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Form 990-EZ

Short Form

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No 1545-1150

2014

Open to Public Inspection

Department of the Treasury Internal Revenue Service

- Do not enter social security numbers on this form as it may be made public.
Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

A For the 2014 calendar year, or tax year beginning 01-01-2014, and ending 12-31-2014

B Check if applicable

- Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending

C Name of organization: DATA MANAGEMENT ASSOCIATION INTL CO LARRY C LEONARDSON
Number and street (or P O box, if mail is not delivered to street address): 18221 102ND AVENUE NE
Room/suite
City or town, state or province, country, and ZIP or foreign postal code: BOTHELL, WA 98011

D Employer identification number

91-1437086
E Telephone number: (813) 778-5495
F Group Exemption Number

G Accounting Method: Cash [] Accrual [x] Other (specify)

H Check [x] if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: www.DAMA.org

J Tax-exempt status (check only one): 501(c)(3) [x] 501(c)(6) [] (insert no) [] 4947(a)(1) [] 527 []

K Form of organization: Corporation [] Trust [] Association [] Other []

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. Total assets: \$110,055

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I [x]

Table with 21 rows and 3 columns. Rows include Revenue (1-9), Expenses (10-17), and Net Assets (18-21). Values include 95,658, 5,986, 27, 8,384, 110,055, 2,835, 2,898, 74,187, 79,920, 30,135, 257,716, 287,851.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the

instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		No
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	Yes	
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		No
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		No
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		No
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		No
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a		
b	Did the organization file Form 1120-POL for this year?		No
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		No
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39	Section 501(c)(7) organizations Enter		
a	Initiation fees and capital contributions included on line 9 39a 0		
b	Gross receipts, included on line 9, for public use of club facilities 39b 0		
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ▶ _____, section 4912 ▶ _____, section 4955 ▶ _____		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	No
41	List the states with which a copy of this return is filed ▶ _____		
42a	The organization's books are in care of ▶ <u>STEPHEN LEWIS</u> Telephone no ▶ <u>(813) 448-7786</u> Located at ▶ <u>PO BOX 21 BUDD LAKE, NJ</u> ZIP + 4 ▶ <u>078280021</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ _____	42b	No
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)		
c	At any time during the calendar year, did the organization maintain an office outside the U S ? If "Yes," enter the name of the foreign country ▶ _____	42c	No
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here <input checked="" type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	No
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	No
c	Did the organization receive any payments for indoor tanning services during the year?	44c	No
d	If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	No
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	No
45b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	No

	Yes	No
46		No

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47		
48		
49a		
49b		

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None "

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None "

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000.

52 Did the organization complete Schedule A? **NOTE.** All Section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here *****
 Signature of officer _____ Date 2015-07-28
 STEPHEN LEWIS VP FINANCE
 Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name Anita Armour CPA	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN P00279320
Firm's name ▶ Anderson Swanson Mallonee & Senger PS			Firm's EIN ▶	
Firm's address ▶ 19015 North Creek Parkway 107 Bothell, WA 98011			Phone no (425) 487-6888	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Additional Data**Software ID:** 14000265**Software Version:** 2014v5.0**EIN:** 91-1437086**Name:** DATA MANAGEMENT ASSOCIATION INTL
CO LARRY C LEONARDSON**Form 990EZ, Part IV - List of Officers, Directors, Trustees, and Key Employees**

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
CATHERINE NOLAN VP CONFERENCE	5 00	0		
STEPHEN LEWIS VP FINANCE	5 00	0		
RAY MCGLEW PRESIDENT LIASO	5 00	0		
SANJAY SHIRUDE VP RESEARCH &ED	5 00	0		
TONY MAZZARELLA VP ONLINE SERV	5 00	0		
MISSY WHITTMANN VP CHAPTER SVC	5 00	0		
PETER AIKEN PAST President	5 00	0		
LEE EDWARDS VP MARKETING	5 00	0		
SUE GEUENS President	5 00	0		
LISA NELSON VP MARKETING	5 00	0		
BEN HU VP DATA MGT STD	5 00	0		
ANN MARIE SMITH ETHICS & GOV AD	5 00	0		
MIKE JENNINGS VP OPERATIONS	5 00	0		

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at
www.irs.gov/form990.

2014

**Open to Public
Inspection**

Name of the organization
DATA MANAGEMENT ASSOCIATION INTL
CO LARRY C LEONARDSON

Employer identification number

91-1437086

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Revenue 1	INSURANCE COST ADJUSTMENT \$7764
Other Revenue 2	CLOSED CHAPTER FUNDS RECD \$620
Other Expenses 1005	Travel \$1936
Other Expenses 1007	Conferences, Conventions, and Meetings \$18422
Other Expenses 1010	Amortization \$1868
Other Expenses 1012	Insurance \$6131
Other Expenses 1	INTERNET & WEBSITE \$32302
Other Expenses 2	ADMINISTRATIVE EXPENSE \$12827
Other Expenses 5	TELEPHONE \$490
Other Expenses 6	BANK CHARGES \$201
Other Expenses 7	TAXES & LICENSE \$10
Other Assets 1005	Accounts Receivable - Beginning \$35565 Accounts Receivable - Ending \$37217
Other Assets 1012	Intangible Assets - Beginning \$19911 Intangible Assets - Ending \$18043
Total Liabilities 1001	Accounts Payable and Accrued Expenses - Beginning \$2796 Accounts Payable and Accrued Expenses - Ending \$17725
Changes to Organizing or Governing Documents	SEE ATTACHED DOCUMENT

Form 4562

Department of the Treasury Internal Revenue Service (99)

Depreciation and Amortization (Including Information on Listed Property)

Attach to your tax return.

Information about Form 4562 and its separate instructions is at www.irs.gov/form4562.

OMB No 1545-0172

2014

Attachment Sequence No 179

Name(s) shown on return DATA MANAGEMENT ASSOCIATION INTL CO LARRY C LEONARDSON

Business or activity to which this form relates Form 990/990-PF

Identifying number 91-1437086

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

Table with 5 rows for lines 1-5: Maximum amount, Total cost of section 179 property, Threshold cost of section 179 property, Reduction in limitation, Dollar limitation for tax year.

Table with 13 rows for lines 6-13: (a) Description of property, (b) Cost (business use only), (c) Elected cost, 7 Listed property, 8 Total elected cost, 9 Tentative deduction, 10 Carryover of disallowed deduction, 11 Business income limitation, 12 Section 179 expense deduction, 13 Carryover of disallowed deduction to 2015.

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property) (See instructions)

Table with 3 rows for lines 14-16: 14 Special depreciation allowance, 15 Property subject to section 168(f)(1) election, 16 Other depreciation (including ACRS).

Part III MACRS Depreciation (Do not include listed property.) (See instructions.)

Section A

Table with 2 rows for lines 17-18: 17 MACRS deductions for assets placed in service in tax years beginning before 2014, 18 If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here.

Section B—Assets Placed in Service During 2014 Tax Year Using the General Depreciation System

Table with 7 columns: (a) Classification of property, (b) Month and year placed in service, (c) Basis for depreciation, (d) Recovery period, (e) Convention, (f) Method, (g) Depreciation deduction. Rows include 3-year, 5-year, 7-year, 10-year, 15-year, 20-year, 25-year, Residential rental property, Nonresidential real property.

