

## **SEYO BOARD RESPONSIBILITIES/TASKS**

### **SEYO Board Officers**

**(Prerequisite: Officers must have served at least one full term as a SEYO representative anytime prior to becoming an Officer on the SEYO Board)**

#### **President**

- Bylaws
  - CEO of SEYO
  - Preside at all meetings of members and Board of Directors
  - General charge of the business of SEYO
  - Execute all deeds, bonds, contracts and other documents and instruments authorized by Board
- Other
  - OCNCC representative

#### **Vice President(s)**

- Bylaws
  - In order of seniority, in absence of President, perform all duties of President
- Other
  - SEYO yearbook (two books, picture days)
  - SEYO's representative to Megalopolis Tournament

#### **Secretary**

- Bylaws
  - Keep full and complete record of proceedings of Board and meetings of members
  - Keep seal of SEYO and affix same to papers and instruments as required
  - Serve notices required by Bylaws or Board
  - Supervise and control keeping of records and accounts of SEYO
- Other
  - Keep this document "SEYO Board Responsibilities/Tasks" up to date and post on SEYO website.

#### **Treasurer**

- Bylaws
  - Receive and keep all funds of SEYO and deposit in bank(s)
  - Furnish, prepare and keep full set of books of account
  - Perform other financial duties pertinent or required by Board
- Other
  -

Chief Commissioner

- Bylaws
  - Office not specified in bylaws
- Other
  - Named in SEYO General Rules
  - Manage particular activity
  - Scheduling and gym assignments for Winter and Spring Basketball Seasons
  - Completed basketball rosters and registration forms
  - Oversee league commissioners
  - Basketball referees
  - Final standings for basketball
  - Awards for basketball
  - Playing fees and forfeit fees
  - Scorers and timekeepers for basketball for Winter and Spring Seasons.

Assistant to Chief Commissioner

- Bylaws
  - Office not specified in bylaws
- Other
  - Named in SEYO General Rules
  - Assists Chief Commissioner
  - SEYO equipment for basketball
  - SEYO forms
  - 2-year commitment with second year as Chief Commissioner
  - Suburban Optimist Club (SOC) representative

Gym Commissioner

- Bylaws
  - Office not specified in bylaws
- Other
  - Obtains and schedules gyms for SEYO league use

Webmaster

- Bylaws
  - Office not specified in bylaws
- Other
  - Implementation and maintenance of SEYO Web Site
  - Places and maintains SEYO information/rules/directories/schedules and SEYO organization information on SEYO Web Site
  - Provides via E-mail and SEYO Web Site current events and information to SEYO Board and SEYO participants

Immediate Past President

- Bylaws
  - Member of SEYO Board of Directors
- Other
  -

Referee and Umpire Commissioner

- Bylaws
  - Office not specified in bylaws
- Other
  - Specified in SEYO General Rules
  - Supervise and schedule referees and umpires (same organization as Chief Commissioner)

**Organizational Representatives (2 from each organization)**

GEO, JETS/JETTS, METH, NOR, OCBC, OCO, SOC, VFW, WPC

- Bylaws
  - Two (2) Directors representing each organization
  - Each director shall have one (1) vote
  - Make regulations not inconsistent with bylaws
  - To appoint all officers, agents and employees of SEYO and power to remove
  - To pay for property
  - To borrow money and make/issue notes, bonds, etc.
  - Designate time and place of meetings
  - To appoint committees on any subject within powers of SEYO and define powers and duties of such committees
  - To select and designate bank or trust company for SEYO funds
- Other
  -

**Other SEYO Functions handled through Board but not part of Board**

Baseball Commissioner

Girls Summer Basketball

Volleyball