to and assists the President as required.
- b. Provides Board with lists of possible candidates for committee chair positions and future Board Members.
- c. Oversees the development and updates of the bylaws
- d. Oversees non-executive Board positions and chairs.



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- e. In the event the President or both co-presidents is/are unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

Section 8. Duties of Secretary

- a. Reports to the President.
- b. Maintains minutes of the HNAC meetings.
- c. Distributes meeting agenda, notifies Board and/or General Membership of meetings, events.
- d. The Secretary is the custodian of the HNAC records, reports and by-laws.
- e. Maintains contact information of Board members, chairpersons, and committee members.

Section 9. Duties of Treasurer

- a. Reports to the President.
- b. The Treasurer shall disburse the funds of the HNAC only for the purposes approved by the board.
- c. Handles all HNAC moneys and deposits as required for the proper and efficient operation of the Association
- d. The Treasurer, with the advice and consent of the Board, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of HNAC's financial operations, including an annual audit.
- e. Maintains a clear and standardized ledger or chart of accounts of general and restricted incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and a HNAC accountant, as needed.
- f. Shall present statements of HNAC's financial condition at all regular Board meetings and at other times as requested by the President or the Board.
- g. At the end of the fiscal year, shall deliver over to their successor all books, monies, and other property in their charge, or in the absence of a successor, shall deliver such properties to the President.
- h. Shall ensure that the HNAC is operating in compliance to maintain its nonprofit 501c3 status



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Section 10. Compensation

The salaries of the officers, if any, shall be fixed from time to time by resolution of the Board of Directors. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered to or for the corporation.

Article 5 - Committees

Section 1. Executive Committee

The Board of Directors may, by a majority vote of its members, designate an Executive Committee consisting of three Board members and may delegate to such committee the powers and authority of the Board in the management of the business and affairs of the corporation, to the extent permitted, and, except as may otherwise be provided, by provisions of law.

By a majority vote of its members, the Board may at any time revoke or modify any or all of the executive committee authority so delegated, increase or decrease but not below two (2) the number of the members of the executive committee, and fill vacancies on the Executive Committee from the members of the Board. The executive committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board from time to time as the Board may require.

Section 2. Other Committees

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the Board and shall act in an advisory capacity to the Board.

Section 3. Meetings and Action of Committees

Meetings and action of committees shall be governed by, noticed, held, and taken in accordance with the provisions of these bylaws concerning meetings of the Board of Directors, with such changes in the context of such bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be



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fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these bylaws.

Article 6 - Fiscal and Elective Year

Fiscal Year and Elective Year

The Fiscal Year shall be from January 1st through Dec 31st, inclusive. The Elective Year shall be from June.

Article 7 - Bookkeeping, Accounting, Records and Procedures

Section 1. Budgeting

The Board of Directors is responsible for managing the finances of the HNAC and shall:

- a. Draft and maintain the HNAC budget based on revenue projections, proposed expenditures and fundraising goals;
- b. Assist the Athletic Director, Coaches, and Directors with developing budgets based on anticipated needs of their program;
- c. Research and recommend to the Board fundraising ideas and programs in support of the students at Seaforth High School;
- d. Oversee the various fundraising efforts as approved by the Board;
- e. Develop an annual schedule and set fundraising revenue goals for the HNAC Resource Funds budget with revenue forecasting;
- f. Ensure that applicable fundraising programs are in compliance with school, local state and federal regulations;
- g. Provide organizational and promotional assistance to groups interested in sponsoring fundraisers to fund specific group needs;
- h. Review fundraising activities and merchandise being sold by individual groups to help avoid a duplication of effort, assist in guarding against inappropriate fundraising methods and the intentional or unintentional mishandling of funds;



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- i. All organizations must submit a budget at the beginning of the year to the appropriate administrator to aid in budgeting process for the school. This information will be utilized as a tool for developing the HNAC budget.

Section 2. Books, Records, Chart of Accounts

A chart of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of the Association, shall be prepared and maintained by the Treasurer. The Executive Committee may prescribe such chart of accounts. An archive of books, records, financial statements, and relative documents will be maintained in the Association office on the school premises or other location designated the Board. The Secretary shall keep a record book of minutes, corporate records and activities. The Association shall keep correct books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Committees having been delegated any of the authority of the Board of Directors.