Section C—Assets Placed in Service During 2014 Tax Year Using the Alternative Depreciation System

Table with 6 columns: (a) Class life, (b) Month and year placed in service, (c) Basis for depreciation, (d) Recovery period, (e) Convention, (f) Method, (g) Depreciation deduction. Rows include 12-year, 40-year.

Part IV Summary (see instructions.)

Table with 3 rows for lines 21-23: 21 Listed property, 22 Total, 23 For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs.

Part V Listed Property (Include automobiles, certain other vehicles, certain aircraft, certain computers, and property used for entertainment, recreation, or amusement.)

Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

Section A-Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)

24a Do you have evidence to support the business/investment use claimed? 24b If "Yes," is the evidence written? 25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions) 26 Property used more than 50% in a qualified business use 27 Property used 50% or less in a qualified business use 28 Add amounts in column (h), lines 25 through 27 Enter here and on line 21, page 1 29 Add amounts in column (i), line 26 Enter here and on line 7, page 1

Section B-Information on Use of Vehicles

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles

30 Total business/investment miles driven during the year (do not include commuting miles) 31 Total commuting miles driven during the year 32 Total other personal(noncommuting) miles driven 33 Total miles driven during the year Add lines 30 through 32 34 Was the vehicle available for personal use during off-duty hours? 35 Was the vehicle used primarily by a more than 5% owner or related person? 36 Is another vehicle available for personal use?

Section C-Questions for Employers Who Provide Vehicles for Use by Their Employees

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons (see instructions)

37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? 38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners 39 Do you treat all use of vehicles by employees as personal use? 40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of vehicles, and retain the information received? 41 Do you meet the requirements concerning qualified automobile demonstration use? (See instructions)

Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," do not complete Section B for the covered vehicles.

Part VI Amortization

42 Amortization of costs that begins during your 2014 tax year (see instructions) DAMA INTERNATL JAPAN 2014-01-01 4,356 197 15 290 43 Amortization of costs that began before your 2014 tax year 44 Total. Add amounts in column (f) See the instructions for where to report



DAMA International

DAMA International Bylaws
Revised: January 2015

Version 4.18

www.dama.org

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Document Control

Revision History

27 Jan 2015	04 18	Renamed VP of Research, Education, and Standards to VP of Research and Special Projects and changed responsibilities Established a new board Vice-President, Professional Development and responsibilities Also corrected some typos	Mike Jennings
20 Sep 2014	04 17	Changes to provide clarification on President's Council chair, member in good standing definition, clarification between Affiliates versus Chapters, submittal of chapters of membership lists, financial audit requirement, and amendments to By-laws process Removed VP of Industry Services and assimilated distinct responsibilities into VP of Marketing/Communications Removed VP of Communications and assimilated distinct responsibilities into VP of Marketing/Communications Renamed VP of Marketing into VP of Marketing/Communication Removed VP of Data management Services and assimilated distinct responsibilities into VP of Education & Research Change number of Advisors Removed Affiliate Chapters as they are the same as a Chapter Cleanup names, titles, and email addresses	Sue Geuens /Mike Jennings / Steve Lewis / Anne Marie Smith / Cathy Nolan / Sanjay Shurude
04/16/13	04 16	Changes to the VP section for the Shadow Positions, attendance at BOD meetings, and Mid-Term vacancy, Executive Committee membership, change to number of meetings per year, officer position changes, added clarification on dates and annual occurrences, add definition of "Proper Attendance"	Sue Geuens (Mike Jennings)
12/31/10	04 15	Removed the fixed timeline for elections and replaced with an Election Calendar to be published by the Elections Committee (Section IV) Revised the affiliates' responsibilities (Section X A 2) to recognize the legal needs of strategic partners Removed the old Section X A 15 because it was redundant and inconsistent with Section X A 13	Andres Perez
11/30/10	04 14	Clarified the setting of the administrative fee for DAMA Direct Chapters in section XI C	Andres Perez
9/30/10	04 13	Added section X B and XI C to provide guidance on DAMA Direct Chapters Made changes wherever references to "affiliate" needed to also have "DAMA Direct Chapter" Made changes to clarify indemnification and insurance for DAMA Direct Officers	Andres Perez
9/30/10	04 13	Minor grammar, spelling and formatting changes	Sue Geuens
7/31/10	04 12	Revised affiliate awards participation (added "selecting awardees")	Andres Perez
6/4/10	04 11	Revised Section II o Clarified the statements for the mission, purpose and goals	Andres Perez

		of the association	
		o Added a statement for vision	
3/31/09	04 10	Made clarifying corrections to the role of Vice President Of Data Management Standards and the role of the ICCP Liaison. Also, clarified the use of the term "vendor". Clarified the formation and role of the Executive Committee. Remove references to the "affiliate liaison" role, this role was discontinued from practice. Revised the use of the term "affiliate" to clarify new relationships with associations that have the same aim and belief as DAMA International in servicing the Information and Data Management professionals	Andres Perez
3/15/08	04 09	Made clarifying corrections to the role of Ex-Officio Officer ICCP Directors and the use of the term "vendor"	Andres Perez
2/13/08	04 08	Clarified eligibility requirements to prevent conflict of interest Added new role of VP Of Data Management Standards, restated the VP of Education and Special Projects Services to the VP of Research and Education Services Removed "professional groups" from the organizational structure Other minor corrections and edits. No material changes to the content	Andres Perez
12/31/07	04 06	Clarified what positions are considered Directors (e.g., Ex-Officio Officers are not) Removed the Presidents' Council Vice Chair position description Clarified the term, roles and responsibilities and eligibility of the Board of Advisors	Andres Perez
7/31/07	04 05	Minor corrections and edits. No material changes to the content	Andres Perez
3/31/07	04 04	Renamed Presidents' Council Liaison to Presidents' Council Chairperson, added new role for the Presidents' Council Vice Chairperson	Andres Perez
12/31/06	04 03	Minor corrections and edits. No material changes to the content	Andres Perez
2/28/06	04 02	Included new roles and responsibilities for ICCP Directors, and ex-officio officers	Kathy Sivier

Revision Requests

Submit all requests for revisions to this document to the DAMA International Vice President of Operations at operations@dama.org

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DAMA International BYLAWS

I. INTRODUCTION

This volume contains the bylaws that are used to operate the DAMA International organization

Each Board Member must use this information in conducting the business of DAMA International in their respective positions. It is intended to provide the background information new board members need to serve as a board member and to highlight changes that have occurred to the bylaws during the existence of DAMA International. DAMA International affiliates shall abide by pertinent DAMA International bylaws requirements.

