

## ***CHARTER***

### **I. MISSION**

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DAMA is a non-profit, vendor-independent professional organization dedicated to furthering the understanding of the field of Data Management, providing and supporting an open forum addressing issues related to this field.

DAMA's primary purpose is to engage in activities that focus on the promotion of data management concepts and practices, in order to broaden the skills for professionals who work in the field.

### **II. OBJECTIVES**

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- To promote and develop data management concepts and practices.
- To be a focal point for issues relating to data management practices.
- To further the professional development of data management professionals.
- To enhance understanding of how data management affects the bottom line in organizations.
- To provide a forum for exchange of information, problems, ideas, experiences, resources, and questions.
- To sponsor conferences, workshops, and special interest groups to further the purpose of the association.
- To provide a public repository for information relevant to the association's mission.

## **BYLAWS**

### **I. BOARD OF DIRECTORS**

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1. The Board of Directors shall consist of the elected officers of the organization.
2. The board will make all organizational decisions not delegated to the membership and is responsible for the day-to-day operations of the organization.

### **II. OFFICERS**

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#### **A. *Positions***

##### **1. President**

1. Presides at business meetings.
2. Appoints committee/SIG chairpersons other than those already established.
3. Chapter representative at all associated functions.
4. Assists all officers in the performance of their responsibilities.
5. Provides leadership and direction.
6. Liaison with the DAMA International Organization.
7. Handles non-financial legal matters.

##### **2. Membership Vice-President**

1. Responsible for current membership lists and statistical reports on attendance.
2. Processes prospects and new applicants.
3. Takes attendance and check-ins at meetings and functions.
4. Issues invoices for annual dues.
5. Publishes membership directory.

##### **3. Program Vice-President**

1. Responsible for programming.
2. Coordinates schedule of events for the membership.
3. Arranges for meeting facilities.
4. Arranges confirmation and thank-you letters.

**4. Marketing Vice-President**

1. Publishes newsletters.
2. Responsible for marketing related activity pertaining to DAMA meeting, seminars and membership drives.
3. Responsible for marketing brochures.
4. Responsible for distributing, collecting, analyzing and report on speaker evaluations.

**5. Education Services Vice-President**

1. Organize CDMP certification training and exam once a year.
2. Find venue to host the training.
3. Coordinate with ICCP to conduct the training and testing.
4. Recommend cost of training and fees to charge members with the approval of the Chicago DAMA Board of Directors.
5. Assist Program VP as needed.

**6. Information Services Vice-President**

1. Plans topics for the information exchange discussions
2. Conducts surveys of members' interests.
3. Provides leadership for all discussion groups.
4. Provides assistance to the Program Vice-President.

**7. Technical Services Vice-President**

1. Maintain DAMA Chicago website.
2. Coordinate with the DAMA International website.

**8. Secretary**

1. Keeps and publishes relevant minutes for chapter business meetings and chapter board meetings.
2. Maintains all required association documentation.
3. Administratively assists all officers in completing their duties.
4. Responsible for processing all requested charter modifications.

**9. Treasurer**

1. Keeps accounts and proposes annual budget.
2. Collects dues and fees.

3. Produces and presents a balance sheet and income statement to the directors on a regular basis.
4. Handles all tax-status-related matters.
5. Reviews and advises on financial arrangements made by board officers. Negotiates terms of financial arrangements.

#### **10. Librarian**

1. Provides a reference source for all relevant association documentation.
2. Maintains the Chapter's lending library. This includes the procurement of new materials and management of the check-out/check-in process.

#### **11. Past President**

The current president becomes the Past President upon resignation from the office.

1. The Past President sits on the board as a voting member and advises the board appropriately.
2. Responsible for any elections required during the Past President's tenure.
3. Represent DAMA as necessary.

#### **12. Associate VP Duties**

Any VP may appoint an associate VP to assist in their duties.

