



Hawks Nation Athletic Club, Inc. Bylaws Handbook

Supporting
Seaforth High School
444 Seaforth Road
Pittsboro, NC 27713

2022-2023

www.hawksnation.org

HAWKS NATION MISSION

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

CONTACTS

Seaforth Principal

Tripp Crayton tcrayton@chatham.k12.nc.us

Seaforth Asst. Principal

Kelly Ward kward@chatham.k12.nc.us

Seaforth Athletic Director

Jason Amy jasonamy@chatham.k12.nc.us

Hawks Nation President

Brandin O'Neill boneill@hawksnation.org

Hawks Nation Vice President

Tim Minor timothy.minor72@gmail.com

Hawks Nation Secretary

Jennifer Morgan jeneralp@icloud.com

Hawks Nation Treasurer

Michael Powell hawksnation113@gmail.com

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HAWKS NATION ORGANIZATION

Seaforth High School recognizes parents may wish to organize Hawks Nation Athletic Club for the purpose of supporting school or district athletic programs which provide a source of positive involvement for students.

The Principal & Athletic Director is directed to oversee regulations that will establish a school-Hawks Nation liaison; provide for the acceptance of gifts; establish the principle that Hawks Nation are not functions of the school or district; and ensure, if possible, the co-and extra-curricular programs are kept in proper balance.

Seaforth High School requires Hawks Nation to function as an organization independent of the school. The role of Hawks Nation is to be supportive of programs rather than to influence the direction or content of programs.

To help maintain the communication and relationship between the school and Hawks Nation, there will be bi-annual meetings put in place. At these meetings we will make sure that everyone is on the same page with any potential change in policies or practices throughout the school year. It is mandatory that the Principal and Athletic Director attend these meetings along with the Hawks Nation President and any requested officers.

PURPOSE

The purpose of this handbook is to help parents and community members understand Seaforth and Hawks Nation policies and to operate in a unified manner.

PHILOSOPHY

The goal of Hawks Nation Athletic Club is to support 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.

- Hawks Nation will advocate for Seaforth High School and promote the legacy of a founding school year with the student body and in the community.
- Hawks Nation will develop and implement membership, sponsorship & fundraising opportunities.
- Hawks Nation will do everything possible to conceive, create and develop ideas, projects and other assistance to support student-athletes, coaches & supporting staff at Seaforth High School.
- Hawks Nation will provide a forum for discussions about athletic programs and related issues.
- Hawks Nation will do everything possible to promote attendance and spirit at all events.
- Hawks Nation is organized to assist Seaforth Athletics. Members perform many voluntary tasks during the course of the year. Whenever possible (at banquets, team dinners, etc.), they should be recognized for their hard work
- Hawks Nation is not under the direct control of the school district; rather, they function under their own elected board of directors with the Principal & Athletic Director as non-voting board members. Hawks Nation reflects school guidelines and accepts their role as being supportive of programs, not one of influencing direction or content.
- Parents do not have to pay to join Hawks Nation in order for their students to participate in any program. Hawks Nation may solicit donations/memberships to support the programs, but parents do not have to join to receive support to their teams.



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MEMBERSHIP

Membership is open to any stakeholder who wishes to participate; however, voting rights are determined by Hawks Nation Athletic Club and should be restricted to those members who have current students who are participating in the program. Hawks Nation clearly defines membership and voting rights within its bylaws.