II. DAMA INTERNATIONAL MISSION, VISION, PURPOSE AND GOALS

- **Mission** DAMA International is a not-for-profit, vendor-independent,¹ global association of technical and business professionals dedicated to advancing the concepts and practices of information and data management
- **Vision** DAMA International's vision is to be an essential resource to those who engage in information and data management
- **Purpose** DAMA International's primary purpose is to promote the understanding, development and practice of managing data and information as key enterprise assets to support the organization
- **Goals** DAMA International's goals are to
 - Help practitioners become more knowledgeable and skilled in the information and data management profession
 - Influence practices, education and certification in the information and data management profession
 - Support DAMA members and their organizations to address their information and data management needs
 - Form alliances with other organizations with similar principles to strengthen the profession

¹ In this context, "vendor" indicates any provider of data management goods or services to DAMA International members or potential members and their employers. This use of the term is not to be confused with the term "vendor to DAMA" used elsewhere in this document.

III. ORGANIZATIONAL STRUCTURE

DAMA International is composed of the following bodies

- The Board of Directors
- The Presidents Council
- The Board of Advisors
- DAMA Chapters a chapter is a DAMA International organizational unit consisting of DAMA members created to bring Data Management education and networking to a specific community (a geographic location, a data management discipline or an industry or industrial sector) These chapters are formed by members or prospective members as outlined in Section X B
- Affiliates an affiliate is an independent legal entity that (a) is legally registered as not-for-profit organization, (b) is vendor² independent, (c) was chartered or incorporated to establish or promote data administration or information resource management, and, (d) has an affiliation agreement with DAMA International
There are two kinds of affiliates
 - Chapter is a DAMA International Affiliate that was chartered or incorporated with the express purpose of being a chapter of DAMA International, organized to bring Data Management education and professional networking to a specific community
 - Strategic Partner (or non-Chapter Affiliate) is an organization that was chartered or incorporated with a stated purpose related to data management, but separate from DAMA International At some point, this separate organization established an affiliation agreement with DAMA International to improve its service to its members and the members of DAMA International through an alliance with DAMA International

IV. THE BOARD OF DIRECTORS

IV.A President

The President, who is also the Chief Executive Officer (CEO), is responsible for providing leadership and direction for DAMA International and its chapters The President is the general representative to all external organizations and bears final accountability for the continued health and wellbeing of DAMA International and its chapters

Roles and responsibilities

- 1 Provide leadership for current activities and long term direction

² In this context, “\vendor” indicates any provider of data management goods or services to DAMA International members or potential members and their employers This use of the term is not to be confused with the term “\vendor to DAMA” used elsewhere in this document

- 2 Decide appropriate tasks and the person(s) responsible to complete that task within the definitions of the various offices as outlined below
- 3 Monitor completion of designated tasks through project plans, task lists and status reports
- 4 Preside at Board of Directors' meetings
- 5 Attend meetings of the Presidents' Council
- 6 Preside at meetings of the Board of Advisors
- 7 Appoint committee chairpersons
- 8 Be eligible to serve on all committees as a non-voting member
- 9 Negotiate contracts with partners, vendors and DAMA International employees which will be subject to a vote of the Board of Directors
- 10 Initiate audit of financial records for completeness and accuracy
- 11 Nominate assistants to the President, subject to final approval of the Board of Directors
- 12 Represent DAMA International to external organizations
- 13 Coordinate activities of Board of Advisors
- 14 Maintain the DAMA International Strategic Business Plan
- 15 Serve as the primary contact with the DAMA International legal counsel For strategic legal issues, the President will consult with the Ethics Officer, and Executive Committee
- 16 Communicate strategic decisions to Board of Directors
- 17 Be eligible to vote at Board of Directors' meetings only in case of ties among the other Board Members eligible to vote
- 18 Sign annually and adhere to the DAMA International Code of Ethics
- 19 Chair the Executive Committee

IV.B Vice-President, Member Services

The Vice-President of Member Services is responsible for providing, coordinating and maintaining DAMA International's member services, which consists of individuals who are members of a DAMA chapter and have paid DAMA membership dues

Roles and responsibilities

- 1 Plan and package overall services and benefits
- 2 Administer member services and benefits
- 3 Maintain the Member Services Directory and DAMA International membership list and send membership list to VP Conference Services in accordance with applicable legal and privacy laws

- 4 All eligible board officers can vote on all contracts with conference partners, vendors and DAMA International employees
- 5 Maintain proper attendance at board meetings
- 6 Be eligible to vote at Board of Directors' meetings
- 7 Sign annually and adhere to the DAMA International Code of Ethics, create tactical committees as required, act as Chair for these Committees, select members, run operations and report the results to the Board
- 8 Create tactical committees as required in support of Member Services activities, act as Chair for these committees, select members, run operations and report the results to the Board
- 9 Serve on the Executive Committee when appointed

IV.C Vice-President, Chapter³ Services

The Vice-President of Chapter Services is the primary contact for the chapters and is responsible for providing and coordinating DAMA International chapter communications, tracking, and support

Roles and responsibilities

- 1 Maintain contact and relationship with DAMA chapters
- 2 Lead the development of new chapter formation
- 3 Maintain the New Chapter Kit
- 4 Provide guidance and support for all DAMA chapters
- 5 Support the sustainment of all DAMA chapters, and the revitalization of struggling or dormant chapters
- 6 Collaborate with the VP Member Services and VP Online Services to maintain accurate and accessible data concerning chapters and their membership, including participation in the development and maintenance of records (electronic and other formats)
- 7 Collaborate with VP Member Services on chapter membership issues and concerns
- 8 Collaborate with other Board members and Chapter officers to create new services and benefits for chapters
- 9 Coordinate regional tour program, review proposals and actual, recommend support as appropriate with the VP Financial Services. If either the VP Financial Services or this VP officer are members of any of the chapters involved in a tour proposal, they will remove themselves from the approval

³ A Chapter (or Affiliated Chapter) is a DAMA International Affiliate that was chartered or incorporated with the express purpose of being an affiliate of DAMA International to bring Data Management education and networking to a specific community

- process and another VP will perform the approval at the selection of the President
- 10 Vote on all contracts with conference partners, vendors and DAMA International employees
 - 11 Serve on the Executive Committee when appointed
 - 12 Be eligible to vote at Board of Directors' meetings
 - 13 Maintain proper attendance at board meetings
 - 14 Sign annually and adhere to the DAMA International Code of Ethics
 - 15 Create tactical committees as required in support of Chapter Services activities, act as Chair for these committees, select members, run operations and report the results to the Board

IV.D Vice-President, Conference Services

The Vice-President of Conference Services is responsible for providing DAMA International with conference and symposia planning services and support

Roles and responsibilities

- 1 Serve as the Board of Directors' liaison to the DAMA International symposia, conferences and/or regional conferences
- 2 Assist President with contract negotiations for conference partners, vendors and DAMA International employees
- 3 Plan and coordinate DAMA International activities at DAMA-sponsored or external conferences
- 4 Recommend strategic direction for future conferences
- 5 Monitor performance of conferences affiliated with DAMA International
- 6 Coordinate relationships with other professional conferences that share/complement DAMA International goals and principles
- 7 Report on conference activities and results to DAMA International Board of Directors
- 8 Vote on all contracts with conference partners, vendors and DAMA International employees
- 9 Maintain proper attendance at board meetings
- 10 Be eligible to vote at Board of Directors' meetings
- 11 Sign annually and adhere to the DAMA International Code of Ethics
- 12 Create tactical committees as required to support Conference Services, act as Chair for these committees, select members, run operations, and report the results to the Board
- 13 Serve on the Executive Committee when appointed

