

DAMA Phoenix Standing Rules

Revised: March 2019

Version 1

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Document Control

Revision History

Date	Version	Description	Author
2018 January	00.1	Develop Standing Rules DRAFT	William A Pawlowski, Chapter President, DAMA Phoenix
2018 February	00.2	Develop Standing Rules REVIEW	
2019 March	01.0	Final version adopted by DAMA Phoenix Board	

Revision Requests

Submit all requests for revisions to this document to the DAMA Phoenix Chapter Vice President of Messaging at communications@dama-phoenix.org

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DAMA Phoenix Chapter Standing Rules

I. DAMA PHOENIX CHAPTER RULES INTRODUCTION

The purpose of the DAMA Phoenix Chapter (hereinafter known as “Chapter”) Standing Rules is to define a set of operating rules to support the Chapter’s bylaws. The standing rules provide the Chapter Board of Directors specific responsibilities and tasks and define guidelines for accomplishment of those responsibilities and tasks.

II. ASSOCIATION YEAR

The operational year of this Association shall be from July 1 to June 30 of the following year. The fiscal year for financial reporting will run from January 1 to December 31.

III. MEMBERSHIP DUES

Annual membership fees shall be payable in advance for the ensuing twelve months on the first day of the month in which the membership starts.

All applications for membership shall be accompanied by the appropriate membership fee.

The annual membership fee for Individual members shall be \$50.

The annual membership fee for Corporate members shall be \$400.

IV. MEMBERSHIP PRIVILEGES

A Corporate member may send up to ten (10) of its employees, partners and/or agents to a regular meeting presentation without paying any additional fee. It is incumbent on the Corporate member to regulate attendance and determine whether people other than employees are eligible to attend a Chapter meeting and resolve any attendance conflicts.

An Individual or Corporate member may attend a regular meeting presentation without paying a fee.

First-time attendees may attend one regular meeting presentation without paying a fee. Subsequent attendance at regular meeting presentations require the person to join as either a Corporate or Regular member, or to pay a \$20 non-member meeting fee for each meeting attended.

All members may take advantage of any discount pricing or other benefits that the Chapter Board of Directors is able to arrange from time to time with third parties.

V. DUTIES OF OFFICERS

V.A President

The President shall be the executive head of the Association and, when present, shall preside at all meetings of the Association and of the Board of Directors He/she shall be responsible for the

enforcement of the By-laws and the carrying out of all resolutions and proceedings of the Association and of the Board of Directors. He/she shall keep the Board of Directors fully informed and shall frequently consult the Board of Directors concerning the business and activities of the Association.

The President, who is also the Chief Executive Officer (CEO), is responsible for providing leadership and direction for The Chapter. The President is the general representative to all external organizations and bears final accountability for the continued health and well-being of the Chapter.

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.

Specific responsibilities include but are not limited to:

1. Provide leadership for current activities and long-term direction for the chapter
2. Decide appropriate tasks and the person(s) responsible to complete that task within the definitions of the various offices as outlined below
3. Assist in the selection of data management topics of interest, and the identification and scheduling of qualified speakers on these topics.
4. Assist in the selection of data management solution topics of interest, and the identification and acquisition of vendors as candidate chapter sponsors.
5. Assist in the definition of the chapter vision, and specific messages to convey that vision to current and prospective members.
6. Monitor completion of designated tasks through project plans, task lists and status reports
7. Call for and preside at all Chapter Board of Directors' meetings
8. Appoint committee chairpersons and oversee committees' activities for successful completion
9. Be eligible to serve on all committees as a non-voting member
10. Nominate assistants to the President, subject to final approval of the Board of Directors
11. Represent the Chapter in a professional manner to all external organizations
12. Attend or encourage Chapter representation at the DAMA-International Presidents Council meetings
13. Maintain the Chapter Strategic Business Plan, as developed and updated by the Chapter Board of Directors
14. Be eligible to vote at all Board of Directors' meetings only in case of ties among the other board members eligible to vote

V.B Vice Presidents

The Vice Presidents shall, in the absence of, or during the incapacity of the President, as determined by the Chapter Board of Directors, perform all duties and assume all responsibilities of the President until the Chapter Board of Directors shall revoke such authority. It shall be the responsibility of the Vice President of Member Services to coordinate the activities of all Chapter committees.

V.C Vice President of Financial Services & Logistics

The Vice President of Financial Services & Logistics, who is also the Chief Financial Officer (CFO) of the Chapter, is responsible for maintaining the Chapter's financial and legal records including the accounting for all revenues, dues, and disbursement of all funds in a responsible and controlled manner.

The Vice President of Financial Services & Logistics is also responsible for managing the Chapter's arrangements for all meeting locations.

