
ARTICLE I - NAME

The name of this organization is “Astoria Youth Baseball”, herein referred to as “Astoria Youth Baseball” or “AYB.” AYB is a local organization under Lower Columbia Baseball Association. Astoria Youth Baseball resides in Astoria, Oregon.

ARTICLE II - STATEMENT OF POLICY

Section 1: It shall be the policy of AYB to conduct activities for the benefit of the physical health and moral welfare of the young people for whom it is organized. All matters of policy shall be determined on this basis.

Section 2: No person who is a volunteer of AYB shall receive any personal financial benefit beyond the reasonable value of the services rendered in carrying out the functions of this organization.

Section 3: It shall be the policy of AYB to prohibit any direct advertising or donations from alcoholic beverages or tobacco products in connection with the organization or any of its programs.

ARTICLE III - PURPOSE & OBJECTIVES

Section 1: The purpose of AYB is to teach the fundamentals of baseball to all children who wish to participate and dedicate themselves to the sport regardless of financial hardship to the best of the AYB’s ability.

Section 2: The objectives of AYB are to teach the fundamentals of baseball and influence good sportsmanship, teamwork, highest moral and physical standards, and the importance of academic achievement. AYB promotes balanced competition within the scope of rules and regulations and ensure the safety and welfare of the youth baseball players and to provide responsible baseball programs with organized and trained adult volunteers.

ARTICLE IV - MEMBERSHIP

Section 1: Membership to the AYB organization is earned through volunteering in the AYB programs. Any person who is a Board Member, Coach, Coach Assistant or Support Coordinator, who meet the requirements of the organization, has earned the right to membership.

Section 2: Members have the right to vote at the annual meeting or any topic that is put in motion during open session with board approval. You must be on the background check reference list at the time of voting. To be eligible to vote your membership must be dated prior to current season.

Section 3: You lose all membership rights if you are suspended and / or put on probation from any AYB sponsored event for one year.

Section 4: If you are suspended and / or put on probation, your eligibility to hold any position for the upcoming year will be at the incoming board’s discretion.

ARTICLE V - BOARD OF DIRECTORS

Section 1: The Board of Directors shall include the President, Vice President, Secretary, Treasurer, and one Voting Member at Large. In the absence, or inability, of the President, the Vice President will perform the duties of the President.

Section 2: The Board of Directors shall meet at least three times per year at a time and place determined by the President. Special meetings of the Board of Directors may be called by the President, or by majority vote of the Board of Directors, upon written request to the Secretary by not less than three Board Members.

Section 3: The Board of Directors shall institute policies relative to the preparation and acceptance of an annual budget, periodic and annual presentation of financial reports. The board may order an annual audit of the financial records of the organization.

Section 4: AYB Board Members cannot miss more than two board meetings/deadlines without valid reason and excused by the President prior to absence. The Board of Directors, by majority vote of the entire board, shall be empowered to remove and select a replacement that shall serve until that following positions elected term, or choose to leave the open position vacant. In addition, if any Board member resigns their position the Board of Directors may select a replacement that shall serve until that following positions elected term or choose to leave the open position vacant. Failure of any Board member to perform such duties as outlined per position may be subject to removal of said position and replacement by Board of Directors.

ARTICLE VI - EXPERIENCE OF OFFICERS

Section 1: Board Member experience shall include, but not be limited to, previous volunteer participation as a Coach, Coach Assistant, Support Coordinator or parent with AYB. The board member must also have good organizational and computer skills and access to a computer.

Section 2: Any individual applying for a board position must have a current background check and cannot have a suspension or have been put on probation during the previous season.

ARTICLE VII - DUTIES OF OFFICERS

Section 1: The President shall:

- A. Preside at all meetings of this organization.
- B. Serve as an ex officio member of all committees.
- C. Coordinate the work of the officers and committees of this organization.
- D. Perform said duties described by these bylaws or prescribed by the Board of Directors.

Section 2: The Vice President shall:

- A. Act as aide to the President.
- B. Perform the duties of the President in the President's absence or inability to serve.
- C. Perform said duties described by these bylaws, directed by the President, or the Board of Directors.

Section 3: The Secretary shall:

- A. Record the minutes of all meetings of Astoria Youth Football.
- B. Be prepared to read the records of any previous meetings.
- C. File all records.
- D. Have custody of the current bylaws.
- E. Handle all correspondence for the organization.
- F. Perform duties described by these bylaws, directed by the President, or Board of Directors.
- G. Perform all background checks of AYB volunteers.
- H. Maintain and perform a mail audit on financial, bulk, and any other mail received at AYB address.

