

Phoenix Chapter | ByLaws

CHAPTER ORGANIZATION OF DAMA-INTERNATIONAL

APRIL 2000 EDITION

INTRODUCTION

DAMA – PHOENIX CHAPTER is one of over 30 not-for-profit, vendor independent chapters of DAMA-INTERNATIONAL. DAMA-I, known as the Data Management Association, an organization of technical and business professionals, is dedicated to the concepts and practices of Information Resource Management (IRM) and Data Resource Management (DRM).

DAMA – PHOENIX CHAPTER extends these concepts and practices within Phoenix and associated southwest and west coast communities by providing organized lectures, instructional seminars and informal forums for the purpose of sharing information and ideas on data administration, management and design.

The following Bylaws prescribe the ways and means to pursue the business of the DAMA – PHOENIX CHAPTER. These bylaws are intended to provide the background information new board

members need to serve as a board member and to chronicle organizational changes that may occur via the bylaws during the existence of the DAMA – PHOENIX CHAPTER (Chapter).

DAMA – PHOENIX CHAPTER Mission, Purpose and Goals

In the pursuit of advancing the concepts and practices of Information Resource Management and Data Resource Management, the Chapter intends to provide a platform for professionals to exchange and develop the ideology and techniques used in these professions.

The purpose of the Chapter is to provide local support for furthering the understanding of data administration, management and design. Also, to provide an open forum for addressing issues related to these fields.

Goals

To...

- To help IRM/DRM practitioners become more knowledgeable and skilled in IRM/DRM professions.
- 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 the exchange of data administration, design and management information, ideas, theory and practice.
- Sponsor conferences, workshops and forums.

- Provide a central repository for keeping and managing the dissemination of information relevant to the Chapter's mission.

ORGANIZATIONAL STRUCTURE

The perennial structure of the Chapter will consist of a Board of Directors and general membership.

Board of Directors

The Board of Directors shall consist of not less than four elected officers from the Chapter membership. The Board will be responsible for making all organizational decisions not delegated to the membership. The Board grants final approval of all Sub-Committee decisions. They will also perform the day-to-day operations required of a fully functioning non-profit organization and shall be entrusted with the protection of the Chapter's assets.

Board Positions

President

Rights and responsibilities:

- Provide leadership for current activities and long term direction.
- Ensure compliance of the Chapter with its responsibilities to DAMA- International.
- Preside at the official business meetings of the Chapter.
- Decide appropriate tasks and the person(s) responsible to complete that task.

- Monitor the completion of designated tasks.
- Appoint committee chairpersons.
- Be eligible to serve on all committees.
- Audit financial records for completeness and accuracy.
- Nominate sub-committee members.
- Represent DAMA – Phoenix Chapter to external organizations.
- Serve as the primary contact with the DAMA – Phoenix Chapter legal counsel.
- Attend or encourage Chapter representation at the DAMA-I Presidents Council meetings.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors' meetings and serve as the tie breaking vote among the other Board members eligible to vote.

The Chapter will pay for Board approved expenses incurred by the Chapter President in attending one DAMA-I Presidents Council meeting per year. Reimbursement by the Chapter is subject to budget constraints and does not include registration fees or expenses for attending associated DAMA-International symposiums.

Vice President, Administration

Rights and responsibilities:

- Maintain the membership services directory.
- Publish and appropriately distribute meeting notices.
- Monitor, record and report on all Board elections and meetings.
- Monitor, record and report on all Chapter meetings.
- Serve as the Chapter's primary contact for the DM Review.
- Receive, record and bring forward all requested modifications to the local Chapter charter and bylaws.
- Retain and maintain all Chapter documents in accordance with prudent archival procedures.
- Ensure that all material published about the Chapter is accurate and reflects the Chapter's affiliation with DAMA-International.
- Conduct and report on membership surveys and presentation evaluations.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors meetings.

The Vice-President of Administration or his/her designee shall receive, in writing, all requests for amendments to the DAMA – PHOENIX Chapter charter or bylaws. The Board of Directors shall review each request and decide whether to adopt the amendment.

