

**BYLAWS OF THE  
WOODBIDGE SENIOR  
SOFTBALL CLUB  
OF MANTECA, CA**

*Approved Dec. 13, 2022*

## ARTICLE I

### Name and Purpose

**Section 1. Name:** The name of the organization shall be The Woodbridge Senior Softball Club (hereinafter the "Club"), a Woodbridge Owners Association (hereinafter "WOA") Chartered Club.

**Section 2. Purpose:** The formation of the Club is for the enjoyment and recreational benefits of the game of slow-pitch softball. This is a charter club and none of the earnings shall benefit individual parties. The principal office of the Club for the transaction of its business is located in Manteca, California.

The Club consists of both league and non-league opportunities to play softball in its own facility at Del Webb Field. The Club also provides opportunities to play a more competitive softball program through a travel and tournament softball program. The program is self-supported and organized within the structure of the Club, with players exclusively from the Club. The rules and regulations of this document further outline the appointments and responsibilities of a travel and tournament team.

## ARTICLE II

### Authority and Limitations

**Section 1.** The Club is organized under, and will operate, in full compliance with the Declaration of CC&Rs, Bylaws, Rules and Regulations of the WOA and any applicable policies the WOA Board of Directors may implement from time to time.

**Section 2.** The Club will not conduct business or obligate funds in the name of the WOA. None of the earnings shall benefit individual parties. No member shall be responsible for the debts, obligations, or liabilities of the Club. The WOA shall not be responsible for the debts, obligations, or liabilities of the Club.

**Section 3.** The club shall require anyone who participates in the WSSC program as on field personnel (players, umpires, coaches), to sign a "Release of Liability form". This would include all phases of the program including players from visiting teams.

**Section 4.** Each division within the WSSC is responsible for its governance. Ultimately, for the good of the WSSC, the welfare of the softball program rests with the Council. Should any person within the softball program compromise the quality and integrity of the program, a vote of the majority of the council shall be the final authority as to its resolution.

## **ARTICLE III**

### **Membership**

- Section 1.** Membership shall be open to any person who is a Woodbridge resident, is at least fifty (50) years old, and is a member in good standing of the WSSC. Prospective members must submit a completed application along with a general release of liability form. The membership year is January 1 through December 31.
- Section 2.** Membership based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, national origin is not permitted. Violations shall be reported to team managers for resolution, or if not resolved, directed to the Council for action.
- Section 3.** At the present time there are no registration fees. The Club Council (hereinafter "Council") reserves the right to charge a registration fee in the future with a majority vote of the Members.
- Section 4.** No guests will be allowed to join the Club.
- Section 5.** Each Member of the Club shall have equal rights and privileges.
- Section 6.** Unless otherwise restricted in the bylaws, all members of the Club shall be eligible to be an officer of the Club and to participate in all Club activities.
- Section 7.** Any Member may resign at any time by sending a written letter or email to any Council member.
- Section 8.** The Club does not provide any insurance benefit to its members or Council members.

## **ARTICLE IV**

### **Organization**

The Club members will elect a Council vested with the authority to carry out the day-to-day operations of the Club, consistent with the Bylaws of the Club, and for the purpose of representing the best interests of all Club members.

**Section 1.** The Council Members of the Club shall consist of:

- President (1) – Elected by all members
- Vice President (1) – Elected by all members
- Secretary (1) – Elected by all members
- Treasurer (1) – Elected by all members
- Silver Sluggers General Representative (1) – Elected by Silver Sluggers Players
- Silver Sluggers Player Representative (1) – Elected by Silver Sluggers Players



- Tournament Teams Representative (1) – Elected by Tournament team players
- Diamond Gals General Representative (1) – Elected by Diamond Gals players
- Diamond Gals Player Representative (1) – Elected by Diamond Gals players
- Operations Manager (1) – Elected by all members
- Head Umpire (1) – Elected by all members
- Field Maintenance Manager (1) – Elected by all members

**Section 2.** Any Club member in good standing may be nominated for election to the Council. Council members shall serve a two (2) year term with the capability to serve a maximum of two (2) consecutive terms in the same office [four (4) years total]. A member may hold only one (1) council position at the same time.

**Section 3.** In the event of a vacancy (resignation, death, removal from office, etc.) within the first year of the term of office, a special election (Article VIII, Section 5c) shall be held. Should the vacancy occur within the second year of the term of office, the Council shall appoint by majority vote a replacement to serve the remainder of the term.

