

By-laws of DAMA International Central Ohio Chapter

Purpose

DAMA (Data Management Association) Central Ohio Chapter or DAMACOC is a vendor independent, not for profit professional association of data and information management practitioners. Its primary objective is to "promote the understanding and practice of managing information and data as key business assets".

DAMA International *Central Ohio Chapter* is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(3)(c) of the Internal Revenue Code, or corresponding section of any future tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three of the Articles of Incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidates for public office. Notwithstanding any other provision of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (3)(c) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of the Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Mission

DAMA International *Central Ohio Chapter* is a not-for-profit, vendor-independent, professional organization dedicated to advancing the concepts and practices of enterprise information resource management (IRM) and/or data resource management (DRM).

DAMA's primary purpose is to promote the understanding, development and practice of managing data, information and knowledge as key enterprise assets.

DAMA International *Central Ohio Chapter* is dedicated to furthering the understanding of the field of data management and information resource management by providing educational opportunities and supporting an open forum addressing issues related to this field.

DAMA International *Central Ohio Chapter* recognizes affiliation with the DAMA International organization; and supports the DAMA International mission, goals and bylaws.



Goals

To ...

- help IRM/DRM practitioners become more knowledgeable and skilled in IRM/DRM profession
- influence the industry and academia in IRM/DRM practices
- support DAMA members and their organizations
- form alliances with other organizations with the similar principles

Objectives

To ...

- provide a forum for exchange of information, problems, ideas, experiences, resources and questions
- sponsor conferences, workshops and special interest groups to further the purpose of the chapter
- provide a central repository for information relevant to the chapter's mission
- be a focal point for issues relating to data asset management practices

Board of Directors

The board of directors shall consist of the elected officers of the DAMA International *Central Ohio Chapter*.

The board of directors shall make all organizational decisions not delegated to the membership, and shall be responsible for the day-to-day operations and the protection of the assets of the local chapter organization.

Officers

Positions — President

- ensure compliance of the local chapter with its responsibilities to DAMA International
- preside at official business meetings of the local chapter, and provide general leadership and direction
- appoint committee/SIG chairpersons other than those already established
- represent the local chapter at all associated functions, including those of DAMA International
- assist all officers in the performance of their responsibilities
- in charge of all hardcopy backups
- Greet all General meeting attendees
- liaison with the DAMA International Organization

Positions — Vice President Membership

- ensure accurate and up-to-date membership and non membership (general meeting attendees, vendors, sponsors) lists are maintained for the local chapter
- process and record new applications for membership to the local chapter
- report on total number of membership, new members, sponsors, etc at Board meetings and general meetings.

- provide membership list to DAMA International. (name, address -including mail stop-, phone, email address)
- provide membership list (names only) to reciprocating DAMA Chapters
- maintain sign in sheet for each general meeting
- staff registration tables and collecting meeting fees at general meetings?? (see VP Programs duties)
- turn collected fees over to the Treasurer and Issue invoices for annual dues
- Provide membership and non-membership email lists to VP of Communications.
- maintain SWOT Analysis list and Strategic Plan
- establish, advertise, monitor, record and report on all local chapter elections
- chair the Nominating Committee of the local chapter as it creates and brings forth each slate of officers for the local chapter membership.
- ensure image backups are taken for membership forms, membership lists, vendor lists, sponsor lists, general meeting sign in sheet, and general meeting attendee lists and given to the President.
- provide hardcopy membership forms and sign in sheets to the President.
- e-mail chapter-related correspondence to the chapter membership (or other similar distribution lists), once the correspondence has been received from the VP Communications

Positions – Vice President of Programs

- schedule and facilitate all DAMA International *Central Ohio Chapter* meetings, including securing meeting facility and all logistics thereto, engaging speakers and vendors, finding sponsorship, and planning for the educational component
- schedule and facilitate special workshops or symposia that meet member needs
- conduct membership surveys to clarify member interests
- provide leadership for all workshops and discussion groups
- create meeting agenda and forwards to VP of Communications
- arrange confirmation and thank-you letters
- maintain vendor list

Positions — Treasurer

- record all financial transactions in accordance with prudent fiscal procedures
- collect all appropriate dues and fees
- produce periodic balance sheets and income statements, as appropriate

- handle all legal matters that relate to the financial health of the local chapter, i.e., tax-exempt status and other pertinent matters
- in charge of checkbook and any bank receipts
- invoice membership one month prior to the commencement of the new membership year.
- forward information on dues and fees collected to the appropriate board members, such as the VP of Membership to confirm 'memberships' or 'sponsorships'