IV.E Vice-President, Research and Special Projects

The Vice-President, Research and Special Projects is responsible for providing and coordinating DAMA International educational-related services, and for conducting assigned special projects

Roles and responsibilities

- 1 Manage activities concerning awarded grants and other funds, including supporting DAMA International Foundation audits
- 2 Develop and communicate research funding targets to the DAMA International Foundation
- 3 Serve as external reviewer for the Data Management Body of Knowledge and the published guidelines and other data resource management publications
- 4 Coordinate DAMA International publications development, publication, sales, shipping and reporting on same to the Board
- 5 Create tactical committees as required in support of Education and Special Projects, act as Chair for these committees, select members, run operations and report the results to the Board
- 6 Maintain education lists of resources for the DAMA International website
- 7 Develop a list of existing standards, definitions, regulations, and legislation pertaining to data resource management
- 8 Coordinate DAMA International representation with appropriate standards organizations
- 9 Develop a coherent vision of DAMA International's strategic and tactical role in standards development, and present to the DAMA International Board of Directors for approval
- 10 Act as point of contact for DAMA International for standards matters
- 11 Keep DAMA membership informed of relevant standards activity
- 12 Maintain proper attendance at board meetings
- 13 Be eligible to vote at Board of Directors' meetings
- 14 Sign annually and adhere to the DAMA International Code of Ethics
- 15 Serve on the Executive Committee when appointed

IV.F Vice-President, Financial Services (Treasurer)

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

Roles and responsibilities

- 1 Direct the preparation of the annual DAMA International budget

- 2 Track and report actual revenues and expenses compared to the annual budget
- 3 Coordinate financial accounting and reporting (keep a ledger)
- 4 Maintain checking, savings and investment accounts
- 5 Coordinate collection of annual affiliation fees from Affiliates
- 6 Assist Affiliates with financial issues relating to DAMA International
- 7 Process payments of bills and vouchers
- 8 Assist chapters in obtaining credit card processing for their respective chapters
- 9 Maintain DAMA International incorporation status
- 10 Manage the preparation of state and federal tax reports
- 11 Assist President with contract negotiations for conference partners, vendors, and DAMA International employees
- 12 Vote on all contracts with conference partners, vendors and DAMA International employees
- 13 Serve on the Executive Committee when appointed
- 14 Maintain proper attendance at board meetings
- 15 Be eligible to vote at Board of Directors' meetings
- 16 Sign annually and adhere to the DAMA International Code of Ethics
- 17 Monitor financial performance of contracts
- 18 Create tactical committees as required, act as Chair for these Committees, select members, run operations and report the results to the Board

IV.G Vice-President, Operations

The Vice-President of Operations, who is also the Chief Operations Officer (COO), is responsible for maintaining DAMA International's administrative and business operations and supervising administrative contractors or personnel

Roles and responsibilities

- 1 Provide minutes of meetings attended by the DAMA International Board of Directors
- 2 Administer the internal operations of DAMA International, including administrative services
- 3 Ensure that renewal of State Incorporation status and Trademark of DAMA International name is maintained as specified by the respective government agencies
- 4 Perform special tasks as assigned by the President
- 5 Manage the administrative services and contract that DAMA International selects

- 6 Manage the archives of the DAMA International Board
- 7 Serve on the Executive Committee when appointed
- 8 Provide minutes of the Executive Committee to the Board of Directors
- 9 Be eligible to serve on all committees
- 10 Vote on all contracts with conference partners, vendors and DAMA International employees
- 11 Maintain proper attendance at board meetings
- 12 Be eligible to vote at Board of Directors' meetings
- 13 Sign annually and adhere to the DAMA International Code of Ethics
- 14 Create tactical committees as required, act as Chair for these committees, select members, run operations and report results to the board

IV.H Vice-President, Online Services

The Vice-President of Online Services is responsible for providing DAMA International with online electronic communications services and support

Roles and responsibilities

- 1 Provide technical advice and respond to technical questions from the Board of Directors and DAMA Chapter officers
- 2 Manage and maintain the various web resources of DAMA International including electronic forums
- 3 Assist the VP, Communications and the VP Marketing in the duties for communication, publication and promotion
- 4 Provide technical support to the on-line membership database
- 5 Be the liaison to web-related DAMA International vendors including negotiating contracts and monitoring performance of the vendors
- 6 Vote on all contracts with conference partners, vendors and DAMA International employees
- 7 Maintain proper attendance at board meetings
- 8 Be eligible to vote at Board of Director's meetings
- 9 Sign annually and adhere to the DAMA International Code of Ethics
- 10 Create tactical committees as required, act as Chair for these committees, select members, run operations, and report the results to the Board
- 11 Serve on the Executive Committee when appointed

IV.I Vice-President, Professional Development

The Vice-President of Certification is responsible for development and coordination of the Certified Data Management Professional (CDMP) credential and the liaison activities

with other educational institutions (e.g., universities, professional training organizations, etc.)

Roles and responsibilities

- 1 1 Responsible for the continuous development and improvement of DAMA International CDMP certification, core exams, experience criteria, and specialty exams including certification levels and exam types
- 2 2 Coordinate with appropriate parties for proper execution of all DAMA developed or endorsed exams (e.g., CDMP)
- 3 3 Provide support to Chapters and members wanting to take any DAMA developed or endorsed exams (e.g., CDMP) or renew annual certifications
- 4 4 Ensure all DAMA developed or endorsed certification exams (e.g., CDMP) are kept in alignment with current versions of Dictionary of Data Management, DMBOK, and other relevant DAMA-I artifacts
- 5 5 Serve as liaison with universities and other professional training organizations for advancement of data management professional education development, including assessment of new or existing courses or programs in data management and related topics
- 6 5 Maintain proper attendance at board meetings
- 7 6 Be eligible to vote at Board of Directors' meetings
- 8 7 Sign annually and adhere to the DAMA International Code of Ethics
- 9 8 Serve on the Executive Committee when appointed

IV.J Vice-President, Marketing/Communications

The Vice President of Marketing/Communications is responsible for providing DAMA International with strategic online and print marketing and communication support and for supervising any contractors or personnel hired for the purpose of marketing and communication of DAMA International

Roles and responsibilities

- 10 10 Promote a positive image of DAMA International, The DAMA Foundation and DAMA Professional Groups
- 11 11 Perform Market research and marketing activities in support of DAMA International strategic plan and tactical needs
- 12 12 Coordinate and create promotional materials
- 13 13 Administer targeted publicity programs for DAMA International
- 14 14 Vote on all contracts with conference partners, vendors and DAMA International employees
- 15 15 Maintain proper attendance at board meetings
- 16 16 Be eligible to vote at Board of Director's meetings