**Section 4.** Council members shall not receive or accept any salary or other compensation for their services.

## **ARTICLE V**

### **Administration**

#### **Section 1. Council Members**

The responsibilities of the Council members shall include, but not be limited to the following:

##### **Section 1.1 – President**

- Shall preside over all Club meetings
- Shall be responsible for the administration of all Club business
- Shall act as principal liaison between the Club and the WOA
- Shall name the chair of committees
- Shall act as an Ex-officio member of all committees
- Shall insure the financial and administrative integrity of the Club

##### **Section 1.2 – Vice President**

- Shall advise and consult with the President
- Shall be responsible for the scheduling of games in coordination with the Silver Sluggers Representatives and the Tournament Teams Representative.
- Shall be responsible for the scheduling of Diamond Gals games in coordination with the Diamond Gals Representatives
- Shall perform the duties of the President in the President's absence

### **Section 1.3 – Secretary**

- a. Shall keep records
- b. Shall keep copies of accident reports
- c. Shall issue notices of all meetings
- d. Shall keep minutes of all meetings
- e. Shall conduct correspondence relating to the Club
- f. Shall maintain a complete list of members (including contact information)
- g. Shall keep a record of all sponsors (including names, titles and contact information)
- h. Shall furnish various reports as required by the WOA
- i. Shall retain records in hard copy for three (3) years

### **Section 1.4 – Treasurer**

- a. Shall receive all monies and pay all bills owed by the Club
- b. Shall keep an up-to-date ledger recording all financial statements
- c. Shall reconcile and retain bank statements
- d. Shall prepare financial reports for meetings
- e. Shall keep a record of all funds collected from sponsors
- f. Shall submit a quarterly financial statement to the General Manager of the WOA upon request and thirty (30) days prior to fiscal year end
- g. Shall be responsible for the audit of and recording of all tax related documents
- h. Shall retain records in hard copy for seven (7) years

### **Section 1.5 – Silver Sluggers General Representative**

- a. Shall advise and consult with the Council President and Player Representative on issues and concerns with the Silver Sluggers softball program
- b. Shall be responsible for the Silver Sluggers softball program along with the Player Representative
- c. Shall be responsible, along with the Players Representative, for the drafting of Silver Sluggers players
- d. Shall be responsible for the scheduling of games in coordination with the Players Representative, Vice President, and the Tournament Teams Representative
- e. Shall be responsible for requesting funds for equipment (jerseys, hats, balls, bats, etc.)
- f. Shall be the spokesperson for the Silver Sluggers managers and coaches

### **Section 1.6 – Silver Sluggers Players Representative**

- a. Shall advise and consult with the Council President and General Representative on issues and concerns with the Silver Sluggers softball players



- b. Shall be responsible for the Silver Sluggers softball program along with the General Representative
- c. Shall be responsible, along with the General Representative, for the drafting of Silver Sluggers players
- d. Shall be responsible for the scheduling of games in coordination with the General Representative, Vice President, and Tournament Teams Representative
- e. Shall be the spokesperson for the Silver Sluggers players

**Section 1.7 – Tournament Teams Representative**

- a. Shall advise and consult with the President on issues and concerns with Tournament Players
- b. Shall be responsible, in coordination with the Tournament Teams Managers, for the Tournament team's program
- c. Shall be responsible, in coordination with the Tournament Teams Managers, for scheduling participation in tournaments (Care should be given, to the greatest extent possible, to avoid scheduling both teams for tournaments on the same weekend)
- d. Shall be responsible for requesting funds for equipment (jerseys, hats, field equipment, safety equipment, etc.
- e. Shall be the spokesperson for the Tournament Teams players, managers and coaches.