Specific responsibilities include but are not limited to:

1. Direct the preparation of the annual Chapter budget.
2. Track and report actual revenues and expenses compared to the annual budget.
3. Coordinate financial accounting and reporting (keep an accurate ledger).
4. Maintain checking, savings and investment accounts according to generally accepted accounting principles.
5. Coordinate collection of annual dues fees from all the Chapter members.
6. Process payments of all bills and vouchers in a timely manner.
7. Maintain the Chapter incorporation status.
8. Manage the preparation of state and federal tax reports.
9. Assist the Chapter President with contract negotiations for conference partners, vendors, and other parties as necessary.
10. Monitor financial performance of all contracts.
11. Arrange meeting location, secure backup locations, confirm locations, organize security arrangements, and coordinate results with Vice Presidents of Member Services and Messaging.
12. Make arrangements for accurate delivery of any meeting properties (room set-up, projector / screen, microphone, etc.), food and associated needs; confirm all arrangements with proper parties.
13. Provide for payment of any fees for sites and / or refreshments. Provide for payment of speaker travel, accommodations and meals within the travel guidelines defined by the Chapter.
14. Create tactical committees and solicit Associate Vice Presidents as required to support Financial Services & Logistics. Act as Chair for these committees, run committee operations and report results to the board.

V.D Vice President of Administration & Member Services

The Vice President of Administration & Member Services is responsible for administering Chapter proceedings, and for providing, coordinating and maintaining the Chapter's member services. Registered members are those individuals and organizations who have paid DAMA Phoenix Chapter membership dues. Prospective members are those organizations and individuals who are not registered members, but who would benefit from knowledge of data management practices.

Specific responsibilities include but are not limited to:

1. Publish and appropriately distribute meeting notices.
2. Monitor, record and report on all Board meetings and elections.
3. Monitor, record and report on all Chapter meetings.
4. Receive, record and bring forward all requested modifications to the local Chapter bylaws and standing rules.
5. Retain and maintain all Chapter documents in accordance with prudent archival procedures.
6. Ensure that all material published about the Chapter is accurate and reflects the Chapter's affiliation with DAMA International.
7. Conduct and report on membership surveys and presentation evaluations.
8. Maintain all membership documentation, coordinate with the Vice President of Messaging to communicate with all Chapter members to inform them of all Chapter activities and for any other DAMA-related matters, send membership list to DAMA International Vice President Conference Services as requested.
9. Develop and execute member recruitment initiatives for the Chapter, in conjunction with the Vice President of Messaging and other chapter officers.
10. Collaborate with the Chapter Vice President of Outreach to work with local colleges and universities to develop awareness of DAMA and the data management profession and career possibilities; form student chapter groups; provide speaking opportunities for appropriate faculty, etc.
11. Plan and package overall services and benefits for the Chapter, based on the member services and benefits of DAMA International.
12. Administer member services and benefits for the Chapter including membership roles, meeting registrations, and identification of meeting attendance abuses.
13. Create tactical committees and solicit Associate Vice Presidents as required in support of Member Services activities. Act as Chair for these committees, run operations and report the results to the Board.

V.E Vice President of Programs

The Vice President of Programs is responsible for developing data management topics of interest for the Chapter, identifying and obtaining knowledgeable speakers on data management topics, and pursuing opportunities for data management education and professional certification.

Specific responsibilities include but are not limited to:

1. Develop and promote the Chapter's meetings with speakers and appropriate content.
2. Coordinate the Chapter meeting schedule with all appropriate content, in conjunction with the Chapter Board of Directors.
3. Coordinate meeting location, speaker travel and other meeting arrangement details with the Chapter Vice President of Financial Services & Logistics.
4. Obtain speaker agreements and presentation collateral from selected speakers. Collaborate with the Vice President of Messaging to inventory this information for historical purposes.
5. Collaborate with the Vice President of Messaging to maintain the Chapter meeting history documentation, recording information including but not limited to:
 - a. meeting date
 - b. speaker(s)
 - c. topic(s)
 - d. speaker agreements
 - e. presentation collateral
6. Serve as the liaison with all certifying bodies to ensure that the Chapter members have access to all appropriate certifications appropriate for data management professionals. This includes managing the delivery of any examinations and appropriate study sessions for chapter members.
7. Arrange for delivery of certification examinations to the Chapter membership at meetings and other scheduled times in coordination with DAMA International Vice President of Education, and in conjunction with other Chapter Board Members.
8. Ensure that all Chapter meetings include educational components and that Chapter members' desires for education are addressed to the extent possible.
9. Serve as liaison with DAMA International Vice President of Education to support DAMA-I educational activities.
10. Create tactical committees and solicit Associate Vice Presidents as required in support of Program and Education activities. Act as Chair for these committees, run operations and report the results to the Board.