Positions — Vice President Communications

- record, publish and appropriately distribute meeting minutes
- appropriately handle local chapter correspondence, including correspondence from and information requests from DAMA International, sends meeting announcements to membership and provides meeting agenda received from VP of Programs to members of DAMA Central Ohio Chapter
- ensure all material published about the local chapter is accurate and reflects the local chapter's affiliation with DAMA International
- receive, record and bring forward all requested modifications to the local chapter charter and bylaws, and appropriately confer with DAMA International regarding same
- forward communications intended to be e-mailed to the chapter membership (or other similar distribution lists) to the VP Membership for its ultimate distribution

Positions — Newsletter Editor

- edit and publish the chapter newsletter
- ensure the chapter newsletter is received by all chapter members in a timely manner
- solicit articles for the chapter newsletter
- responsible for marketing related activity pertaining to DAMA meeting, seminars and membership drives
- hand out evaluation forms at the meetings. Later, analyzes them and reports back to the President and speaker(s)
- maintain general public awareness of DAMA organization

Position – Member at Large

- Participate in board and chapter activities.
- Act as a link to other members not on the board.



Information on Positions

Length of term for all elected DAMA International *Central Ohio Chapter* offices shall be *one year*. All local chapter officers are elected as individuals. To be eligible for local chapter office, an individual must be an individual member of the local chapter or an employee of a corporate member of the local chapter.

In the event that a current office-holder becomes unable or ineligible to complete the term of his or her office, a 90-day grace period shall be established during which time the office-holder shall re-establish his or her ability/eligibility to complete the term of office or shall be required to resign the local chapter office.

Upon the resignation of any local chapter officer, a special election shall be conducted at the next following meeting of the local chapter, said election conducted by the vice president administration of the local chapter. Should it be that the vice president administration position is the one that is vacated, said election shall be conducted by the president of the local chapter. Should a special election be required, the term of office for the incoming office-holder now filling the vacated position shall coincide with the already-established term of office for that position. Individuals elected through special election shall assume office immediately following said special election.

DAMA International *Central Ohio Chapter* officer elections shall occur at the *November* meeting, with the term of office running from the next *January 1* through *December 31*. Nominations for officers will be due at the close of the October meeting.

Membership

Requirements

To be eligible for membership in the DAMA International *Central Ohio Chapter*, an individual shall have an active interest in data management concepts, products or technology, either as a user or a potential user. All memberships are subject to acceptance by the local chapter board of directors.

Each dues-paying member shall be classified by business type, i.e., industry, educational institution, vendor or consultant, and by sponsorship status, i.e., individual or corporate membership. The local chapter board of directors shall designate all classifications.

There will be two classifications of membership — individual and corporate.

Membership Classifications

- individual membership in the local chapter is engaged by an individual person and remains with that individual person, regardless of employment.
- corporate membership in the local chapter is engaged by a company, a corporation, a major division of a corporation or an educational institution. Each corporate membership is limited to five individuals employed by that facility, and those individuals shall be named upon membership application to the local chapter. Multiple corporate memberships can be consummated by the same facility. One primary representative shall be designated for each corporate membership. Upon the departure of any employee covered by the corporate membership, said facility shall have the opportunity to name a replacement individual. Based on the departing employee's severance from the facility, said departing employee shall no longer benefit from local chapter membership under this corporate membership.

Voting

Formal voting for the DAMA International *Central Ohio Chapter* shall include voting for officers, charter, bylaws amendments and all other formal votes requiring ballot. Each individual registered as an individual membership in the local chapter shall receive one ballot. Each corporation registered, as a corporate membership in the local chapter shall receive *one* ballot per *named* member with a maximum of 15 and shall have the discretion to distribute said ballots appropriately. Each corporation registered, as a corporate



membership in the local chapter shall receive ~~five~~ ballots and shall have the discretion to distribute said ballots appropriately.

When a formal vote is required, all individual and corporate members shall be notified of the vote, with ballots distributed at least 14 days prior to the date the vote is to close. Notification and distribution may be accomplished via email. Voting may occur at either chapter meetings or via email.

~~When a formal vote is required, all individual and corporate members shall be notified of the vote, with ballots distributed and postmarked at least 14 days prior to the meeting at which the vote is to occur.~~ The vice president administration or his/her designee shall receive all ballots prior to the close of voting. Ballots can be mailed or hand-delivered.