**Section 1.8 – Diamond Gals General Representative**

- a. Shall advise and consult with the President on issues and concerns with the Diamond Gals players
- b. Shall be responsible for the Diamond Gals Softball program along with the Player Representative.
- c. Shall be responsible for the scheduling of games in coordination with the Player Representative and the Vice President
- d. Shall be responsible in coordination with the Player Representative for meeting with the Head Umpire to review or modify the rules for the Diamond Gals softball program
- e. Shall be responsible for requesting funds for equipment (jerseys, hats, balls, bats, etc.)
- f. Shall be the spokesperson for the Diamond Gals managers, and coaches

**Section 1.9 – Diamond Gals Players Representative**

- a. Shall advise and consult with the Council President and Diamond Gals General Representative on issues and concerns with the Diamond Gals softball players
- b. Shall be responsible for the Diamond Gals softball program along with the Diamond Gals General Representative
- c. Shall be responsible for the scheduling of games in coordination with the Diamond Gals Representative, and Vice President
- d. Shall be the spokesperson for the Diamond Gals players

#### **Section 1.10 – Head Umpire**

- a. Shall be responsible for the Woodbridge Softball Rules of Play and their interpretation
- b. Shall be responsible for the recruitment and training of umpires to officiate all Club games
- c. Shall be responsible, in coordination with the Silver Sluggers Representatives, for the drafting of players
- d. In the event of an injury to a Club member, shall be responsible for assuring that injury reports are completed and provided to the Council Secretary and WOA Executive Director.
- e. In the event of an injury to a spectator, shall be responsible to ensure that WOA staff is notified.

#### **Section 1.11 – Operations Manager**

- a. Shall be responsible to oversee the operation of the Snack Shack. The Snack Shack manager shall report to the Operations Manager on a regular basis. All monies collected will be turned over to the Treasurer
- b. Shall be responsible for assigning a score booth coordinator to assure sufficient personnel are assigned to the scorer's booth. (The documents recorded by the booth personnel shall be maintained for historical purposes only).

#### **Section 1.12 – Field Maintenance Manager**

- a. Shall be responsible to oversee the maintenance of the field and equipment. The Field Maintenance manager will report to the Council on a regular basis throughout the year regarding the following:
  - Condition of the field
  - Equipment needs
  - Volunteer assistance
  - Working with the assigned WOA staff
  - Any improvements needed by outside contractors

#### **Section 1.13 – Authority to Adopt Rules and Regulations**

- a. Council Members shall have the authority and responsibility to adopt rules and regulations that are consistent and do not conflict with the Club Bylaws and the WOA governing documents.



## Section 2. Head Coaches

### 2.1 Head Coaches Selection (Silver Sluggers/Diamond Gals)

In order to provide opportunities for all those seeking a Head Coaching position, an election shall be held every two years for Head Coaching positions for the Silver Sluggers and Diamond Gals.

- a. A coach for the Saturday Silver Sluggers team shall be appointed by the Silver Sluggers coaches committee in the event none of the elected coaches are willing to fulfill the position.
- b. Head coaches shall serve a two (2) year term and will be able to run for additional terms. Any Club member in good standing who has played at least one (1) year in the WSSC softball program may apply for election as a coach.
- c. Silver Slugger coaching positions shall be up for election during odd numbered years.
- d. Diamond Gals coaching position shall be up for election during even numbered years.
- e. At least 30 (thirty) days prior to the election meeting the WSSC Secretary will send a notice advising all WSSC members who want to be considered for a coaching position, to notify, in writing (by letter, email or text), any coach of their intention to be placed on the ballot.
  - Those deemed qualified will have their names included on the ballot for election.
  - Current coaches planning to run again will not need to be screened.
- f. The Coaches Committees will submit the ballot for Coaches to the Nominating and Election Committee prior to the election nomination deadline.
- g. The Head Coaches will select an Assistant Coach for his/her team.
- h. Re-elected coaches will retain their current team color. Newly elected coaches will assume a vacant team color.
- i. In the event a coach is not able to fulfil his/her two (2) year term prior to the completion of the draft or the start of either the 1<sup>st</sup> or 2<sup>nd</sup> season, the candidate with the next highest vote total shall fill that position.
- j. In the event a coach is not able to complete his/her term, following the draft, or after a season has started, the Assistant Coach will be appointed to move up to the Head Coaching position for the remainder of the season. The new coach may select an assistant coach from his/her team.
- k. Coaches shall not receive or accept any salary or other compensation for their services.