#### ***B. Information on Positions***

1. Length of term for all elected offices is two years.
2. Officers are elected as individuals.
3. To be elected or hold office, an individual must be an individual member or an employee of a corporate member.
  - a. If an officer becomes ineligible to hold office during their term, they will have a grace period of 90 days to re-establish eligibility or resign the office.
  - b. Nominations will be taken to fill a position vacated by any officer's resignation. The position will then be filled by appointment, as determined by a majority vote of the Board of Directors.
4. To be eligible to hold the office of President, an individual must have at least one year of service on a DAMA board.
5. The election of association officers will take place at the annual Meeting.
6. An officer's term will begin immediately following the annual election meeting.

7. The President, with the approval of the board of directors, may combine the duties of positions in order to continue the smooth functioning of the DAMA Chapter and individual needs.
8. If an officer is not performing their functions, they can be removed from office by a vote taken of the board of directors.
9. All officers will sign the DAMA International Code of Conduct and Ethics.
10. Any officer making financial arrangements for services where the total amount involved is five hundred dollars (\$500.00) or more will consult with the Treasurer and President.
11. An officer of the board must each year attend at least three regular meetings of the DAMA Chicago Chapter.

**C. *Indemnification of Directors and Officers***

1. Right to Indemnification

Each person who was, or is, threatened to be made a party to any actual or threatened action, suit, or proceeding, whether civil or criminal, by reason of the fact that he or she is, or was, a Director or officer of DAMA Chicago, shall be indemnified and held harmless by DAMA Chicago to the full extent permitted by applicable law as then in effect against all expense, liability, and loss including attorneys' fees, judgments, fines, and penalties actually and reasonably incurred by such person. Such indemnification shall continue to a person who has ceased to be a Director or officer and shall inure to the benefit of his or her heirs, executors, and administrators; provided that with respect to proceedings to enforce the right of indemnification, DAMA Chicago shall indemnify only if a written request to the Board of Directors was made prior to the proceedings. The Board of Directors may authorize payment in advance to a Director or officer for expenses incurred in defending a proceeding provided that the Director or officer seeking payment provides to the Board of Directors in advance of the final disposition of said proceeding an undertaking to repay all amounts so advanced if said Director or officer shall ultimately be determined not entitled to be indemnified.

2. Non-Exclusivity

The right to indemnification and payment of expenses shall not be exclusive of any other right that any person may have or hereafter acquire under any statute or rule of law.

3. Insurance

DAMA Chicago may, within the discretion of the Board of Directors, maintain insurance at its expense to protect itself and any Director, trustee, officer, or employee of DAMA Chicago, whether or not DAMA Chicago would have the power to indemnify such person against such expenses or loss under applicable Illinois statutes.

### **III. MEMBERSHIP**

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#### **A. Overview**

The requirement for a membership is an active interest in data management.

Members of other DAMA Chapters or affiliated organizations may attend DAMA Chicago meetings. They do not have any voting privileges.

#### **B. Membership Status**

1. Corporation - Membership by a company, corporation, or major division of a corporation. Membership is not held by particular individuals. Each corporate member should designate one member to be its primary representative.
2. Individual - Membership for a specific individual. Only when a corporate status is not obtainable.
3. Student – Membership for a specific individual who is enrolled at an educational institution.

#### **C. Voting**

1. Formal votes (includes voting for officers, charters and bylaw amendments, and all ballot votes).
  - a) Individual members receive one ballot.
  - b) Corporate members are eligible to receive up to five (5) ballots. Ballots will be distributed at the discretion of the corporation.
  - c) Ballots must be received by the Past President or the appointed substitute prior to the close of voting.
  - d) The alternative method of voting is to hold the election at an annual meeting. Ballots will be handed out at this meeting for voting and then collected and counted before the close of the meeting. The vote may also be by voice or show of hands of persons present.
2. Informal votes (all other matters)

Vote will be by voice or show of hands of persons present.

### **IV. FEES AND OTHER FINANCIAL MATTERS**

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#### **A. Membership Fee**

To enable presentations by diverse experts, the association is required to charge annual membership fees. These fees will be used primarily to obtain noted guest speakers and to cover rental of facilities as appropriate. Costs for special functions may be recovered by minimal charges at those functions.