- 17 Sign annually and adhere to the DAMA International Code of Ethics
- 18 Create tactical committees as required in support of marketing activities, act as Chair for these committees, select members, run operations and report the results to the Board
- 19 Coordinate the DAMA International speakers' bureau
- 20 Promote relationships with other professional societies and develop new non-chapter affiliate relationships
- 21 Manage the relationship with, and provide guidance and support for, all DAMA non-chapters affiliates
- 22 Plan and negotiate discounts for DAMA members
- 23 Vote on all contracts with conference partners, vendors and DAMA International employees
- 24 Communicate the evolution of the information management disciplines to the DAMA International community and the world at large
- 25 Promote the publishing of data administration and Data Resource Management communication pieces in industry publications with references to DAMA International and its principles
- 26 Coordinate and administer web-based communications
- 27 Serve on the Executive Committee when appointed

IV.K Past President

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

Roles and responsibilities

- 1 Provide advice to the Board of Directors
- 2 Be eligible to serve on all committees as a non-voting member
- 3 Administer the nominations and elections process for the DAMA International Board of Directors and the DAMA International Advisory Board with a committee of three other Board members or advisors
- 4 Administer the awards and recognition programs for DAMA International
- 5 As a non-voting Board Member, provide guidance and recommendations at Board of Directors' meetings and through correspondence with other Board Members
- 6 Sign annually and adhere to the DAMA International Code of Ethics

IV.L Presidents' Council Chairperson

The Presidents' Council Chairperson is responsible for providing communication between the DAMA International Board and the Presidents' Council. The Presidents' Council Chairperson is elected by the DAMA Chapter Presidents and must currently be or has served as a DAMA Chapter President in good standing of DAMA International throughout their term of office.

Roles and responsibilities

- 1 Provide regular communication to the Presidents' Council through scheduled council meetings and other communications
- 2 Coordinate and facilitate the annual full Presidents' Council meeting
- 3 Provide minutes of all Presidents' Council meetings to the DAMA International Board of Directors' Executive Committee
- 4 Maintain communication list for DAMA Chapter Presidents
- 5 Participate with Past President and other Board officers in the management of all Board elections
- 6 Vote on all contracts with conference partners, vendors and DAMA International employees
- 7 Maintain proper attendance at board meetings
- 8 Be eligible to vote at Board of Directors' meetings
- 9 Sign annually and adhere to the DAMA International Code of Ethics

IV.M Governance and Ethics Officer

The Governance and Ethics Officer is responsible for providing guidance on ethical and governance issues to the DAMA International Board. This officer can be recommended by any member of the Board, or a DAMA Chapter, and is appointed by the DAMA International Board for a term of 2 years.

Roles and responsibilities

- 1 Develop and publicize organizational values and statements for DAMA International
- 2 Support the Board of Directors with development and enhancement of DAMA documentation (e.g., Bylaws, Handbook, guideline documents, etc.)
- 3 Provide advice to the Board of Directors as requested
- 4 Serve on the Board as a non-voting member
- 5 Be eligible to serve on all committees as a non-voting member
- 6 As a non-voting member, provide guidance and recommendations at Board of Directors' meetings and through correspondence with other Board Members
- 7 Act as advisor to DAMA International President on matters involving DAMA legal Counsel

- 8 Participate as an advisor to all committees formed for DAMA-I, as requested
- 9 Participate in the management of all board elections
- 10 Assist DAMA Chapters in ethical and governance issues as requested
- 11 Maintain proper attendance at board meetings
- 12 Sign annually and adhere to the DAMA International Code of Ethics
- 13 Serve on the Executive Committee when appointed as a non-voting member

IV.N Ex Officio Officers: ICCP Directors

DAMA International has an affiliation relationship with the Institute for Certification of Computing Professionals (ICCP) in the form of being a Constituent Member of the organization and this status enables and makes DAMA International responsible for appointing 2 Directors to sit on the ICCP Board. These two Directors also need to attend a minimum of 2 ICCP meetings per year. DAMA International funds these Directors in their ICCP Board duties.

Roles and responsibilities

- 1 Serve on the ICCP Board on behalf of DAMA International
- 2 Manage/develop/maintain data oriented exams in conjunction with the DAMA International/ICCP exam development teams and the ICCP Certification Council
- 3 Coordinate existing/new data exam activities with the Vice-President, Professional Development for exam content within the content of the DAMA-DMBOK
- 4 Participate in and/or provide certification exam guidance during the post secondary curriculum activities (e.g. curriculum and course exit exam assessment), exam study guides and other development activities
- 5 Report activities from ICCP to DAMA International at one DAMA International Board meeting per year (required of one director)
- 6 Develop reports for the Vice-President, Professional Development or VP Industry Services on behalf of the DAMA International Board as required
- 7 Communicate and promote DAMA International's certification program to affiliates, DAMA Chapters, and members directly and/or in collaboration with the VP Online Services, VP Communications, and VP Marketing
- 8 Perform the service of answering certification questions and providing guidance for DAMA International Board members as well as individual and potential DAMA members
- 9 Provide and/or coordinate exam review courses and/or exam proctoring services with the ICCP Office for affiliate or DAMA Chapter meetings and conferences on a request basis
- 10 Serve on the DAMA International Board as a non-voting member

- 11 Sign annually and adhere to DAMA International Code of Ethics

IV.O Ex Officio Officers: Others

An Ex Officio Officer is an individual who is appointed by a separate organization to represent that organization to DAMA International. These officers are required to attend a minimum of three DAMA International Board meetings per year and serve for a term of 2 years.

Roles and responsibilities

- 1 Serve on the DAMA International Board on behalf of the appointing organization as a non-voting member
- 2 Provide regular communication to the appointing organization
- 3 Be a member in good standing of the appointing organization
- 4 Maintain proper attendance at board meetings
- 5 Sign annually and adhere to the DAMA International Code of Ethics

IV.P Board of Directors: Shadow

A Board of Directors Shadow is an individual who is appointed by the President with approval of the Board of Directors to provide support to an assigned VP position.

- 1 Provides support for all responsibilities of the assigned VP position
- 2 Must be approved by a majority of the voting Board of Directors
- 3 Must be or have been a DAMA Chapter board member
- 4 Shadow is not eligible to vote for the assigned VP position at Board of Directors' meetings unless directed in writing by the Shadow's assigned VP
- 5 Shadow term of service is at the discretion of the assigned VP and Board of Directors but cannot exceed two (2) years
- 6 Shadow must sign annually and adhere to the DAMA International Code of Ethics
- 7 Shadow may be nominated to the full position on the Board of Directors at the end of term for assigned VP or other VP position but is not eligible to run for the position of President

V. OFFICERS AS MEMBERS OF THE BOARD OF DIRECTORS

V.A Membership on the Board of Directors

Each elected member of the Board of Directors will be an Officer of the Association. All Officers of DAMA International must sign annually and adhere to the Code of Ethics. Each member must remain a DAMA member in good standing of DAMA International throughout his or her term of office through payment of DAMA membership dues and fulfillment of any other stated membership responsibilities.

Each appointed member of the Board of Directors must also sign annually and adhere to the Code of Ethics. Each appointed member will remain a member in good standing of DAMA International throughout his or her term of office.

V.B Term of Office

Each Officer will be elected for a two-year term. All officers may run for additional terms, but the President is limited to two (2) two-year terms. The President will automatically assume the office of Past President at the end of their term(s). Past Presidents may be elected to other Board positions after their term as Past President has been served. However, a Past President cannot serve again as President of DAMA International.