### 2.2 Head Coaches responsibilities include:

- a. Draft players for their team
- b. Demonstrate good sportsmanship qualities and request the same from players



- c. Know and adhere to the Woodbridge Softball Rules of Play for their program and review these rules with team members
- d. Become knowledgeable of player's abilities and physical limitations
- e. Hold team practices/meetings to improve player's softball skills
- f. Encourage team members to attend open practices for all players
- g. Act as custodian of the Club's softball equipment and supplies
- h. Keep team members advised of scheduled games and meetings
- i. Furnish each team member a jersey as provided by the Club
- j. Attend team manager meetings
- k. Communicate with players to stay updated on the player's physical condition and availability
- l. Select an assistant coach to assume Head Coaches responsibilities in the Head Coaches absence
- m. Lead team members in field preparation and clean up according to the published schedule
- n. Represent teams during games on issues involving umpires (rules clarification, etc.)
- o. Request pool players to fulfill team requirements
- p. Submit team lineup and designated runners to score booth prior to the start of the game

**2.3** In the event of a vacancy of a coach's position (resignation, death, removal from office, etc.) during the coaches first year in the position, the person with the next highest vote total shall be appointed to the position. If during the second year in the position the WSSC Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

### **Section 3. Committees**

*Committees are the organizational units in which the real work of an organization gets done. They help an organization reach its goals without spending tremendous amounts of time in regular meetings, going over the minute details of any idea that any member may offer.*

#### **Section 3.1 – Standing Committees**

##### **3.1a. Playing Rules Committee**

###### **1) Membership**

Head Umpire (Chairperson)  
 Silver Sluggers Representatives (2)  
 Club members (5) selected by the Chairperson

###### **2) Charge to the Committee**

In concert with the Senior Softball-USA (SSUSA) rules and regulations, the Committee shall review the rules and regulations for Club play. For the safety of the players, adjustments shall be made to the SSUSA rules in order to accommodate for the abilities and physical limitations of Silver Sluggers players. (Rule Exceptions)

### **3.1b. Compliance**

#### **1) Membership**

Chairperson selected by the President  
Club Members (2) selected by the Chairperson  
Parliamentarian selected by the President  
Additional members as needed

#### **2) Charge to the Committee**

1. To assure that any motion proposed by the Council is in compliance with the Club and WOA governing documents. (Should there be a question as to compliance, the Chairperson shall contact the WOA Operations Manager/Executive Director for clarification).
2. At least one person from this committee should be in attendance at Council and members meetings to assure that any motions are in compliance with the Bylaws of the Club and WOA.
3. The Parliamentarian, or his/her designee, shall be present at all meetings to assure Robert's Rules of Order are being followed.

### **3.1c. Discipline**

#### **1) Membership**

President selects a chairperson  
Council Member (1)  
Club members (3 – 5)

#### **2) Charge to the Committee**

To address disciplinary complaints pertaining to the softball program.

### **3.1d. Men's Teams Coaches**

#### **1) Membership**

Silver Sluggers General Representative (1) (Chairperson)  
Silver Sluggers Player Representative (1)  
Tournament Teams Representative (1)  
Silver Sluggers and tournament teams head coaches.

#### **2) Charge to Committee**

To bring concerns of the coaches and players to the Council Members  
To conduct a draft of players for the Silver Sluggers teams.  
To implement a structure to form teams.

##### **a) Certain parameters must be followed:**

- The selection of players should be done so that the teams are as equal in ability as possible
- During the selection process teams will not be identified (i.e., blue, purple, red, etc.)
- During the selection process coaches will not be linked to any team

- Once the selection process is complete, the teams will be identified through a blind card system.
- Once the teams have been identified, the coaches will be assigned to a team by a random drawing.

### **3.1e. Women's Teams Coaches**

#### **1) Membership**

Diamond Gals General Representative (1) (Chairperson)  
 Diamond Gals Player Representative (1)  
 Diamond Gals Coaches  
 Tournament Team/s Coaches

#### **2) Charges to Committee**

To bring concerns of the coaches and players to the Council member  
 To implement a structure to form teams  
 To organize the duties of the coaches to best meet the needs of the Diamond Gals

## **Section 3.2 – Special Committees**

These committees are established for a particular purpose, they will cease to exist after the task assigned to them is completed. The President shall identify a chairperson of the special committee and may charge the chairperson with selecting the committee members.

### **3.2a. Nomination and Election (refer to Article VIII, section 1)**

### **3.2b. Opening Day Ceremonies**

### **3.2c. End of Season Banquet**

### **3.2d. Hall of Fame**

### **3.2e. Audit/Finance**

#### **1) Membership (Each member of this committee should have a basic knowledge of accounting.**

Council Member (Chair)  
 Club Member (2)  
 A member of the WOA who is not a member of the WSSC  
 Additional Members as needed

#### **2) Charge to the Committee**

To audit the financial records of the Treasurer at the beginning of each season

### **3.2f. Budget**

#### **1) Membership**

Treasurer (Chair)  
 President



Vice President  
Council Member (1)

**2) Charge to Committee**

To meet in January to formulate a budget for the upcoming season based on expenses of the previous season.