**B. *Fee Schedule***

1. Membership fees:
  - a) Corporate membership has an annual fee of two hundred dollars (\$200.00).
  - b) Individual membership has an annual fee of fifty dollars (\$50.00).
  - c) Student membership has an annual fee of ten dollars (\$10.00).
2. Non-members may attend one meeting free of membership fees. The charge for subsequent meeting attendance by a non-member will be ten dollars (\$10.00) per meeting.
3. The membership year starts on January 1<sup>st</sup>.
4. Current Members will receive an invoice for membership fees one month prior to the beginning of a new membership year.

**C. *Checking Account Signatures***

One board signature will be required on checking account transactions.

**V. MEETINGS**

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**A. *Schedule***

1. Meetings will be held on the third Wednesday of February, April, June, August, October, and the second Wednesday of December.
2. Alternative dates will be determined by Program Vice-President.
3. Notification of meetings will be by newsletter, email, or website and will include meeting date, time, location, and other pertinent information.

**B. *Locations***

1. To keep costs as a minimum, meetings will be held at member locations whenever possible.
2. The Board of Directors will have authority to rent alternate facilities when special circumstances arise.

**C. *Format***

1. The Program Vice-President is responsible for arranging the format for each meeting.
2. Robert's Rules of Order will govern business meetings requiring formal voting or debate.
3. Business will be conducted at most meetings and at least at the annual business meeting.

**D. Meeting Attendance**

If facilities permit, member corporations may send as many interested employees as they wish.

**VI. CHARTER / BYLAWS AMENDMENTS**

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**A. Submission of Amendments**

1. All charter/bylaw amendment requests must be submitted, in writing, to the Secretary or their appointed substitute.
2. The Board of Directors will review each request, assigning a level of urgency.

**B. Voting on Amendments**

Requests will be presented to the membership and voted on at the earliest convenient time.

## **Appendix A                      Vendor Policy**

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### **1. *Distribution of Material at Regular Meetings***

Vendors will arrange for the delivery of any material to be made available to the membership at the regular meetings.

DAMA Chicago will provide a table for vendor literature for interested parties to browse and review.

Vendors will arrange for the disposal of any excess material remaining after the DAMA Chicago regular meeting has been adjourned.

### **2. *Meeting Sponsorship***

DAMA Chicago will allow any interested vendor to sponsor a meeting. A one-time charge of four hundred and fifty dollars (\$450.00) will be assessed for each sponsored meeting. DAMA Chicago will use the funds to pay for the meeting room and refreshments. The vendor will be offered an opportunity to demonstrate their product at the end of the meeting for any interested members.

### **3. *Non-sponsored Presentations at DAMA Chicago Meetings***

The regular meetings of DAMA Chicago are held for the purpose of exchanging information on topics of current interest to DAMA members. Sales talks are not condoned. Therefore, any vendor presentation will focus on the discussion of generic information not directly related to any specific software, hardware or methods being sold by the vendor. The speaker will be introduced as representing their Company.

The only exception to this policy is presentation of vendor-specific information by an organization using those products in a "production" environment. These types of presentations are encouraged because they provide real-life experiences as opposed to sales "hype." At these presentations, the vendor of the product being discussed is encouraged to attend and will be allowed time to answer questions raised by the membership.

## **Appendix B                      Summary of Changes**

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### **2015**

1. Mission and Objectives updated; “administration” changed to “management” throughout; his/her and he/she changed to their and they respectively.
2. II. All board officer positions were reviewed and adjusted for present operations – tasks were added or removed as appropriate. Sergeant at Arms position was removed; Conference Management VP position was removed. Positions re-numbered.
3. III.B. Business Type - was removed
4. IV. Membership fees were increased.
5. VI. Amendments shall be submitted through the Secretary (or designated person).
6. Appendix A – Vendor Policy – updated and simplified
7. Appendix B – Canons of Conduct (old) were removed and functionally replaced by DAMA-International code of ethics not included in this document.
8. New Appendix B – this Summary of Changes
9. Extensive reformatting for consistency.

