

**St. Francis Youth Baseball Association (SFYBA)**  
**Bylaws, Duties and Job Descriptions**  
**Revised 11/2/2025**

**Section I – Term of Office**

The term of office for the Board of Directors: President, Vice-President, Secretary, Treasurer, and Travel Director shall be a two (2) year term, and positions would begin January 1st and end December 31st.

Appointed Officers: Tournament Committee Member (two positions), Concessions Coordinator, Tournament Director, Equipment Coordinator, Volunteer Coordinator, Fundraising Coordinator, and Clothing Coordinator positions shall be a (1) year term, which will begin August 1st and end July 31st.

The elections for the President and Treasurer will be in opposite years as the election for the Vice-President and Secretary. The President and Vice-President positions will require one year of service in another position to be considered. If there are no qualified candidates available the remaining board members will vote on the next qualified candidate. Additional appointed positions will also be for one (1) year term.

Annual elections will take place at the June & October Board Meeting of each year for the positions in which the term expires at the end of that year. Notice of election and a call for nominations will be made at least two weeks prior to the annual election. Any parent or legal guardian of a child registered with an SFYBA team during that calendar year is eligible to vote for board members at the annual elections. Any eligible voter must be present at the annual elections in order to vote.

**Section II – Board of Directors & Officers**

The Board of Directors and Officers shall be comprised of thirteen (13) members to be elected or appointed prior to the beginning of the term of office.

The Elected Board of Directors are:

President            Vice-President            Treasurer            Secretary            Travel Director

The Appointed Officers are:

Tournament Director            Equipment Coordinator            Player/Coach Development  
Fundraising Coordinator            Clothing Coordinator            Tournament Committee Members  
Volunteer Coordinator

The Board of Directors & Officers may not serve as board members of conflicting sports associations (as determined by the Board) due to the possibility of a conflict of interest.

The Board of Directors and Officers as deemed necessary and may appoint additional officers. These will be voting members on all issues. Examples would be as follows but not limited to:

Fields/Grounds Director

Public Relations Director

If a vacancy occurs during the term of office of an appointed position, the Board shall nominate and appoint replacement candidates within a 60-day period.

If a vacancy occurs in an elected office, the Board shall nominate or appoint someone to permanently fill the vacancy for the remainder of the term or temporarily fill the position until the next general election.

### **Section III – Responsibilities Pertaining to All Board Members**

- The Board Members shall attend all Board meetings, or if unable to attend, notify the Secretary or President prior to the meeting.
- Board members shall be responsible for providing and arranging for a competent individual to assume their responsibilities in the event they will not be available to do so and upcoming events deem it necessary. They shall notify the Secretary or President and other affected individuals accordingly.
- If a Board Member fails to attend two consecutive meetings or three out of five consecutive meetings, the board by majority vote may elect to declare the position vacant and work to fill the vacant position through current policies.
- All Board members shall assist with registrations, tryouts, player uniform sizing, parent night, and tournaments.

### **Section IV – President**

- The President shall provide leadership for SFYBA.
- The President shall assign all duties not specifically set forth in the bylaws to an appropriate Board member.
- It shall be the duty of the President to preside at all meetings of the SFYBA.
- The President shall vote only to create or break a tie.
- The President shall sign all contracts of SFYBA with the exception of those contracts reserved for the Treasurer.
- The President shall be authorized to countersign checks.
- The President shall not override the duties of other officers and Board members unless a lack of action would place St. Francis Youth Baseball in jeopardy.
- The President shall be authorized to suspend or warn any member, including Officers, Board members, Managers, and Coaches until review by the Board of Directors at a called meeting within seven (7) days of suspension or warning and to bar the suspended person attendance at league fields or activities.

#### **Section IV – President Continued**

- The President shall be responsible for notifying the Board of Directors in the event he/she will not be available to perform the duties of the office.
- The President will secure field use contracts (for all game and practice fields) with the appropriate ISD 15 and local communities' officials.
- The President shall be responsible for all communication to MYAS Baseball, St. Francis Community Education, Soderville Athletic Association, the St. Francis Varsity Baseball program, and other sanctioned organizations.
- The President may establish other committees. The President must define the mission of the committee and the duration of its existence.
- The President may name or approve members of the committee.
- The President will communicate of issues concerning the involvement of the St. Francis Varsity Baseball Staff including SFYBA tryouts, coaching clinics, youth events at Varsity games, summer/winter clinics, field reservation, and coordination, and all other co-sponsored or run activities.

#### **Section V – Vice-President**

- The Vice-President shall report to the President.
- The Vice-President shall be responsible for assuming the duties and office of the President if the President is unable to complete his/her term.
- The Vice-President shall be responsible for making recommendations concerning the upkeep and safety issues which arise at any park.
- The Vice-President shall be responsible for the coordination of season game schedules for all leagues.
- The Vice-President shall be responsible for obtaining the General Liability Insurance Policy and handling any issues/claims related to policy.
- The Vice-President shall assist the President in all aspects of Presidential duties.

#### **Section VI – Secretary**

- The Secretary shall report to the President.
- The Secretary shall have charge of and keep a full and complete record of all proceedings of all meetings, render documented reports and minutes when called upon at a meeting, and under the direction of the President, handle all correspondence of SFYBA. Minutes shall be maintained for five (5) years and will be handed over to the succeeding Secretary.
- The Secretary shall be responsible for organizing registration and maintaining all information regarding general membership.
- The Secretary shall be responsible for maintaining the St. Francis Baseball computer system and records.