The budget shall be presented to the Council for approval.

Following approval, a vote by the Council shall not be necessary for any expense designated in the budget.

## **ARTICLE VI**

### **Meetings**

#### **Section 1. Annual Members Meetings**

- 1a.** An annual members meeting shall be held once a year prior to the start of the season. The Council President shall lead the meeting. A meeting agenda shall be presented to all attending members. An open forum for members shall be provided with a three (3) minute time limit per participating member.
- 1b.** Prior notice for the annual members meeting of at least ten (10) days shall be required. The meeting notice shall be by email, posted on the Club's website and any other appropriate means designated by the Council.
- 1c.** The meeting shall be presided over by the President or his/her designee. The secretary or his/her designee shall take minutes of the meeting.
- 1d.** The meeting shall be governed by Robert's Rules of Order. A Parliamentarian shall be present to assure that Robert's Rules of Order are being followed.

#### **Section 2. Special Members Meetings**

- 2a.** Special members meetings may be called by the Council, or by a petition of 20% of the members. The Council President shall lead the meeting. A meeting agenda shall be presented to all attending members. An open forum for members shall be provided with a three (3) minute time limit per participating Member.
- 2b.** The agenda shall only include those items that the Special Meeting was called to address.
- 2c.** Prior notice for Special Members Meetings of at least seven (7) days must be given to the members specifying the date, time, location, and nature of business to be discussed. Meeting notice shall be given by email, posted on the Club's website and by any other appropriate means designated by the Council.
- 2d.** The meeting shall be presided over by the President or his/her designee. The Secretary or his/her designee shall take minutes of the meeting.

- 2e. The meeting shall be governed by Robert's Rules of Order. A Parliamentarian shall be present to assure that Robert's Rules of Order are being followed.

**Section 3.** At all regular and special members meetings at least 40 members of the club must be present to establish a quorum. If a quorum is not present, the meeting may continue at the discretion of the Council for informational purposes only without any business transacted, or the meeting will be adjourned

**Section 4.** All Club members and Council members have one vote on each item submitted. Voting shall be by show of hands, voice, or ballot. Absentee or proxy votes are not permitted. Except for votes concerning the bylaws, all motions must have a majority vote of the quorum to be passed.

**Section 5. Council Meetings**

5a. The Council shall meet once a month at a time and place designated by the President. Special meetings will be called (as needed) at the discretion of the Council. All Council meetings shall be open to all Club members except for those designated as closed sessions to address disciplinary or personnel issues.

5b. Prior notice of the monthly Council meeting must be given to the members at least five (5) days prior to the meeting giving the date, time, and location of the meeting. Notice shall be given by email or by announcements at Silver Sluggers and Diamond Gals games during the season.

5c. At Council meetings a quorum of 75% of the Council members must be present to conduct business.

5d. The meeting shall be governed by Robert's Rules of Order. A Parliamentarian shall be present to assure that Robert's Rules of Order are being followed.

5e. Club members may speak to the items being discussed following discussion by the Council.

5f. At Council meetings all motions must have a majority vote of the quorum to be passed.

## **ARTICLE VII**

### **Finances**

**Section 1.** Three (3) Council members shall be designated to sign checks. Two (2) of those Council members are required to sign checks in excess of \$500.00.

**Section 2.** Expenditures exceeding the budgeted amount shall require Council approval. The Council shall designate a meeting for expenditures exceeding \$500.00 that have not been included in the budget.



**Section 3.** The Club shall operate under the same fiscal year as the WOA. Financial statements will be submitted to the WOA Operations Manager quarterly at a minimum or upon request and within thirty (30) days of fiscal year end. Financial records will be retained for seven (7) years.

**Section 4.** An annual review of the Treasurer's financial records may be made by a review team appointed by the President. The review shall be made within ninety (90) days of the close of the fiscal year and the results made available to the Club members. Financial records will be provided by the Club for any additional audits requested by WOA management.

**Section 5.** Except in the event of malfeasance in office, no one individual member of the Club shall be personally responsible for the debts, obligations or liabilities of the Club.

