



**UNITED STATES EQUESTRIAN FEDERATION  
BUDGET AND FINANCE COMMITTEE CHARTER**

**I. INTRODUCTION**

This Budget and Finance Committee Charter was adopted by the United States Equestrian Federation’s (the “Federation”) Board of Directors (“Board”), a not-for-profit corporation established under the laws of New York, through a Resolution of the Board dated January 15, 2016, and amended by the Officers of the Federation on September 23, 2021.

**II. PURPOSE & RESPONSIBILITIES**

The Budget and Finance Committee shall recommend policies and procedures for the financial management of the Federation and its investments, prepare an annual operating budget for approval by the Board as provided in Bylaw 611, and assist with any other issues that may arise.

**III. COMMITTEE MEMBERSHIP**

The Budget and Finance Committee shall be composed of five (5) or more Senior Active Members of the Federation who are ratified by the Board of Directors.

Committee Chairperson: The President shall appoint a Chairperson.

Committee Members:

The Committee shall be comprised of Senior Active Members of the Federation appointed by the Federation President who, in making those appointments, shall appoint one individual from the Board of Directors of the Sustaining Affiliate.

At least 33.3% of the Committee shall be comprised of Athlete Representatives appointed by the Athletes’ Advisory Committee, with 10-Year Athlete Representatives comprising at least one half (1/2) of the 33.3 percent (33.3%), and either 10-Year Athlete Representatives or 10-Year+ Athlete Representatives comprising the rest, as defined by Bylaw 401.

Vacancies and Removal: Federation Bylaw 504 describes what constitutes a vacancy and how committee members may be removed from a committee. Further, failure to timely complete annual Conflict of Interest Disclosures and relevant USEF Safe Sport requirements constitutes cause for removal.

**IV. MEETINGS & QUORUM**

The Budget and Finance Committee will meet as required to adequately fulfill all the obligations and duties outlined in this charter. All committee members are expected to attend each meeting.

Meeting agendas will be prepared for every meeting and provided to the Budget and Finance Committee members in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The Budget and Finance Committee shall act only on the affirmative vote of a majority of its members at a meeting or by unanimous consent. Minutes for all meetings will be drafted by the staff liaison, reviewed by the committee chairperson, and approved by the committee members at the following meeting.

A quorum shall be the greater of three or one-third of the members of the Budget and Finance Committee.

**V. ATTENDANCE REQUIREMENT**

Committee members who attend less than 50% of the meetings in any calendar year may be removed from the committee and replaced by a Senior Active Member subject to the appointment or the election procedures that were used in the initial seating of the position, as required in Bylaw 501, Section 4. See Bylaw 504 for the Removal Process from Committees.

**VI. TERM LENGTH**

Beginning in 2021, the term for this committee is two years, commencing immediately following Annual Meeting.

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Recording Secretary