V.F Vice President of Outreach

The Vice President of Outreach is responsible for developing relationships with organizations who share an interest in data management practices. Examples of organizations with which the Vice President of Outreach would develop relationships include data management vendors for knowledge sharing and meeting sponsorship; business organizations such as health care and financial information management organizations, and user groups who would benefit from data management techniques; technology user groups who would benefit from data management techniques; universities and other institutions of higher learning with curricula and courses of study that would benefit from data management techniques. The objective of this position is to engage related parties and improve their understanding of the benefits of data management and to bring additional data management perspectives to the Chapter.

Specific responsibilities include but are not limited to:

1. Research possible sponsors for the Chapter data management product vendors, consulting companies, related product and service providers, etc. Sources of research can include examination of conference sponsors' lists, event organizers, product and service vendor solicitations to members through in-person visits or emails, etc.
2. Contact possible sponsors to determine their interest in becoming a sponsor for Chapter meetings and / or other events, via email and phone contact.
3. Pursue meeting sponsors, with the objective that every meeting and all Chapter events have at least one sponsor that can offset costs associated with the meeting.
4. Communicate the sponsorship information (name, company, sponsorship level, sponsor's URL, etc.) to all Chapter officers with sufficient time so this information can be included in all chapter communication to members for marketing purposes.
5. Develop relationships with sponsors and their representatives, to maintain a wide sponsorship capability for the chapter at all times.
6. Maintain the comprehensive sponsorship list for the Chapter to record all past sponsors and their activities and maintain the full contact information of all possible sponsors. Coordinate with Vice President of Financial Services & Logistics to ensure that all proper payments for event sponsorships have been received.
7. Assist the Vice President of Messaging in the duties for communication, publication and promotion of the chapter.
8. Create tactical committees and solicit Associate Vice Presidents as required to support Sponsorships. Act as Chair for these committees, run operations, and report the results to the Board.

V.G Vice President of Messaging

The Vice President of Messaging is responsible for providing the Chapter with marketing, branding, publicity, and communication. The Vice President of Messaging is the primary contact between the Chapter and individuals and organizations that can benefit from and raise awareness of the Chapter and DAMA International. This position is also responsible for

providing the Chapter with online electronic communications services and support, including the management and sustainment of the Chapter website and its content.

Additional responsibilities include providing the Chapter with its internal communications, serving as the documentation source for all internal communication of the Chapter.

Specific responsibilities include but are not limited to:

1. Promote a positive image of DAMA International, DAMA Phoenix Chapter, and DAMA related organizations.
2. Promote the publishing of data management communication pieces in industry publications with references to the Chapter, DAMA International and its principles.
3. Ensure that the content of the Chapter website is current, to adhere to the DAMA International Affiliation Agreement requirement and to provide timely information to the Chapter members and prospective members
4. Coordinate and administer marketing and publicity efforts through various technologies.
5. Administer the Chapter sponsorship program with the assistance of the Vice President of Outreach and maintain the history of the sponsorship. Coordinate with the Vice President of Outreach to deliver this documentation to Chapter Board members periodically.
6. Provide timely, pertinent information to all the Chapter members concerning the Chapter events, education and other data management related information.
7. Develop and execute member recruitment initiatives for the Chapter, in conjunction with the Vice President of Member Services and other chapter officers
8. Create tactical committees as required in support of marketing and publicity, act as Chair for these committees, run committee operations and report the results to the Chapter Board of Directors.
9. Manage and maintain the various web resources of the Chapter including the Chapter's website, content, logos and branding.
10. Provide technical advice and respond to technical questions from the Chapter Board of Directors and the Chapter members concerning the Chapter technologies in use and planned for use.
11. Ensure that the content of the Chapter website is current, adheres to the DAMA International Affiliation Agreement requirement and to provide timely information to the Chapter members and prospective members.
12. Assist the Chapter Board of Directors in the duties for communication, publication and promotion of the Chapter
13. Serve as the source of internal communications for the Chapter, including the documentation of Chapter board meeting minutes, and their appropriate distribution
14. Communicate the agenda for all Chapter board meetings, coordinated with the Chapter President
15. Provide a summary of Chapter events to be used in external marketing and publicity vehicles

16. Ensure that marketing and communications efforts occur through various technologies
17. Ensure the delivery of timely, pertinent information to all the Chapter members concerning the Chapter events, education and other data management related information
18. Create tactical committees and solicit Associate Vice Presidents as required to support Messaging objectives. Act as Chair for these committees, run operations, and report results to the Chapter Board.