Vice President, Programs

Rights and responsibilities:

- Engage speakers and plan for the educational component of all DAMA – PHOENIX Chapter meetings.
- Schedule and facilitate special workshops or symposia that meet member needs.
- Communicate to speakers the DAMA – PHOENIX Chapter fiscal procedures.
- Negotiate speaker expenses in accordance with the prudent fiscal procedures and budget.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors meetings.
- Manage programs activities

Vice President, Logistics

Rights and responsibilities:

- Secure meeting facilities and all logistics thereto, publishing proceedings and staffing registration tables.
- Ensure that the speaker's needs are met by assisting with travel arrangements as necessary.
- Secure all necessary equipment required for each presentation.
- Collect and give financial transaction receipts to the Treasurer in accordance with prudent fiscal procedures.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors meetings.

Vice President, Marketing

Rights and responsibilities:

- Promote a positive image of DAMA – Phoenix Chapter.
- Communicate the evolution of the information management disciplines to the Chapter affiliated communities.
- Administer targeted publicity programs for the Chapter.
- Promote the printing of data administration/information resource management articles in industry publications with references to the Chapter and its principles.
- Coordinate and administer the creation of promotional materials.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors meetings.

Vice President, Online Services

Rights and responsibilities:

- Edit, update and publish the Chapter web site.
- Solicit materials for the Chapter web site.
- Ensure that all material published about the Chapter is accurate and reflects the Chapter's affiliation with DAMA-International.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors meetings.

Treasurer

Rights and responsibilities:

- Collect and process all appropriate dues and fees.
- Maintain checking and savings accounts.
- Record and report on the revenue and expenses of the Chapter at Board meetings.
- Handle all legal matters that relate to the financial health and well being of the Chapter.
- Maintain the Chapter tax-exempt status and other pertinent matters.
- Manage the preparation of state and federal tax reports.
- Collect and report on all material received in the Chapter postal box.
- Direct the preparation of the annual Chapter budget.
- Coordinate payment of annual affiliation fees with DAMA- International.
- Process payments of bills and vouchers.
- Direct the processing of credit card charges.
- Coordinate and make the annual payment of business incorporation fees.
- Sign and adhere to the DAMA-International Code of Ethics.
- Be eligible to vote at Board of Directors meetings.

Past President

Rights and responsibilities:

- Abstain from voting, but provide guidance and recommendations at Board of Directors' meetings and through correspondence with other DAMA-I organizational membership.
- Be eligible to serve on all committees.
- Chair the Chapter's Nominating Committee as it creates and brings forth a new slate of officers for the membership.

Officer positions may be added, removed or changed in scope by a majority vote of the Board of Directors. That is, without requiring a change in the bylaws.

Board Membership Terms and Responsibilities

Each member of the Board of Directors will be an Officer of the Chapter. The length of term for all elected Officers shall be one year. All Officers are elected as individuals. To be eligible for office, an individual must be a member of the Chapter or an employee of an organization member of the Chapter. No formal election is required when there is only one candidate for a Board position. All Officers of the DAMA – Phoenix Chapter must sign and adhere to the Code of Ethics. A Chapter member will remain a DAMA member in good standing of DAMA-International throughout their term in office.

In the event that a current office-holder becomes unable or ineligible to complete their term in office, a 30-day grace period shall be established. During this time, the officer shall re-establish their eligibility to complete their term or shall be required to resign.

Upon the resignation of any Chapter officer, a special election shall be conducted at the next Chapter meeting. This election is to be conducted by the Vice-President of Administration. Should it be the Administration position that is being vacated, said election is to be conducted by the Chapter President. Should a special election be required, the term of office for the incoming office-holder shall coincide with the already established term of office for that position. Individuals elected through special elections shall assume office immediately following said special election.

If for any reason, the duties of an office are not being met, an Officer may be removed from office by a two-thirds vote by the Officers of the Board of Directors (exclusive of the Past President). Causes that may precipitate such action may include, but are not limited to:

- Violation of ethical standards.
- Non-performance of the duties of their office.
- Violation of federal, state or local laws.