### **2003**

1. Section I, A.1 was added 2/18/03 by T. Zaborsky after the board suggested and unanimously voted with approval. The effect:

*Duties of associate board members will be the same as those of the elected officers to whom they report and subject to the direction of that officer.*

### **2002**

1. Section I.B was updated by Warren Cotton in 09/02 to add point 13 after the board suggested and unanimously voted with approval.

*Any officer making financial arrangements for services where the total amount involved is substantial will consult with the Treasurer and President. ‘Substantial’ is defined as five hundred dollars (\$500.00) or more; this amount may be changed by board action.*

2. Section IV.B.1 “Membership Fees” was updated by Warren Cotton in 09/02 to add point ‘C’ after the board suggested and unanimously voted with approval, to the effect:c) Student members will be charged an annual fee of ten dollars (\$10.00).

### **2001**

No changes recorded.

### **2000**

1. Change to Charter - Program Vice-President/Marketing Vice-President: The following change was suggested and unanimously voted with approval to coordinated the efforts of the Program VP and Conference Management VP

- Move the Bylaws responsibility #5 to a responsibility of the Marketing Vice-President "Hands out

evaluation forms at the meetings. Afterwards, analyzes then and reports back to the President and speaker(s).

2. Change to Charter - Program Vice-President: The following change was suggested and unanimously voted with approval to coordinated the efforts of the Program VP and Conference Management VP
  - Change the Bylaws responsibility #2 will be changed from "Plans meetings, topics and featured speakers." This responsibility will now read "Coordinates the Schedule of Events for membership (i.e., meetings, classes, topics, special functions and featured speakers"
3. Change to Charter - Secretary: The following changes were suggested and unanimously voted with approval.
  - Remove from the Charter responsibility #5 "Responsible for all material published by the organization."
  - Remove from the Charter responsibility #6 "Handles all association correspondence."
4. Change to Charter - Membership Vice-President: The following changes were suggested and unanimously voted with approval.
  - Change the Bylaws responsibility #1 Responsible for current membership lists and statistical reports on attendance
  - Change the Bylaws responsibility #2 Processes prospects and new applicants.
    - Bylaws responsibility #3 remains unchanged
  - Change the Bylaws responsibility #4 Issues invoices for annual dues.
  - Change the Bylaws responsibility #5 Publishes membership directory

## **1999**

### Section II - Officers; part A - Positions

1. January, 1999 - Added the Conference Management Vice-President position

## **1998**

### Section II - Officers; part A - Positions

1. Added the Information Exchange Coordinator
2. For Program Vice-President, moved items 3 & 4 to Information Exchange Coordinator
3. Split Librarian/Secretary into two positions

## **1997**

### Section II - Officers; part A - Positions

1. Added Online Services Vice-President
2. For Past President, item number 5
  - was:**  
Represent DAMA as necessary on an ad-hoc basis (*for example: Midwest DBDC Users Group Conference Planning Session*).
  - New:**  
Represent DAMA as necessary on an ad-hoc basis

Section II - Officers; part B - Information on Positions

4. Added item number 11

**New:**

11. All officers will sign the DAMA Chicago Code of Conduct and Ethics document at the start of their term.

Section III - Membership, subsection D - Voting

1. item number 1.d

**was:**

Ballots must be received by the Past President or **his** appointed substitute...

**new:**

Ballots must be received by the Past President or **the** appointed substitute...

2. item number 1.e - added another sentence

**was:**

The alternative method of voting is to hold the election at the December meeting. Ballots will be handed out at this meeting for voting and then collected and counted before the close of the meeting.

**new:**

The alternative method of voting is to hold the election at the December meeting. Ballots will be handed out at this meeting for voting and then collected and counted before the close of the meeting. **The vote may also be by voice or show of hands of persons present.**

Section IV - Fees and Other Financial Matters: subsection B - Fees Schedule

1. item number 5

**was:**

The membership year will start on the date the payment of annual dues was received for new members

**new:**

The membership year will start on January 1<sup>st</sup>.

**1996**

Data Administration Management Association was changed to Data Management Association.

**1986**

DAMA Chicago Chapter founded. October was the first meeting under the first version of Mission and Bylaws.