Terms of the vice presidential positions will be staggered, beginning as follows:

Odd Years:	Even Years:
<ul style="list-style-type: none"> • Chapter Services • Conference Services • Marketing/ Communications • President’s Council Chairperson⁴ • Operations • Professional Development 	<ul style="list-style-type: none"> • Governance and Ethics Officer⁵ • Research and Special Projects • Financial Services • Member Services • Online Services • President

ICCP Directors will be appointed for two-year terms. Their terms will run concurrently and be aligned with the ICCP Executive Board of Directors’ elections.

Ex Officio Officers will be appointed by the appointing organization for two-year terms.

V.C Calendar Term

Each Officer’s term of office will begin January 1. ICCP Directors’ term of office will begin August 1.

⁴ The Presidents’ Council Chairperson will be elected by the DAMA Chapter Presidents’ Council for a two-year term starting on January 1.

⁵ In this context, “\endor” indicates any provider of data management goods or services to DAMA International members or potential members and their employers. This use of the term is not to be confused with the term “\endor to DAMA” used elsewhere in this document.

V.D Removal from Office

For any cause, 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 and the Officer under question) Causes that may precipitate such action include but are not limited to

- 1 Violation of ethical standards,
- 2 Non-performance of the duties of their office,
- 3 Violation of federal, state or local laws, or
- 4 Other reasonable causes (as determined by a majority vote of the remaining Officers)

V.E Mid-Term Vacancy of Board Position

A vacancy in a position on the DAMA International Board of Directors will be filled by appointment as determined by majority vote of the DAMA International Board of Directors The individual filling the mid-term vacancy will hold that position only for the remainder of the 2-year term and until the regularly scheduled election for Board of Directors occurs The individual appointed to fill the vacant position does not serve a complete 2 year term but may be nominated for election to a full term in the position during the normal election process

V.F Officer Position Changes

Officer positions may be added, removed or changed by revision to the By-laws, review by the Executive Committee, and majority vote by the entire voting-eligible Board of Directors

VI. ELECTION OF MEMBERSHIP TO THE BOARD OF DIRECTORS

VI.A Eligibility for Board of Directors Office

- 1 Candidate must currently be a member of a DAMA International or a member of a DAMA International chapter
- 2 Candidate must have served as a current or former officer of a DAMA Chapter for at least one full term of their chapter's term of office
- 3 Candidates for President of DAMA International must have served at least one term in another capacity on the DAMA International board
- 4 Candidates may NOT have any interest (e.g., ownership, employment, agent or representative) with any vendors providing services to DAMA International or any of its affiliates Examples of vendor in this category include conference management providers, administrative services providers, publishers of DAMA materials, internet and other information suppliers, and office goods suppliers Examples of organizations not considered vendors under this policy include organizations that provide products and services directly to DAMA members and their employers, conference and other event sponsors, grantors to the foundation, etc

- 5 Candidates must be prepared to make a serious commitment in time, energy and money. They must be able to maintain proper attendance at board meetings, with expenses covered by the candidate's employer, affiliate or as approved by DAMA International.
- 6 No more than two Officers who originate from the same DAMA Chapter may share a term of office in common, the office of Past President is exempt from this rule.
- 7 An elected officer who becomes ineligible during their term will vacate their office at a date determined by a majority vote of the Board of Directors.

VI.B Nominations

- 1 The Past President serves as chairperson of the Nominating / Elections Committee. Should the Past President be unable to serve in this role, the Board of Directors will appoint a substitute to administer the election.
- 2 The Nominating / Elections Committee will publish at least 30 days prior to the first milestone, the annual *Election Calendar* indicating the dates for all election milestones for the upcoming election.
- 3 The Nominating / Elections Committee will commence soliciting nominations from the DAMA International Chapters as indicated in the *Election Calendar*.
- 4 The Nominating / Elections Committee will certify the nominee's eligibility.
- 5 A nominee may seek a maximum of one office in any one election.
- 6 Any member of the Board of Directors who wishes to run for another office does not have to resign their current position until they are elected to a new position. If they are elected to a new position, the President will appoint a person to fill the vacancy for one year.
- 7 The election administrator must receive nominations by the deadline as published in the *Election Calendar*.
- 8 If no nominations are received from the DAMA Chapters, the Board of Directors will seek volunteers to fill the open positions. Exercising this clause may require waving the restriction(s) to Board membership defined in Section VI A #1 and/or #2 (eligibility for Board of Directors office).

VI.C Balloting Section

- 1 If there are no contested positions, (positions for which more than one person is nominated), no balloting is required. The nominee will automatically take office the following January 1.
- 2 If more than one nomination for a position is received, the choice among nominees will be put to a vote of the DAMA Chapters as follows
 - For all positions, a ballot showing all nominees, their affiliation membership and a short profile, will be mailed to each DAMA Chapter.

- President or their designated representative on or before the date indicated in the *Election Calendar* for distribution to the DAMA members
- Each DAMA Chapter may submit only one ballot, signed by the DAMA Chapter President (or stated designate) and dated appropriately
 - To be valid, all ballots must be returned to the nominating / elections committee by the indicated date in the *Election Calendar*
 - Ballot counts will be certified by the chairperson of the nominating / elections committee in conjunction with either one other member of the committee or a person authorized by a majority vote of the committee
 - The winner of each position will be that nominee receiving a majority of the votes cast for that position
 - In case of a tie, the winner will be determined by majority vote of all elected Officers
- 3 Any office that is left vacant after the election process will be filled by appointment by the elected Board of Directors. Exercising this clause may require waiving the restriction to Board membership defined in section V A #1 and/or #2
- 4 If three or more newly elected Officers are from the same DAMA Chapter, only those Officers elected to the two offices with higher preference are eligible to serve. The office of Past President is not included in this situation. This situation will be resolved as follows
- The office of President will be determined first by simple majority vote. In case of a tie, the winner will be determined by majority vote of all elected Officers
 - The remaining offices will be determined in like manner in descending preference order until all offices are filled
 - If a third nominee for an office is a member of the same DAMA Chapter as two previously declared winners, that nominee is ineligible, regardless of the number of votes received
- 5 For election purposes, the precedence of offices will be as follows
- i President
 - ii VP Member Services
 - iii VP Chapter Services
 - iv VP Conference Services
 - vi Vice-President, Research and Special Projects
 - vii VP Professional Development
 - Treasurer
 - viii VP Operations
 - ix VP Marketing /Communications
 - x VP Online Services

The incoming President of the Board of Directors will announce the composition of the Board of Directors within two weeks after the first Board of Director's meeting. At that time a communication showing all board members' names, their affiliation membership and a short profile of each officer will be mailed to each DAMA Chapter President or their designated representative.

VII. INDEMNIFICATION OF DIRECTORS AND OFFICERS

VII.A Right to Indemnification

Based on legal and regulatory rules, 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 International, shall be indemnified and held harmless by DAMA International 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, and 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 International shall indemnify only if such proceeding was authorized by the Board of Directors of DAMA International. 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.

VII.B 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.

