



Masters Committee Charter

Revision Date: December 19, 2021

1. Roster

Title	Name	End of Term	Term
Chair	Heather Carrano	7/31/2026	2
Vice Chair Recording	Mark Timko	7/31/2026	1
Vice Chair Rules	Maryhelen Bronson, Melanie Milone	7/31/2026	1
At-Large Member	Regina Feny	7/31/2026	1
Athlete	Chay Shipley	7/31/2026	1

2. Introduction

The USA Diving Masters Diving Committee (the “Committee”), a standing committee reporting to the Board of Directors of USA Diving (the “Board” or “Board of Directors”), is established by USA Diving’s Bylaws. The Committee advises the Board on input from members involved in Masters Diving on pending policies or other matters relating to USA Diving.

3. Composition

The Committee consists of no more than five (5) voting members. The Committee will include the Committee Chair, the Vice Chair Recording, the Vice Chair Rules, and up to two (2) at-large Masters Diving members, all selected by majority vote of Masters Diving members. At least one third (1/3) of the Committee members must satisfy the requirements for athlete representatives on “other committees,” as that term is defined in the USOPC’s bylaws. Each Committee member must be a member of USA Diving. Elections for Committee members will be held at the Thursday evening business meeting before the Summer competition in each even-numbered year. Should the Summer competition not be held, each Committee member’s tenure shall be extended until the Spring competition the following year.

4. Working Groups

The Committee may create working groups as needed. The leaders of such working groups shall be appointed by the Chair (with the exception of the Rules Working Group, whose leader is the Vice Chair Rules). Such working group leaders may serve until the subsequent election for the Chair, at which time the working group leaders shall be up for reappointment.

5. Term Limits

Each Committee member will serve a two-year term and no more than two consecutive terms, or until their successors are elected, whichever occurs earlier. There is no lifetime term limit for Committee members.

6. Duties of the Committee

- 6.1.** Hold at least one in-person meeting each calendar year, subject to applicable laws. The Chair of the Committee may call more frequent meetings, either in person or telephonically / virtually, as necessary or desirable. A majority of the voting Committee members present at a meeting shall constitute a quorum. Once a quorum is established, a majority vote of the present Committee members shall constitute action of the Committee. All actions of the Committee are subject to oversight of the Board.
- 6.2.** Host two meetings annually with the Masters Diving members. One meeting shall be in the Spring and one in the Summer, in conjunction with the Spring and Summer competitions. These meetings shall take place at the business meeting before each competition.
- 6.3.** Work with USA Diving to maintain USA Diving's fund for Masters Diving (the "Masters Fund"), subject to oversight by the Board.
- 6.4.** Report regularly to the Board with feedback or recommendations from Masters Diving members on matters of policy related to USA Diving.
- 6.5.** Undertake a commitment to the health and safety of members of the diving community.
- 6.6.** Perform such other duties as assigned by the Board.
- 6.7.** Report to the Board as may be requested by the Board from time to time.
- 6.8.** Act on behalf of the Masters Diving membership during the interim between Masters Diving membership meetings.

7. Duties of the Chair

- 7.1.** Preside over all meetings of the Masters Diving members
- 7.2.** Preside over all meetings of the Committee, whenever held
- 7.3.** Appoint working group leaders as needed
- 7.4.** Approve or veto proposals of the working groups, with the exception of the Rules Working Group (whose proposals are subject to Section 3.4.3 of this Charter)
- 7.5.** Communicate regularly with the USA Diving National Office
- 7.6.** Communicate regularly with the Masters Diving members
- 7.7.** Act as or appoint a liaison to regularly communicate with the Board
- 7.8.** Oversee the operation of the Masters Diving meets (both Spring and Summer), in close cooperation with the respective meet directors
- 7.9.** Transact financial matters for the Committee, including submission to USA Diving of requests for reimbursement from the Masters Fund

8. Duties of the Vice Chair Recording:

- 8.1.** Record the minutes of the meetings of the Masters Diving members.
- 8.2.** Record the minutes of the meetings of the Committee.
- 8.3.** Conduct official correspondence for the Committee.
- 8.4.** In conjunction with USA Diving, prepare detailed financial statements of the Masters Fund for review at the meetings of the Masters Diving members. The financial statements shall display all income and expense items for the current fiscal year to date.

9. Duties of the Vice Chair of Rules:

- 9.1.** Preside, in the absence of the Chair, over all meetings of the Masters Diving members.
- 9.2.** Preside, in the absence of the Chair, over meetings of the Committee.
- 9.3.** Lead the Rules Working Group, whose duties shall include supervising the construction and interpretation of rules pertaining to Masters Diving. All proposals of the Rules Working Group are subject to ratification by the Committee and oversight of the Board.

10. Attendance at Meetings

Committee members are expected to attend in person, or participate by telephone or videoconference in, all regularly scheduled Committee meetings. Committee members must attend in person, or participate by telephone or videoconference in, at least one half (1/2) of all regularly scheduled Committee meetings.

11. Removal and Vacancies

A member's position on the Committee becomes vacant upon the member's resignation, removal, incapacity, disability or death, or upon the expiration of the member's term. Any member may resign at any time by giving written notice to the Chair of the Committee, except the Chair's resignation shall be given to the Vice Chair of the Committee, or in the absence of a Vice Chair, another officer of the Committee. The resignation takes effect at the time specified in the written notice. The acceptance of the resignation by the Committee is not necessary to make it effective. Committee members will be removed by the Committee if they fail to attend in person, or participate by telephone or videoconference in, at least one half (1/2) of the regular meetings of the Committee during any twelve (12) month period, unless they are able to demonstrate to the other members of the Committee that the presence of exigent circumstances caused and excused the absences. In such circumstances, the absent member shall be removed by the affirmative vote of a majority of the voting power of the Committee (not including the voting power of the absent member). A member may also be removed for cause at any duly noticed meeting of the Committee, and after being provided an opportunity for the member to be heard by the Committee, upon the affirmative vote of at least two-thirds (2/3) of the total voting power of the Committee (excluding the voting power of the member in question). Any vacancy occurring in the Committee shall be filled in the manner specified in this charter or USA Diving's bylaws for filling the position. A Committee member elected to fill a vacancy shall be elected for the unexpired term of such member's predecessor in office.

12. Compensation

No salary or other compensation shall be paid to a Committee member for serving as a member of the Committee. However, a Committee member may receive a salary or other compensation for serving USA Diving in another role, such as a judge or coach. All Committee members must comply with USA Diving's conflict of interest policy. The Ethics Committee will decide whether a particular form of compensation complies with this policy, subject to oversight by the Board of Directors.