

Reciprocating Ohio DAMA Chapters Member Attendance Agreement

Purpose

This agreement briefly outlines the steps that will allow members from another Ohio DAMA Chapter to attend meetings for a reciprocating Ohio Chapter at the same cost, if any, for members of the reciprocating chapter. The reciprocating agreement is intended to define the process for validating that attendees who are not members of the reciprocating chapter are in fact members of another Ohio DAMA Chapter.

Since one of the sources of revenue for Ohio DAMA Chapters has been fee collection for non-member attendance, some method of validation is necessary. The intent here is to keep this as simple as possible so that Vice Presidents of Administration (or similar Board Members) are not burdened with keeping /updating additional member lists.

Process To allow members of an Ohio DAMA Chapter to attend meetings of another Ohio chapter at the same cost if any as the local chapter members.

The Vice President of Administration (or similar Board Member) is responsible to provide a listing of chapter members to the reciprocating chapter's Vice President of Administration (or similar Board Member) only.

The list will be provided:

- 7 business days before the reciprocating Chapter's scheduled meeting
- Include minimally the first and last name of the chapter member
- Be preferably in a standard format such as text file, e-mail, or MS Excel file

During the sign-in or registration process, the Vice President of Administration or chapter member assisting with the sign-in process will use or reference the most current or recent list provided by the reciprocating chapter.

If the attendee can validate that their name is on the list with some generally accepted identification, they will not be charged a non-member fee.

It is the responsibility of Vice President of Administration (or similar Board Member) to:

- Provide notification to other chapters of regularly scheduled and special meetings for their chapter at least a month in advance. This notification must include the cost of attendance for the sponsoring or local chapter's members.
- Email the most current member list to the reciprocating chapter's Vice President of Administration (or similar Board Member) 7 business days before their regularly scheduled meetings.
- Bring the most recently emailed member list of any reciprocating chapter to their regularly scheduled meetings.

As a courtesy to other Ohio Chapters, it is expected that the Vice President of Administration (or similar Board Member) will email to their own chapter members announcements of the reciprocating chapter's meetings and inform them that they may attend at the same cost if any, as members of the chapter sponsoring the meeting.