VII.C Insurance

In the United States, only, DAMA International may, within the discretion of the Board of Directors, maintain insurance at its expense to protect the DAMA-I Board of Directors and Officers.

VIII. BOARD OF DIRECTORS MEETINGS

- A The President will convene monthly electronic DAMA International Board of Directors' meetings each year or as agreed to by the Board. One meeting will be held in person at a selected DAMA Conference location annually.
- B The date and time of the next Board of Directors' meeting will be confirmed at the end of each Board of Directors' meeting.
- C The quorum for a DAMA International Board of Directors' meeting will be one more than one-half of the eligible voting members of the Board of Directors. Members of the Board of Directors may be represented in person or by proxy at

a Board of Directors' meeting. A voting Board member may hold no more than one proxy for other Board members. A non-voting Board member may hold the proxy of a voting Board member.

- D. A member of the Board of Directors may appoint another DAMA International Board member to serve as their proxy for purposes of exercising their right to vote at any Board of Directors' meeting. Any proxy appointment must be filed with the VP - Operations before the appointed time of the Board of Directors' meeting or upon the calling to order of the meeting.
- E. The President/ VP – Operations will determine the agenda for Board of Directors' meetings. Tentative meeting agendas must be distributed in advance, with sufficient time for all board members to be made aware of the topics planned for discussion at each meeting.
- F. Any DAMA International Board of Directors' member or member of the President's Council may initiate Board of Directors' agenda items by notifying the President/ VP – Operations during the agenda development period.
- G. All Board of Directors' votes will be decided by the simple majority vote of the members attending the scheduled meeting unless otherwise specified in these bylaws.
- H. The VP - Operations will manage the documentation of, and publish minutes of all Board of Directors' meetings.

IX. DAMA INTERNATIONAL MEMBERSHIP

IX.A DAMA International Membership Eligibility

A DAMA Member is an individual that joins DAMA International directly by

1. Applying for membership by self-registering onto the DAMA International website.
2. Meeting all the requirements for membership established by DAMA International.
3. Paying the DAMA International membership dues annually. Annual amounts determined by DAMA International.
4. Being accepted as an active member by DAMA International.

IX.B Chapter Membership Eligibility

The eligibility of individual and organizational members in DAMA International chapters as well as their voting rights in those chapters will be determined by the chapter organization of which they are members.

X. DAMA INTERNATIONAL MEMBERSHIP RIGHTS AND RESPONSIBILITIES

X.A DAMA Chapter Responsibilities

The responsibilities of a DAMA Chapter of DAMA International are

- 1 To have a set of bylaws that is materially consistent with the bylaws of DAMA International. These chapter bylaws must be registered with DAMA International's administrative office, upon inception and when any changes to those chapter bylaws are made and approved by the chapter's board of directors.
- 2 DAMA Chapter bylaws or similarly appropriate legal documents must have core elements that recognize affiliation with the DAMA International organization and must meet the following guidelines: (a) chapter is formed as an independent incorporated entity, (b) holds non-profit/tax exempt status, and (c) maintains complete and accurate financial records. In addition, DAMA Chapters must meet the following guideline: chapter meets regularly for educational and information sharing purposes for enterprise information management.
- 3 Maintain a signed affiliation agreement with DAMA International.
- 4 By word and action, promote the positive image of data administration/information resource management.
- 5 Agree with and fulfill the mission, charter and bylaws of DAMA International.
- 6 Sign annually and adhere to the DAMA International Code of Ethics (chapter board members, only).
- 7 Obtain legal incorporation within chapter affiliate's state, province or other appropriate governmental region.
- 8 Obtain tax identification number (or local equivalent) from chapter affiliate's taxing authority.
- 9 Chapter affiliate organizations obtain tax-exempt status as a professional association from their country (and state/province if applicable). For example, in the United States, chapters should obtain tax-exempt status as a 501(c)(6) organization.
- 10 Submit to DAMA International all copies of their Articles of Incorporation, bylaws, and tax exempt documents.
- 11 Submit to DAMA International the names and relevant contact information of current chapter Board of Directors (to the extent allowed by local privacy laws) by January 31 annually.
- 12 Provide chapter membership counts by standardized category (e.g., individual, group, student, other) (to the extent allowed by local privacy laws) annually by Jan 31.

- 13 Participate in DAMA International activities such as co-hosting symposia, nominating Achievement Award candidates and selecting the awardees, responding to chapter surveys, voting as required, etc
- 14 Provide financial support to DAMA International in the form of chapter fees in accordance with DAMA International bylaws annually. Chapters may also provide additional donations to help support DAMA International
- 15 Participate in the President's Council for the purpose of setting the direction of DAMA and DAMA International, by sending their President or an empowered Chapter officer

Chapters must be independent legal entities that

- 16 Are legally registered as not-for-profit organizations (with respect to any requirements for such status in their country/ state of incorporation)
- 17 Are vendor⁶ independent
- 18 Were chartered or incorporated to establish or promote data administration / management or information resource management and its educational advancement, and
- 19 Have a signed and active affiliation agreement with DAMA International

X.B Chapter Rights and Benefits

The rights and benefits of Chapters and other affiliated organizations of DAMA International are

- 1 Use of the trademarked names "DAMA" and "DAMA International" in chapter/other affiliate publications and references
- 2 Use of the trademarked DAMA International logo in chapter/other affiliate publications and references
- 3 Declaration of membership in DAMA International, providing networking with other DAMA International affiliates and allied organizations
- 4 Use of all DAMA International services, including DAMA International web site
- 5 Access to well known speakers –for regional and chapter or affiliate meetings
- 6 Chapters⁷ may receive conference planning consultation and conference planning manual

⁶ In this context, "vendor" indicates any provider of data management goods or services to DAMA International members or potential members and their employers. This use of the term is not to be confused with the term "vendor to DAMA" used elsewhere in this document.

⁷ A Chapter is a DAMA International affiliated organization that was chartered or incorporated with the express purpose of being a chapter of DAMA International, whose purpose is to bring Data Management education and networking to a specific community.

- 7 Chapters can receive support from DAMA International in organizational setup/sustainment, marketing, and program development
- 8 Participation in DAMA International communication vehicles

X.C DAMA International Individual Member - Rights and Benefits

The rights and benefits of members of DAMA International are

Self-registered contact-only members

- 1 Association with DAMA International as a recognized voice of professionalism in Data Management Share in DAMA International prestige
- 2 Professional education and networking opportunities

Dues-paying members

- 1 Discounts to specific DAMA sponsored/endorsed conference events
- 2 Discounts to specific DAMA sponsored/endorsed publications
- 3 Discounts to specific DAMA sponsored/endorsed professional development curricula & certification
- 4 Other benefits as determined and communicated by DAMA International

X.D DAMA International Responsibilities

The responsibilities of DAMA International to its Chapters and affiliated organizations include, but are not restricted to

- 1 Establishment and maintenance of an international professional organization dedicated to the advancement of data management and its practices, education of the practitioners of data management and publicity of the goals and objectives of data management to the world at large
- 2 Assistance to all DAMA International DAMA Chapters in the areas of a) Organization and development, b) Financial responsibility, c) Member education through speakers' bureau, d) Publicity for chapters' and affiliates' events, e) Contact with industry leaders through the Advisory Board, f) Education from the annual International symposium

XI. DAMA INTERNATIONAL DUES AND FEES

XI.A Chapter Affiliation Fees

- 1 Chapter affiliation fees will be established by a majority vote of the DAMA International Board of Directors, as recommended by the VP of Financial Services of DAMA International acting as the Chief Financial Officer of DAMA International
- 2 Chapter affiliation fees are due annually and are payable per terms documented in the DAMA International affiliation fee invoice

XI.B Affiliated Organization Membership Assessments

Affiliated organizations are responsible for payment of a fee to DAMA International for affiliation with DAMA. The amount of this fee, and the terms of payment are included in the agreement made with each affiliated organization.