FINANCIAL GUIDELINES

Hawks Nation Athletic Club is not run through the school district or Seaforth High School. Hawks Nation has its own federal tax identification number. Hawks Nation operates its own bank account that is not subject to school audit. Hawks Nation decides how the money they raise will be spent; however, the advisement & approval from the Athletic Director is also factored into the determination of how the money is spent. The following recommendations ensure Hawks Nation do not violate any rules and regulations:

- The Hawks Nation account is established at the Bank of America. Bank statements are mailed to the principal office on record in the bylaws, which is not the address of Seaforth High School.
- The Hawks Nation budget is created in consultation with the Principal and the Athletic Director. Usually, the Athletic Director creates a prioritized “wish list” from which Hawks Nation operate. Hawks Nation then conducts its fundraising activities to meet the needs of the program. The Athletic Director and Hawks Nation should make spending decisions collaboratively. The Athletic Director and Principal should attend budget meetings in order to help make decisions. All budget issues and spending decisions should take place at Hawks Nation board meetings.
- Hawks Nation is set up with two approved signers on the account: President & Treasurer. No coach, or advisor may be a signer on the Hawks Nation account. Hawks Nation should never write a check to a coach unless it is a reimbursement for something used in the program. Reimbursements should be distributed only if the coach provides a proper invoice or itemized receipt and an expense reimbursement form is completed and submitted to the Athletic Director for approval.
- All disbursements (payments) can be made by check or debit card. No checks should ever be made out to “Cash.” The Hawks Nation treasurer should maintain a record of all receipts in preparation for an annual audit.
- Treasurer reports, budget updates, and financial reporting should be kept current. Members should be updated at all meetings or in a timely manner upon request. Accurate record keeping is essential for Hawks Nation operation.

FUNDRAISING

Hawks Nation will conduct fundraising on behalf of school programs as long as certain parameters are met. The Principal and/or Athletic Director must approve all aspects of any fundraiser. The following items must be understood prior to developing a fundraising program:

- Fundraising that is designed by and involves ONLY parent-student-coach driven activities that are for their specific team or sport, will have funds deposited directly into the respective sport’s sub-account in Hawks Nation. No percentage of funds will go into the Hawks Nation General Fund. All the funds raised by the sport team, less banking processing fees, will go directly into its sub-account. Money generated must be the result of activities planned, operated, and run by the parents-students-coaches.
- Fundraising that is designed by and involves ONLY Hawks Nation directed activities, such as sponsorships, memberships, fundraising and merchandising, will have funds deposited directly into the Hawks Nation General Fund. All percentage of funds will go into the Hawks Nation General Fund.



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- Hawks Nation will operate concession stands at school events & will offer a profit-sharing program with a school sport or club that wants to receive a percentage of sales for fundraising. Hawks Nation profit-sharing is currently at 70-30 (Hawks Nation - Sport/Club). The concession is funded through the Hawks Nation General Fund. Hawks Nation will use concession funds to obtain concession permits, pay for concession accounting software, purchase food & beverage inventory and expand the menu, as determined by the Concessions Committee. Hawks Nation will also fund all start-up concession expenses for both indoor & outdoor concession. Additionally, it is important that the provided Square software is used to accurately report the sales of each event.
- Hawks Nation may donate to a Seaforth High School account.
- Any material that is being distributed on campus for Hawks Nation must be submitted for approval. Once a group “owns” a fundraiser, other groups are prevented from doing the same one, without permission from the Athletic Director.
- Students can only be involved in fundraising activities ONLY as volunteers.
- Advertising banners may be used as a fundraising tool. The Principal must approve the banner contents and desired location.

WHAT ARE DONATIONS & SPONSORSHIPS FUNDING?

Hawks Nation’s mission to create a community of support around Seaforth High School and to show that student-athlete success is based on the collection of all of us. Some of the ways we will show our commitment to community & our athletes are:

- Athlete Sport Banners in the main gym
- Athlete JV & V Letters & Pins
- Seasonal Sport Programs (Fall-Winter-Spring)
- Athlete Merchandise & Awards
- Hawks Nation Community Rally Gear (T-shirts, Rally Towel, Lanyard, Car Magnet)
- Field & Facility signage on athletic campus grounds displaying your support to Seaforth High School
- Tournament, Invitational Fees and Expenses
- Team Championship Awards & Banquets
- Concessions
- Athlete development & recruiting software
- Building a reserve fund for future field & team equipment expenses