## **ARTICLE VIII**

### **Elections**

#### **Section 1. Election Meeting Notice**

- 1a.** An Election Meeting shall be scheduled by the Nominating and Election Committee (hereinafter "NEC") to occur no later than two (2) weeks prior to the last game of the Silver Sluggers/Diamond Gals softball season.
- 1b.** At least thirty (30) days prior to the Election meeting, an announcement shall be made to all members that a meeting for the election of Head Coaches and Club Council members is to be held. Notice of the meeting shall be given to all members stating the date, time, and location of the meeting. The notice shall be given by email, posted on the Club's website, by announcements at Silver Sluggers and Diamond Gals games and any other appropriate means designated by the Council.
- 1c.** At least seven (7) days following the initial notice, a second notice shall be sent. Announcements shall be made at all Silver Sluggers and Diamond Gals games.
- 1d.** The first two notices shall inform the members of the positions on the Council to be filled, the means of obtaining and submitting an application for a Council and Head Coaching position and the deadline for the submission of applications. Applications shall be available at games, at the front desk of the Clubhouse and attached to email notices.
  - a)** The following are the positions to be up for election during even numbered years
    - Vice President
    - Head Umpire
    - Field Maintenance Manager
    - Treasurer
    - Diamond Gals General Representative
    - Silver Sluggers Player Representative
  - b)** The following are the positions to be up for election during odd numbered years
    - President



- Secretary
- Operations Manager
- Diamond Gals Player Representative
- Silver Sluggers General Representative
- Tournament Teams Representative

**1e.** A final notice shall be emailed at least seven (7) days prior to the Election meeting.

## **Section 2. Nominations and Election Committee**

- 2a.** A least forty-five (45) days prior to the Election meeting the President shall appoint a Nominations and Election Committee (NEC). The responsibility of this committee is to seek nominations and to vet those who are seeking nominations to a WSSC Council position. The Nominating Committee shall consist of:
- Council members (2)
  - General Club members (4)
  - The Chairperson shall be selected by the Committee
  - No member running for or intending to apply for an open position on the Council or for Head Coach may be on the NEC.
- 2b.** The NEC shall determine the procedures for voting and shall maintain a Voting Procedures Manual detailing the voting process. These procedures must be in strict compliance with the Club Bylaws and any changes or additions to the Voting Procedures Manual must be reviewed by the Compliance Committee. The election of Council Members and Head Coaches must be conducted in compliance with the voting procedures manual. Following the election, the Manual will be held by the Secretary until the next NEC is appointed.
- 2c.** Candidates may submit their application to the front desk of the Woodbridge clubhouse, to any Council member or to any NEC member. The deadline to submit an application will be no later than 10:00 AM, seventeen (17) days prior to the Election meeting.
- 2d.** At least fourteen (14) days prior to the date of election meeting the NEC shall meet to assess the qualifications of the candidates and to determine the slate of candidates for the election. All candidates for the Head Coaches positions that are club members in good standing and have played at least one year shall be placed on the ballot.
- 2e.** The NEC shall make a report to the Council immediately following the meeting informing them of the slate of candidates. The Council Secretary shall forward the list of candidates to each Club member by email at least ten (10) days prior to the Election meeting.

## **Section 3. Voting**

- 3a.** At the Election meeting the candidates for Council positions and Head Coaching positions will be introduced. The candidates may address the members with a two (2) minute time limit per candidate. Following any statements, voting shall commence.

- 3b. All members have one (1) vote for each position. Voting shall be by ballot only. No proxy votes will be allowed.
- 3c. Only members of the Silver Sluggers teams shall vote for the Silver Sluggers General Representative, the Silver Sluggers Player Representative, and the Silver Sluggers Head coaches. Only members of the Tournament teams shall vote for the Tournament Teams Representative. Only members of the Diamond Gals teams will vote for the Diamond Gals General Representative, the Diamond Gals Player Representative, and the Diamond Gals Head coaches. All members shall vote for all remaining Council positions on the ballot.
- 3d. Additional voting days, no more than seven (7) days following the election meeting, may be scheduled to accommodate those members who were unable to attend the Election meeting.

#### **Section 4. Results**

- 4a. Results of the election shall be announced no later than ten (10) days following the election. They may be announced by email, on the website or at the end of the season banquet.
- 4b. Newly elected Council members and Head Coaches shall take office on January 1<sup>st</sup> following the election.