V.H Past President

The Past President is responsible for providing transitional support to the Chapter and for assuring the continuation of the Board through supervising nominations and elections.

Specific responsibilities include but are not limited to:

1. Provide advice and guidance to the Chapter Board of Directors, especially the President of the Chapter
2. Be eligible to serve on all committees as a non-voting member
3. Assist in the selection of data management solution topics of interest, and the identification and acquisition of vendors as candidate chapter sponsors.
4. Administer the nominations and elections process for the Chapter Board of Directors with a committee of selected board members and / or advisors.
5. Lead the search committee for new members to the Chapter Board of Directors, and support the formation of committees / solicit support from members that assist the chapter's officers in the performance of their duties.
6. Provide guidance and recommendations at Chapter Board of Directors' meetings and through correspondence and communications with other board members

V.I Associate Vice President

A Chapter Board of Directors' Associate Vice President is an individual who is appointed by the President with approval of the Chapter Board of Directors to provide support to an assigned VP position. Associate Vice Presidents are recommended by a Chapter Board member. The Associate Vice President position is a temporary position whose objective is to assist a Chapter Board member with specific tasks and deliverables.

Specific qualifications and responsibilities include but are not limited to:

1. Provide support to all responsibilities of the assigned Chapter Vice President position.
2. Must be approved by a majority of the Chapter Board of Directors.
3. Must be a current member of the Chapter.
4. Associate Vice President is not eligible to vote for the assigned VP position at Board of Directors' meetings unless directed in writing by the Associate Vice President's assigned VP. This proxy notice must be sent before the start of the Board of Directors meeting.

5. Associate Vice President's term of service is at the discretion of the assigned Vice President and Chapter Board of Directors. Associate Vice President positions run until the election of the associated Vice President and may be re-appointed by the President subject to approval of the Chapter Board of Directors.
6. Associate Vice President must sign annually and adhere to the DAMA International Code of Ethics.
7. Associate Vice President may be nominated to the full position on the Chapter Board of Directors at the end of term for the assigned Vice President or for other Vice President positions.

VI. PORTFOLIOS

There are a number of areas of responsibility needed to support the ongoing operation of the chapter.

SECTION 1. Nominating

The Board of Directors shall appoint a Nominating Committee. The Nominating Committee shall select nominees for election to the Board of Directors.

SECTION 2. Membership

The duties of the Membership Committee shall be to promote an increase in Association membership, to maintain membership records and to collect membership fees.

SECTION 3. Program Committee

The duties of the Program Committee shall be to provide interesting programs of activity for the membership and to oversee all phases of each function.

SECTION 4. Publicity

The duties of the Publicity Committee shall be to use all media possible to publicize the activities and objects of the Association to members and others; and to publicize the findings or activities of any other committee of the Association.

SECTION 5. Special Committees

Special committees, on either a standing or 'ad hoc' basis, may be appointed by the Board of Directors or elected by the Association to perform any assignment at any time.

SECTION 6. Committee Chairs

The Chair of each committee shall select his own committee members. The Board of Directors may make suggestion as to members for the various committees. Committee members may be drawn from Association members or the public at large.

The Chair of each committee shall call meetings of their committee as often as deemed necessary for the proper fulfillment of the appointed function and will ensure that such function is fulfilled.

The Chair of a committee may elect to attend meetings of the Board of Directors.

The Chair of a committee shall have no powers to expend any funds of or on behalf of the Association unless authorized in advance by the Board of Directors; and then only within the limitations imposed by the Board.

The Chair of each committee shall submit an accounting of receipts and disbursements, in a form acceptable to the Treasurer, to the Board of Directors following special functions in which substantial income or expense are incurred.

VII. ELECTIONEERING

To assist the membership in selecting the most suitable candidates during the election process, candidates who have been duly nominated may electioneer within the following guidelines:

- Each nominee may prepare a one-page (one side) flyer outlining his/her qualifications and intentions. There can be no reference in this material to the source of the nomination.
- When the President is satisfied that the contents do not conflict with Association By-laws and Standing Rules, the flyer will be reproduced at Association expense for inclusion in the mailing for the Annual General Meeting and for distribution at the Annual General Meeting.
- At the Annual General Meeting, any nominee for an office that requires a vote (i.e. non-acclamations) will be allowed to speak briefly to the members regarding his/her qualifications.

No other form of electioneering will be allowed.

VIII. ELECTRONIC NOTICE

For purposes of the Bylaws, Standing Rules and other operation of the chapter, the term “written” in reference to notices or other official communication is deemed to include messages sent by electronic mail or facsimile (fax) transmission when sent to the last address set down in the chapter’s records for the person.