Informal voting includes voting for all other local chapter matters, where it is determined that a vote is required. Informal voting shall occur during local chapter meetings by voice or show of hands.

Fees

To ensure high-quality presentations, the DAMA International *Central Ohio Chapter* shall charge annual membership fees or dues. These fees are used primarily to obtain noted guest speakers, to cover DAMA International affiliation fees, and to cover rental of facilities and refreshments, as appropriate. The costs associated with special functions, i.e., workshops and symposia, shall be recovered separately through registration fees for those specific events.

The annual individual membership fee shall be *US \$70.00*.

The annual corporate membership fee shall be *US \$200 (five members allowed)*. *Additional persons who are from the corporation or organization may become a member at the reduced fee indicated.*

There are no refunds for memberships.

The membership year for legacy members shall begin *January 1* and end *December 31*. Memberships accepted during the year shall be paid in full and will be valid for 12 months from the date payment has been received by the Treasurer. Members shall be invoiced one month prior to the expiration of their current year membership

Nonmembers attending local chapter meetings shall pay *US \$25* for each local chapter meeting attended after the first.

Local chapter meeting fees for members are at the discretion of the local chapter board of directors.

Meetings

The DAMA International *Central Ohio Chapter Board*, shall convene *monthly* meetings on the second Wednesday of the month. If alternate dates are required, due to holidays, the vice president programs shall designate said alternate local chapter meeting dates. Meeting times will be from the hour of 5:30 p.m. to 7:00 p.m.

Meeting notifications shall be distributed in a timely fashion to the membership, and shall include information on fees, time, date, location and topic. Maps shall be included, if appropriate.

When possible and to minimize costs, meetings shall be held at member locations. The board of directors shall retain the right to rent appropriate meeting facilities when required.

Robert's Rules of Order shall govern business meetings conducted during the proceedings of a local chapter meeting.

The Vice President of Programs is responsible for the format of each DAMA International *Central Ohio Chapter* meeting. Said officer is responsible for acquiring high-quality speakers in compliance with



member-described topics of interest. Although not required, said officer is encouraged to engage nationally known or internationally known speakers at least four times during the membership year.

Charter or Bylaws Amendments

The Vice President of Administration or his/her designee shall receive in writing all requests for amendments to the DAMA International *Central Ohio Chapter* charter or bylaws. The board of directors shall review each request and shall retain the right to determine the immediacy or urgency of each request.

When a bylaws amendment request is determined by the board of directors to be urgent, said request shall be presented to the membership at the earliest convenient time and voted on during the annual business meeting.

When a bylaws amendment request is determined by the board of directors to be non-urgent, said request should be presented to the membership during the annual business meeting.

Canons of Conduct

For DAMA International to best achieve its goals and objectives and fulfill its purpose, the DAMA International *Central Ohio Chapter* shall adopt the following Canons of Conduct. Said Canons shall govern the conduct of all DAMA International *Central Ohio Chapter* members, member representatives, attendees and guests. All persons that become connected with DAMA International and DAMA International *Central Ohio Chapter* shall, during the conduct of business with these organizations:

- conduct themselves and their activities in a professional manner marked by integrity and the spirit of fair play
- refrain from engaging in any activity that violates the proprietary rights of their employer, DAMA International *Central Ohio Chapter*, DAMA International, or any other organization or person
- abide by the bylaws and policies of DAMA *Central Ohio Chapter* and by the bylaws and policies of DAMA International
- properly register and certify membership in good standing for DAMA International *Central Ohio Chapter* activities
- refrain from engaging in any sales activity, including direct or indirect solicitations, or conduct any other activity contrary to the purposes or policies of DAMA International *Central Ohio Chapter* and DAMA International
- refrain from distributing any materials or posting any displays at activities sponsored by DAMA International *Central Ohio Chapter* or DAMA International without the expressed written approval of the appropriate organization's board of directors
- refrain from engaging in any personnel recruitment at or using the resources of DAMA International *Central Ohio Chapter* or DAMA International
- refrain from using the DAMA International *Central Ohio Chapter* or DAMA International name or logo other than in the conduct of what is determined by the board of directors to be DAMA International business
- refrain from using the DAMA International *Central Ohio Chapter* and DAMA International membership lists or any part thereto without the expressed written approval of the appropriate organization's board of directors
- refrain from recording in any way the proceedings of any DAMA International *Central Ohio Chapter* or DAMA International meeting, workshop, symposium or other sponsored event without the expressed written approval of the appropriate organization's board of directors and the speakers