

## **USA DIVING MASTERS DIVING COMMITTEE CHARTER**

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.

**1.0 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 one (1) at-large Masters Diving member, all selected by majority vote of Masters Diving members. The Committee shall also include one (1) athlete representative who meets the criteria of, and is selected in accordance with, Section 8.2 of the USA Diving 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.

**1.1 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.

**2.0 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. If a voting member’s seat on the Committee becomes vacant during his or her term because of resignation, removal, incapacity, disability or death, then the Committee may appoint a qualified individual to serve the remainder of that voting member’s term or until the next regularly-scheduled election, whichever occurs earlier.

### **3.0 Duties.**

**3.1 Committee Duties.** The Committee will:

3.1.1 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.

3.1.2 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.

3.1.3 Work with USA Diving to maintain USA Diving’s fund for Masters Diving (the “Masters Fund”), subject to oversight by the Board.

3.1.4 Report regularly to the Board with feedback or recommendations from Masters Diving members on matters of policy related to USA Diving.

3.1.5 Undertake a commitment to the health and safety of members of the diving community.

3.1.6 Perform such other duties as assigned by the Board.

3.1.7 Report to the Board as may be requested by the Board from time to time.

3.1.8 Act on behalf of the Masters Diving membership during the interim between Masters Diving membership meetings.

**3.2 Duties of the Chair.** The Chair shall:

3.2.1 Preside over all meetings of the Masters Diving members;

3.2.2 Preside over all meetings of the Committee, whenever held;

3.2.3 Appoint working group leaders as needed;

3.2.4 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);

3.2.5 Communicate regularly with the USA Diving National Office;

3.2.6 Communicate regularly with the Masters Diving members;

3.2.7 Act as or appoint a liaison to regularly communicate with the Board;

3.2.8 Oversee the operation of the Masters Diving meets (both Spring and Summer), in close cooperation with the respective meet directors;

3.2.9 Transact financial matters for the Committee, including submission to USA Diving of requests for reimbursement from the Masters Fund.

**3.3 Duties of the Vice Chair Recording.** The Vice Chair Recording will:

3.3.1 Record the minutes of the meetings of the Masters Diving members;

3.3.2 Record the minutes of the meetings of the Committee;

3.3.3 Conduct official correspondence for the Committee;

3.3.4 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.

**3.4 Duties of the Vice Chair of Rules.** The Vice Chair Rules will:

3.4.1 Preside, in the absence of the Chair, over all meetings of the Masters Diving members.

3.4.2 Preside, in the absence of the Chair, over meetings of the Committee.

3.4.3 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.