Section 3. Inspection

All books and records of the Association may be inspected by any member in good standing for any proper purpose at any reasonable time.

Section 4. Accounting and Fundraising Procedures

Any sport or program that wishes to be a co-beneficiary of HNAC support (Resource Fund Request) will be subject to the following procedures:

- a. A single HNAC bank account shall be maintained at a banking institution chosen by the Board, with Treasurer, and/ or, President as account signers. Treasurer will keep track of "general" unrestricted association funds separate from sub-ledgers for each organization. Funds will be earmarked for the "Resource Fund" if not directed or restricted by a donor to a specific purpose. Funds raised by the individual programs through their own parent-directed fundraising efforts and events will be placed in that individual group's sub-ledger account.

Organizations may promote individual fundraising efforts via the Association web site, but may not directly sell products, without prior Board approval. Approval is initiated with the completion and submission of a HNAC Fundraising approval form to the President. This form is used for the sole purpose of organizing and tracking all community request for support.



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- b. Any team/group receiving funds from the HNAC may not directly compete against the Association with their team/group fundraising efforts.
- c. Teams/programs will receive, distribution of monies based on the individual HNAC events' criteria for participation as well as net profits designated by the HNAC executive board. Additional monies could be distributed, at the Board's discretion, for any team/program that proportionality enhances the fundraising event. The Board may elect to purchase merchandise or underwrite events and fundraising activities and make them available to all groups for their individual fundraising goals prior to HNAC events. Sales proceeds of such merchandise, event tickets and other fundraising activities by individual team volunteers will always be set and determined prior to the individual event. This is to assure that specific goals and targets are able to be met. "Adequate participation" in a HNAC sponsored event will be determined at the time of the event.
- d. The Board of Directors shall approve all parent-directed individual team/club fundraisers. All teams/clubs must submit the Fundraising Approval form to the Board of Directors.

Article 8 - Contracts, Checks, Deposits and Funds

Section 1. Contracts

The Board of Directors may authorize any officer or Director, in addition to those so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. Such authority may be general or confined to specific instances.

Section 2. Checks, Drafts and Other Payments

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness, issued in the name of the Association, shall be signed by such officer or officers of the Association, as determined by resolution of the Board of Directors.

Section 3. Deposits

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.



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Section 4. Gifts

At their discretion and by majority vote, the Board of Directors may accept on behalf of the HNAC any contribution, gift, bequest, or device for the general use or for any special and or restricted purpose of the HNAC.

Section 5. Credit Card Payments

The Association will have the ability to take credit card payments from individuals directly and through the Hawks Nation website.

Article 9 – Budgeting

Section 1. Budget to be Prepared by Board

After taking office in June, each new Board shall set a Budget Meeting to review the Budget Allocation Requests submitted by each sport/club and adopt a preliminary budget for the expenditure of Association funds for the support of the various athletic teams of Seaforth High School in the next school year. The new Board may solicit Budget Allocation Requests prior to taking office and may work with teams, parents, coaches and the Athletic Director in developing those requests prior to taking office.

Section 2. Application for Budget Allocation Notice

The Board shall establish a deadline for submission of applications for budget requests and shall issue notice of the deadline and application requirements no less than seven days prior to the deadline.

Section 3. Budget Requests Submission

Head coaches of sports will submit their requests on approved application forms, via email, to the HNAC via the Athletic Director. The Athletic Director, or his/her designee, shall compile and summarize the requests to facilitate review by the Board. The summary shall prioritize requests according to the Disbursement Criteria set forth below and shall eliminate from consideration requests that are not legitimate. The Athletic Director will distribute the summary expenditure requests to all members of the Board



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no less than five days in advance of the Budget Meeting; copies shall be made available to other interested parties.

Section 4. Treasurer's Report

The Treasurer shall prepare and distribute a report with a current ledger of individual team and general fund accounts, and an accounting of that portion of the general funds that are available for future expenses after deducting payables, reserves and other amounts.