#### **Section 5. Special Elections**

- 5a. In the event of a vacancy on the Council (resignation, death, removal from office, etc.) during a Council member's first year in office, a Special Election Meeting to fill that position shall be held as soon as possible but no later than forty-five (45) days after the vacancy occurs.
- 5b. Except as described in the Section 3 (Voting), all Members will be allowed to vote on the candidates running to fill the vacant position on the Council.
- 5c. The Special Election process shall be substantially the same as a regular Council election as described in the preceding Sections of the Article VIII.
  - 1. The President shall appoint a NEC.
  - 2. Notice of the Special Election shall go out to Members.
  - 3. Candidates may apply for the vacant position(s).
  - 4. The NEC shall create a slate of candidates.
  - 5. Ballots shall be distributed.
  - 6. The Special Election will be conducted according to the NEC's Election Manual.
  - 7. No additional voting days will be scheduled.
  - 8. Results will be announced as soon as reasonably possible.
  - 9. The newly elected Council member will assume the office immediately.



**5d.** A special election initiated for the recall of a Council member must be for cause.

In the event it is perceived that a council member is not performing their duties a Club member who that council member represents can prepare a petition stating so and obtain signatures from two-thirds (2/3) of the members they represent. When this petition is confirmed with valid signatures a recall election shall be held as per the special election procedures. Only those members the person being recalled represents can vote in the recall election.

## **ARTICLE IX**

### **Code of Conduct**

#### **Section 1. Definitions**

Individual – A coach, manager, umpire, player, or scorekeeper

Official – An umpire, including the Head Umpire or Council Member

Ejection – Removal from the playing field, dugout or score booth for the remainder of the playing day

Probation – The conditional suspension of a disciplinary action of a person. A club member under scrutiny may have his/her penalty imposed if another incident occurs. The WSSC may recommend suspension in their report to the WOA Board of any conduct issues requiring such action.

#### **Section 2. Rules of Conduct**

No individual Club member shall:

- Lay a hand upon, shove, strike or threaten a player or official
- Show any demonstration of dissent by throwing gloves, balls, bats, caps, or any object
- Use unnecessary rough tactics during game play
- Use abusive language toward any player or official on or off the field of play, including meetings or as a representative of the Club
- Demonstrate unsportsmanlike conduct not specifically referred to in the document
- Demonstrate any inappropriate conduct which violates acceptable standards of softball.
- Discrimination based upon race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, or national origin.

#### **Section 3. Discipline Committee**

- As per the Bylaws, the committee will consist of a chairperson, chosen by the President, one (1) Council Member and six (6) to eight (8) club members.
- The Committee will review alleged inappropriate conduct as it pertains to the softball program, prepare a written report, note the Committee's recommendation for discipline, and forward it to the WSSC President. Upon review of the WSSC President, the document shall be forwarded to the WOA Board of Directors for their review, determination of any disciplinary action and compliance with existing government codes to impose such discipline.



### Disciplinary Actions

- Warning: Recommended disciplinary action to the WOA Board
- Written Reprimand: Recommended disciplinary action to the WOA Board
- Probation: Recommended disciplinary action to the WOA Board
- Suspension: Recommended disciplinary action to the WOA Board