Section 4: The Treasurer shall:

- A. Have custody of the funds of this organization.
- B. Maintain a full account of the funds of the AYB.
- C. Make disbursements as authorized by the President or Board of Directors.
- D. Have checks or vouchers signed by two of the four signatories.
- E. Keep a full and accurate account of the receipts and disbursements in the books belonging to the AYB.
- F. Provide financial report to the board of directors at each meeting.
- G. Present an annual report of the financial condition of the organization.
- H. Prepare and file such forms as may be required by the IRS or other tax agencies.
- I. Perform said duties described by these bylaws, directed by the President, or the Board of Directors.
- J. Shall maintain and perform a monthly audit with bank statement with the secretary.

Section 5: The Voting Member at Large shall:

- A. Have full voting rights on all matters before the Board.
- B. Assist with special projects, committees, and league operations as assigned.
- C. Serve as representatives of the general membership.
- D. Perform duties as directed by the President or Board of Directors.

Section 5: No person in stated above positions can be found to be in conflict of interest towards their position and any involvement outside of duties required. If they are found in this status and found to be harmful or legally jeopardizing the being of AYB the Board of Directors will hold a special meeting and determine position status. They can be subject up to dismissal of position by majority vote of Board of Directors.

ARTICLE VIII - ELECTION OF OFFICERS

Section 1: At the November meeting, nominations will be accepted for each of the Board of Directors positions.

Section 2: All office terms shall be for one year from elected year, beginning January 1 until the end of the next league fiscal year December 31 per position elected term.

Section 3: All officers shall be eligible for re-election after the elected term is complete, if no suspension, removal or resignation occurs.

Section 4: Board of Directors are voted in at the November meeting, the current BOD will stay in position until January 1st if they are at the end of their year term.

Section 5: All members in good standing and present at any annual election meeting are eligible to vote as outlined in article IV-Membership.

Section 6: The voting process will be explained prior to voting by the President. Voting will consist of members in good standing and be on the background checklist before their vote is cast.

ARTICLE IX - MEETING AND VOTING

Section 1: The membership of the organization shall hold an annual meeting at such place and time as be determined by the Board of Directors. Notice of time and place of the annual meetings shall be known to the membership of the organization through publication or individual mailings not less than 14 days to the prior to the date of the meeting.

Section 2: Special meetings of the organization's membership may be called by the President, or majority vote of the Board of Directors, or upon written request to the Secretary by not less than 5 members of the organization. Notice of time and place of special meetings of the membership shall be known to the membership at least 5 days prior to the date of the meeting.

Section 3: There shall be no proxy voting at any meeting. A majority of those present in good standing and on background checklist, shall be required for election and questions brought to a vote.

Section 4: The presence of a majority of officers to vote shall be required to constitute a quorum for the transaction of business or any special meeting. Majority count of eligible members at the election meeting to vote will establish the needed count for nominee to be elected into position.

Section 5: Members eligible to vote include all Board of Directors, Coaches, Coach Assistants and Support Coordinators. A member in good standing is someone who has no financial commitment from the current season, has not resigned for unfavorable terms, been removed, suspended or have not been on probation for the current season.

Section 6: The annual election voting will be done by motion, second and call for vote. To place a vote against nominations you may abstain or vote for second nominated candidate (if two selected).

Section 7: The annual election voting will be done by motion as outlined per Robert Rules. The successful candidate will be determined by receiving the most votes cast.

ARTICLE XI - ROBERT RULES OF ORDERS

The most current edition of "Robert Rules of Order" shall govern organizational meetings of the board of directors and all committee meetings where applicable. It shall be parliamentary authority on all matters not covered by these by-laws.

ARTICLE XII - ORDER OF BUSINESS

1. Call to order: by presiding officer
 2. Roll Call: by the secretary
 3. Reading of the minutes of the previous meeting by the secretary
 4. Opening Statement
 5. Treasurer's Report
 6. Report of Officers
 7. Reports of active committees
 8. Unfinished Business
 9. New Business
 10. Adjournment
-

ARTICLE XIII-LIABILITY OF OFFICERS AND MEMBERS

The personal liability of each officer and each member of AYB, for monetary or other damages, or conduct as an officer or member shall be eliminated to the fullest extent permitted by current or future law.