Section 5. Budget Requests Considered By Board

There will be discussion at the Board meeting, with each voting member and visitors having an opportunity to express their views. The summary requests of each program will be reviewed and assessed for validity and priority. The committee shall utilize the Treasurers' report to establish a fair distribution of the available funds, taking into account such factors as priority of request, individual group fund raising capacity, past fundraising efforts or support of HNAC events and other factors. The Board shall establish by majority vote a budget, based upon their analysis of the requests. The budget shall be recorded by the Treasurer and the Secretary and distributed by the Athletic Director and/or the Board.

Section 6. Budget

The budget shall allocate funds from the Association's Resource funds as well as the groups' individual accounts. Only expenditures that have been approved in advance and adopted as part of the Association's budget may be paid or reimbursed out of Association Resource fund.

Section 7. Budget Amendments

Since the availability of funds as well as funding needs are fluid and unpredictable, the initial budget adopted by the Board may be considered preliminary and may be amended by a vote of the Board as additional funds are raised or critical needs arise.

Article 10 - Disbursement of Funds



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Section 1. Disbursement Criteria

The HNAC shall have the authority to allocate funds to teams for items such as

- a. Sport Programs
- b. Hawks Nation Merchandise
- c. All Athlete Banners in all sports
- d. Field & Facility signage
- e. All Varsity Letters and Pins
- f. HUDL Account

Items of support can be reviewed, added and deleted at any time based on optimal use and available funding.

Section 2. Program Requests

The HNAC shall have the authority to allocate funds for a team/group purchase at the direct request of the Coach/Adviser and with approval of the Board and Athletic Director or Principal. However, such requests must be made in advance of the expenditure or commitment of the funds.

Section 3. Individual Program Disbursements

Program funds shall be deposited in and maintained in the respective individual program account of the HNAC. Deposits may be made by parent reps or coaches/advisers using a Standard Deposit Form.

Section 4. Procedure for Payout of Individual Program Funds

Payment of program expenses out of and Individual Program Account must be made by the director/coach of the program by providing the treasurer with an itemized invoice and request payment be made. This can only be done once it is verified that there is sufficient money in the account to cover purchase. Any weekly purchases exceeding \$500 must involve a courtesy call to the Athletic Director for awareness.

- a. State the amount of the expense, its purpose and the name and address to who the check should be made and mailed,
- b. Submit an invoice with a written notation of the purpose of the expense, or



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- c. Submit a receipt/invoice for expenses. If seeking to reimburse an individual(s) a written notation of the purpose of the expense, a receipt and the name and address of the person to be reimbursed.

Section 5. Disbursement Responsibilities

The Treasurer should make every attempt to disburse these requests within five days of submission. If the Treasurer is unavailable, the President can make disbursements, following up with proper paperwork to the Treasurer.

Section 6. Disbursement Liability Assessment

Purchases and subsequent disbursements of program monies from accounts shall be made for the improvement of the program. Purchases causing capital expenditure, storage or liability issues shall first be submitted to the AD for review/approval.

Article 11 – Dissolution

Section 1. Dissolution Procedure

HNAC may only be dissolved by a two-thirds majority of the members in attendance at a special meeting called specifically to consider and vote on dissolution, after all members have been given fair and reasonable advance notice of such special meeting. In the event of a vote in favor of dissolution, any funds remaining after all obligations have been satisfied shall be donated to the Seaforth High School resource fund.

Section 2. Assets and Obligations

Upon dissolution of the HNAC, any assets remaining after all obligations have been satisfied shall be distributed to the Seaforth High School Associated general fund, provided that at the time of dissolution it is exempt under section 501(c)(3), or for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article 12 - Amendment Procedures



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Section 1. Procedure

These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least seven (7) days written notice is given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.

Section 2. Notice

When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised copy of the Bylaws as amended, shall be mailed within thirty (30) days to each member of the Board of Directors and posted on the website.

Article 13 - Adoption of Bylaws

The initial bylaws were duly created by a majority vote of ___ in favor and ___ opposed at a regularly scheduled meeting of the Board of Directors on November 3, 2022. They were ratified and amended on _____ to accurately reflect the principal working of the HNAC.

Brandin O'Neill, President

Timothy Minor, Vice President

Jennifer Morgan, Secretary

Michael Powell, Treasurer