### **Section 4. Disciplinary Procedures**

- a. Any violations of the Rules of Conduct may result in a warning or ejection from the game by the umpires.
- b. Violations of the rules of conduct may also be reported by any Woodbridge resident in attendance at games or meetings of the WSSC. and/or to the WOA Operations and Board of Directors, via the existing complaint process.
- c. A spectator, who is not a WSSC member, violating the Rules of Conduct may be asked to leave the stands. Refusal to do so may require that a WOA staff member be called.
- d. All perceived Code of Conduct violations, by a WSSC member, on or at Del Webb field require the umpire to submit a written report to the Chairperson of the Discipline Committee within 24 hours. (The Committee will decide as to whether further action is required)
- e. In the case of ejection, the player must leave the field of play within a reasonable time as determined by the umpires. (Forfeiture may be imposed if this is not followed.)
- f. Within seven (7) days of the Incident Report, if it is deemed that further action is required, notice will be given (by email, or regular mail) that a hearing is to take place regarding the incident. A mutual date, time and place will be decided upon.
- g. At this meeting the person who has been alleged to have violated any WSSC rules will be given the opportunity to identify any and all witnesses and present relevant documentation to the Disciplinary Committee.
- h. Within three (3) days of the meeting the Discipline Committee will review all pertinent information, to include, but not limited to, witness statements and all pertinent documentation and render a written report which includes the allegation of misconduct, those interviewed, a summary of each witness statement, and all documents considered during the hearing and a recommendation of discipline which will be forwarded to the WSSC President for review. The WSSC President has 72 hours to review and forward the Disciplinary Report to the Board of Directors, via the Management Company Liaison.
- i. The decision of the Discipline Committee will be communicated to the player within forty-eight (48) hours.
- j. Appeal
  - The player may appeal the decision of the Discipline Committee by sending written notice of the appeal to the chairperson of the Discipline Committee within five (5) days of their notification of the penalty
  - The Club Council will review the appeal
  - Should the individual request to appear in person, a date, time, and place will be decided upon
  - The Club Council will render a decision within seventy-two (72) hours of the hearing
  - The Club Council may uphold the Discipline Committee's decision or reduce the severity of the penalty. They may not increase the penalty.
  - Appeals to any and all imposed Discipline will be in accordance with existing California government codes and the WSSC governing documents.

The club shall maintain a repository of all disciplinary reports for a period of 7 years.

## **ARTICLE X**

### **Bylaws and Amendments**

*Bylaws comprise the fundamental rules that define the organization. They include all the rules that the Club determines are of such importance that they cannot be changed unless the members get previous notice of any proposed change and a large majority is required to enact any proposed change.*

- Section 1.** A committee to update the Bylaws shall be constituted at least every five (5) years. The Chairperson of this committee shall be selected by the President and in conjunction with the Chairperson the remainder of the committee (5 – 7 Club members) will be chosen. Members should be selected from all areas of the Club. Any updates shall be presented to the Council for review.
- Section 2.** A “Proposal” to amend the Bylaws must be in writing. A proposal by any of the Members must be signed by at least twenty (20) percent of the total of Members and submitted to the Council for review. A Proposal by the Council must be signed by at least two thirds (2/3rds) of the Council members.
- Section 3.** The Council shall set a reasonable date, time and location of a “Meeting” for Members to vote on the Proposal; such Meeting to be held no sooner than forty-five (45) days and no later than sixty (60) days from the receipt of the Proposal by the Council. Within fourteen (14) days from the receipt of the proposal a notice shall be distributed to all members by the following: email, poster, web site, Woodbridge Life, or if no email address has been given, by regular USPS mail. The notice shall state the date, time and location of the meeting. A copy of the proposal shall be posted on the Silver Sluggers website and be distributed to all members by email or regular mail.
- Section 4.** The vote on the Proposal shall be by ballot by the Members in attendance at said Meeting. Members must be present to vote; there will be no proxy votes. Amendments to the Bylaws require two thirds (2/3rds) vote of a quorum (50%) of the Members.
- Section 5.** All proposed changes to the Club Bylaws are subject to final approval by the WOA through its Board of Directors.

## **ARTICLE XI**

### **Dissolution**

- Section 1.** Upon dissolution of this Club, all records shall be turned over to the WOA. All assets shall be donated to a local charity or community group to be determined by the Council.



- Section 2.** Dissolution will not be initiated until all outstanding debts are satisfied. The President may direct the use of any and all assets to satisfy outstanding debts and obligations provided a majority vote of a quorum of the Club members has voted for the President to do so. All Club members must fully understand that they are liable for any debts incurred by the Club and must satisfy them in full prior to the Club dissolution.
- Section 3.** During the period leading to and including dissolution, the President and all other elected members of the Council shall function as outlined herein.
- Section 4.** Membership Determination on Dissolution: Council will notify all Club members of a special meeting for dissolution of the Club. A quorum (50%) is required to qualify as an official vote. A majority vote is required to complete the dissolution.



These bylaws approved by the following:

X. W. Zondemilch

Club President

1-24-23

Date

Polly L. Smith

Club Secretary

1/31/23

Date

Bob Smith

Woodbridge Owners Association  
Activities Director

1-20-23

Date

Osipov

Woodbridge Owners Association  
Operations Manager

1-30-23

Date

FINAL APPROVAL

John Bowers

Woodbridge Owners Association  
Board of Directors

2/9/2023

Date