## **Section VII – Treasurer**

- The Treasurer shall report to the President.
- The Treasurer shall have full charge of all finances and shall see that all amounts of money are safely deposited in a local bank.
- The Treasurer shall report in writing at each regular Board meeting the condition of the finances, with such recommendations, as he/she shall deem appropriate.
- The Treasurer shall sign all checks disbursing amounts of money of SFYBA.
- The Treasurer shall function as the primary business manager for SFYBA. The treasurer shall approve all contracts with vendors and shall serve as a contract manager on all functions related to the completion and payment of services rendered by outside vendors.
- All non-budgeted expenditures over \$100 must be communicated to the Treasurer and approved by the Board.
- The Treasurer shall maintain financial records for a five (5) year period and shall hand them over to the succeeding Treasurer.
- The Treasurer at the end of each fiscal year (calendar year) shall submit the financial records to the Board of Directors.
- The Treasurer shall obtain regular monthly bank statements and audit their books.

## **Section VIII – Travel Director**

- The Travel Director shall report to the President.
- The Travel Director shall act as a liaison between the Age Coordinators and the President.
- The Travel Director shall be responsible for the collection of coaching applications and handoff to the President for selection review with the high school coaching staff.
- The Travel Director shall be responsible for facilitating coaching background checks after the selections are complete.
- The Travel Director shall assist with the tryout process and team formations.

## **Section IX – Tournament Committee Members**

- The Tournament Committee Members shall report to the Vice President.
- The Tournament Committee Members will meet with the Tournament Director to support the planning process of SFYBA tournament(s).
- The Tournament Committee Members will assist the Tournament Director operations the day of the SFYBA tournament(s).

## **Section X – Clothing Coordinator**

- The Clothing Coordinator shall report to the Vice-President.
- The Clothing Coordinator will purchase such clothing as approved by the Board.
- All equipment must meet safety criteria.

## **Section X – Clothing Coordinator Continued**

- The Clothing Coordinator shall be responsible for obtaining quotations from competent suppliers for all uniforms and clothing, then presenting the recommendation for purchases to the Board of Directors for their approval.
- The Clothing Coordinator shall purchase the clothing in a timely manner, and with the Age level Coordinators shall help distribute clothing to the teams.

## **Section XI – Fundraising Coordinator**

- The Fundraising Coordinator shall report to the Vice-President.
- The Fundraising Coordinator shall be responsible for scheduling and overseeing all fundraising activities.
- The Fundraising Coordinator shall be responsible for keeping the Board apprised of all fundraising plans, as well as providing the Board with a recap of each event after it has occurred.

## **Section XII – Volunteer Coordinator**

- The Volunteer Coordinator shall report to the Vice President.
- The Volunteer Coordinator shall be responsible for overseeing and tracking all volunteer commitments and buy-outs.
- The Volunteer Coordinator shall communicate with coaches to confirm team volunteers.
- The Volunteer Coordinator shall be responsible for coordinating a sign-up for available volunteer opportunities and communicating this to the Secretary for distribution.

## **Section XIII – Concessions Coordinator**

- The Concessions Coordinator shall report to the Vice President.
- The Concessions Coordinator shall be responsible for planning and budgeting concessions needs for the tournament(s), and keeping the Board apprised of all concessions plans.
- The Concessions Coordinator shall be responsible for scheduling pick-up/delivery of concessions orders.

## **Section XIV – Tournament Director**

- The Tournament Director shall report to the Vice-President.
- The Tournament Director shall be responsible for scheduling and overseeing all SFYBA tournament activities. This would include identifying which age levels and how many teams there will be, coordination with MYAS, securing the hosting location and umpires, team registrations, and trophies.

## **Section XV– Equipment Coordinator**

- The Equipment Coordinator shall report to the Vice-President.
- The Equipment Coordinator shall be responsible for obtaining quotations from competent suppliers for equipment needs (including field chalk, game baseballs, and first aid kits), then presenting the recommendation for purchases to the Board of Directors for their approval.

## **Section XV– Equipment Coordinator Continued**

- The Equipment Coordinator will purchase equipment as approved by the Board.
- All equipment must meet safety criteria.
- The Equipment Coordinator shall purchase the equipment in a timely manner, and with the assistance of Age level Coordinators shall help distribute equipment to the teams.
- The Equipment Coordinator shall be responsible, with the assistance of the Age Level Coordinators, for the collection of all SFYBA equipment at the conclusion of the season. A complete inventory of such equipment and its condition shall be presented to the Board at the last regular meeting of each fiscal year. A list of all coaches who have not turned in the equipment shall be presented in writing to the Board.
- The Equipment Coordinator shall be responsible for setting up and taking down any batting cage equipment (including nets) at the appropriate time during the season.
- The Equipment Coordinator shall be responsible for obtaining quotations from competent suppliers for equipment needs (including field chalk, game baseballs, and first aid kits), then presenting the recommendation for purchases to the Board of Directors for their approval.
- The Player/Coach Development Coordinator shall be present for coaches and make sure they know how to contact the coordinator with any questions or concerns about practice/games and individual players.