DAMA – PHOENIX Chapter officer elections shall occur in the fourth quarter of the year. Each Officer's term of office will begin January 1.

Membership

To be eligible for membership in the DAMA-PHOENIX 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 Chapter Board of Directors.

Each dues-paying member shall be classified by business type (e.g. industry, educational institution, government, vendor or consultant) and by sponsorship status (e.g. individual or organization). The Board of Directors will assign each member classification.

Organization membership is the engagement of a company, educational institution, government agency, or major division of a corporation. Each organization membership is limited to 10 attendees employed by that facility. Multiple organization memberships can be consummated by the same facility. One primary representative shall be designated for each organization membership.

Voting

Formal voting for the DAMA Phoenix Chapter may include voting for officers, charter, bylaw amendments and all other formal votes requiring a ballot. Each individual registered as an individual membership in the Chapter shall receive one ballot. Each organization registered as an organization membership in the Chapter shall receive 5 ballots and shall have the discretion to distribute said ballots appropriately.

When a formal vote is required, all individual and organization 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 of Administration or his/her designee shall receive all ballots prior to the close of voting. Ballots may be mailed or hand-delivered.

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

Fees

To ensure high-quality presentations, the DAMA – PHOENIX 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 (e.g. workshops and symposia) shall be recovered separately through registration fees for those specific events.

The membership year shall begin January 1 and ends December 31. As each new membership year approaches, current members shall be invoiced one month prior to the commencement of the new membership year. Non-members attending Chapter meetings shall pay a fee, based on a calculation determined annually, for each Chapter meeting attended. Non-members can attend one meeting without a fee. Chapter meeting fees for members are at the discretion of the Board of Directors. Individual membership fees will be waived for active members of the Board of Directors.

Contractors on contract with paid member organizations are not considered paid members under that organization unless they have been contracted by that organization for more than six consecutive months, or if the organization is in agreement to cover the contractor's membership dues under their organization membership. The contractor is responsible for membership payment as an individual, or as a separate organization, if they have contracted for an organization for less than six months, or if the organization does not agree to cover the contractor's membership dues.

Meetings

DAMA – PHOENIX Chapter shall convene a minimum of four times per year as approved by the President and the Board of Directors. Meeting notifications shall be distributed in a timely fashion to the membership, and shall include information on fees, time, date, location and topic. Maps describing the meeting location shall be included when 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. The Vice-President of Programs is responsible for the format of each DAMA – PHOENIX 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.

Canons of Conduct

For DAMA-International to best achieve its goals and objectives and fulfill its purpose, the DAMA – PHOENIX Chapter shall adopt the following Canons of Conduct. Said Canons shall govern the conduct of all DAMA -Phoenix Chapter members, member representatives, attendees and guests. All persons that become connected with DAMA-International and DAMA – PHOENIX 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.

They shall...

- Refrain from engaging in any activity that violates the proprietary rights of their employer, DAMA – PHOENIX Chapter, DAMA-International, or any other organization or person.
- Abide by the bylaws and policies of DAMA Phoenix Chapter and those of DAMA- International.
- Properly register and certify membership in good standing for DAMA – PHOENIX Chapter activities and refrain from engaging in any sales activity. This includes direct or indirect solicitations, or conduct and any other activity contrary to the purposes or policies of DAMA – PHOENIX Chapter and DAMA-International.
- Refrain from distributing any materials or posting any displays at activities sponsored by DAMA – PHOENIX Chapter or DAMA-International without the expressed written approval of the appropriate organizations Board of Directors.
- Refrain from engaging in any personnel recruitment at or using the resources of DAMA – PHOENIX Chapter or DAMA-International.
- Refrain from using the DAMA – PHOENIX 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 – PHOENIX Chapter and DAMA-International membership lists or any part thereto without the expressed written approval of the appropriate organizations Board of Directors.
- Refrain from recording in any way the proceedings of any DAMA – PHOENIX Chapter or DAMA-International meeting workshop, symposium or other sponsored event without the expressed written approval of the appropriate organizations Board of Directors and the speakers.