ARTICLE XIV - AMENDMENTS

Proposed amendments or additions of these Bylaws may be offered only by a member in good standing and must be presented in writing to the Board of Directors for consideration. Proposed amendments or additions to these Bylaws may only be enacted by a majority vote, of those present, of the current Board and members in good standing.

ARTICLE XV – REMOVAL, SUSPENSION, AND DISCIPLINE

Section 1: General Authority

The Board of Directors shall have the authority to suspend, remove, or otherwise discipline any Coach, Assistant Coach, Board Member, Support Coordinator, or volunteer whose conduct is determined to be contrary to the best interests, safety, welfare, or integrity of Astoria Youth Baseball (AYB).

Grounds for discipline may include, but are not limited to:

- Violation of AYB Code of Conduct
- Unsafe behavior
- Unsportsmanlike conduct
- Harassment, intimidation, or abusive behavior
- Failure to follow league rules or policies
- Criminal conduct
- Conduct detrimental to the reputation or operations of AYB
- Failure to perform assigned duties
- Conflict of interest that harms the organization

Section 2: Immediate Suspension

The President, with concurrence of one additional Board Officer, may impose a temporary suspension when immediate action is deemed necessary to protect players, volunteers, or the organization. Such suspension shall remain in effect until the Board reviews the matter at a properly noticed meeting.

Section 3: Removal of Coaches and Volunteers

A Coach, Assistant Coach, Support Coordinator, or other volunteer may be removed by a majority vote of the Board of Directors at a meeting where quorum is present.

Process:

1. The individual shall be notified of the concerns in writing.
2. The individual shall be given an opportunity to submit a written response within a reasonable time (typically seven (7) calendar days).
3. The Board shall review all information and vote on the matter.
4. The decision of the Board shall be final unless otherwise provided by these bylaws.
5. The Board may determine whether removal is:
 - Immediate and permanent
 - Conditional
 - Subject to probation
 - Eligible for future reinstatement

Section 4: Removal of Board Members

In addition to Article V provisions regarding attendance and performance, a Board Member may be removed for cause by a two-thirds (2/3) majority vote of the remaining Board Members at a meeting where quorum is present.

Cause may include:

- Failure to fulfill duties
- Violation of bylaws
- Conflict of interest
- Conduct harmful to AYB
- Repeated absence without excuse
- Breach of fiduciary duty
- The Board Member shall be:
 - Provided written notice of the proposed removal.
 - Given an opportunity to address the Board before a final vote.

Section 5: Effect of Removal

Upon removal:

- All membership rights are suspended immediately.
- Access to league systems, communications, and facilities shall be revoked.
- League property must be returned promptly.
- The individual may not represent AYB in any capacity.

Section 6: Confidentiality

All disciplinary matters shall be handled confidentially by the Board of Directors. Public communications regarding removal shall be limited to a neutral statement that the individual is no longer serving in their volunteer role.

Section 7: Non-Liability

All removal and disciplinary actions taken in good faith and in furtherance of the mission of AYB shall be protected to the fullest extent permitted under the laws of the State of Oregon.

Section 8: Complaint Submission and Review Process

All complaints regarding conduct, policy violations, safety concerns, or any matter subject to review by the Board of Directors must be submitted in writing. Verbal complaints, sideline conversations, or informal discussions shall not constitute a formal complaint and will not initiate the disciplinary review process.

Written complaints must include:

1. The name of the person submitting the complaint
2. The date of submission
3. A clear description of the incident(s), including dates and locations if known
4. Names of individuals involved or witnesses, if applicable

Complaints may be submitted electronically or in hard copy to any member of the Board of Directors of Astoria Youth Baseball.

Upon receipt of a written complaint, the Board of Directors shall:

1. Acknowledge receipt of the complaint.
2. Initiate review of the matter in accordance with these bylaws.
3. Follow up with the affected parties within seven (7) calendar days to confirm the complaint has been received and is under review.
4. The Board may conduct additional fact-finding as necessary, including reviewing documentation and obtaining written statements.

**Astoria Youth Baseball
Bylaws**

PO Box 1359
Astoria, OR 97103

All complaints and related proceedings shall be handled in a confidential manner to the extent reasonably possible, consistent with ensuring fairness and protecting the safety and welfare of participants.

Failure to submit a complaint in writing may delay or prevent formal review.

CERTIFIED TO BE THE BY-LAWS OF:

Astoria Youth Baseball (AYB)
By unanimous Board vote
Last Revised on February 19, 2026

By: _____ on this date: _____

Shane Snyder, President