XII. AMENDMENT OF BYLAWS

- 1 Amendments to these bylaws may be submitted as agenda items for DAMA International Board of Directors' meetings
- 2 Amendments may be adopted, postponed or rejected by simple majority vote of the voting members of the DAMA International Board of Directors

XIII. PRESIDENTS' COUNCIL

- A The President, or their designate, of a DAMA International DAMA Chapter is a voting member of the President's Council. Such a designee must be a board member of the DAMA Chapter of the designating President. No designee may hold proxy for more than one DAMA Chapter. The President of the DAMA International Board of Directors is also a voting member of the President's Council.
- B The Presidents' Council must meet regularly, with meetings called by either the Chair of the Presidents' Council, any member of the Council or any member of the DAMA International Board of Directors.
- C The Vice-President - Operations of the DAMA International Board of Directors is a non-voting member of the Presidents' Council. The President's Council will appoint an individual to record and publish minutes of all Presidents' Council meetings.
- D The Presidents' Council's purpose is to support the presidents of the DAMA International chapters, their operations and the advancement of DAMA International through the health of the chapters. The Presidents' Council can appoint committees of presidents and others (non-presidents) to perform tasks in support of the council's goals. These committees will report to the Presidents' Council and must be chaired by a President.
- E Activities of the Presidents' Council will be reported by the Council's chair (or assistant) at all scheduled meetings of the DAMA International Board of Directors' quarterly meetings.
- F No current member of the DAMA International Board of Directors who is also a chapter president is eligible to serve on the Presidents' Council. These presidents must appoint a designate to fill their position on the Council.
- G DAMA International Board members and Board of Advisors members may attend the Presidents' Council meetings as observers.

XIV. BOARD OF ADVISORS

- A Any individual may be recommended by any DAMA International Board of Directors' member and upon receiving a two-thirds vote of the Board of Directors' will become a member of the Board of Advisors. There will be a minimum of one (1) Advisor and a maximum of three (3) Advisors excluding any person voted to be a lifetime DAMA International advisor.
- B The term is for one year beginning the first of January for the year following the Board of Advisors election. An Advisory Board member may serve multiple terms as long as the DAMA International Board selects the member for additional terms of membership through the normal nomination process.
- C DAMA International does not engage in any financial arrangements with Advisors that could result in financial gain for the Advisor. Therefore, DAMA International does not promote or recommend an Advisor's products and/or services, will not sponsor Advisor engagements or participate in similar relationships with Advisors.
- D Members of the Board of Advisors are encouraged to contribute their expertise to DAMA International and submit agenda items for DAMA International's consideration.

XIV.A Advisor Roles and Responsibilities

- A Participate in the planning and direction setting meetings with the DAMA International Board of Directors at their annual meeting in conjunction with their symposium.
- B Provide advice to the DAMA International organization as needed throughout the year, responding to DAMA International policy via email, phone or other method in a timely manner.
- C Participate in DAMA events (annual DAMA International Symposia, DAMA Chapter meetings and other DAMA events) whenever possible in a "pro-bono" capacity.
- D Act as good will ambassador for the DAMA International organization at DAMA events (annual DAMA International Symposia, other DAMA events, and DAMA Chapter meetings) when in attendance.
- E Actively encourage DAMA International membership and champion the mission and goals of DAMA International in their other roles or associations and interactions with related professionals.
- F Promote DAMA International and its benefits and services at conferences, seminars, courses and other events that an Advisor may host, conduct or participate in. DAMA International offers Advisors the use of the DAMA International logo and web site URL in literature that promotes events or products through which the Advisor champions DAMA International.
- G Participate in or write for publications sponsored by DAMA International as appropriate.

- H Sign annually and adhere to the DAMA International Code of Ethics

XIV.B Advisor Eligibility

- A Be a respected member of the community either in industry or public service (practitioner, academic or consulting)
- B Possess demonstrable experience to the extent that the person can offer expert advice to the DAMA International organization
- C Be willing to assist and lead DAMA International in establishing and maintaining a proper direction for DAMA International as a dynamic professional organization
- D Be willing and able to spend time advising the DAMA organization on data/information resource management related topics
- E Demonstrate support of the DAMA International organization, mission, and goals
- F Understand and accept the "pro-bono" nature of the Advisor role with DAMA International

XV. GLOSSARY

- A Affiliate an independent organization that has executed an affiliation agreement with DAMA International and is functionally associated with DAMA International for the promotion of education and networking of information and data management professionals but is legally an independent organization, or legal entity, from DAMA International (e.g., DAMA Chapter, IDMA, DGPO, TDWI, etc.)
- B Chapter is a DAMA International affiliate that was established with the express purpose of delivering Data Management education and networking to a specific community
- C DAMA Chapter Member Is a person or organization that is a member in good standing through direct membership in an active/recognized DAMA affiliated chapter. Multiple membership categories can exist as defined and approved by each independent DAMA chapter board.
- D DAMA International Member (DAMA Member or member) is a person or organization that is a member in good standing through direct membership in DAMA International. Multiple membership categories can exist as defined and approved by the DAMA International board.
- E Executive Committee is a committee formed by the President to provide guidance and support to the President and is composed of four members including the President, VP of Operations, VP of Financial Services plus the Ethics Officer as a non-voting member. The committee members must be current Board of Directors members. Board members can submit issues to the Executive Committee 48 hours in advance of a meeting to be added to the agenda.

- F Data resource management organizations are organizations of data resource management practitioners pursuing similar goals to DAMA International. Also referred to as “Information Resource Management” and “Enterprise Information Management”
- G Proper Attendance participation in a minimum of 8 of the 12 monthly scheduled board meetings is required. Attendance at any DAMA International Board of Directors face-to-face meeting (such as at EDW) is not required in person. A WebEx/ Skype/ other technology participation is deemed as attendance.
- H Presidents’ Council is defined as the collection of DAMA Chapter Presidents, or the empowered representative delegated by a DAMA Chapter President. This Council meets regularly and assists the DAMA International Board of Directors in establishing and fulfilling the goals and objectives of DAMA International.
- I Two thirds majority will be defined as the total eligible voting members times 67 and rounded to the nearest whole number.
- J Vendor unless otherwise stated, is used to mean “vendor to DAMA,” it refers to an individual or organization that provides services to DAMA International or any of its affiliates. Examples of “vendors to DAMA” include conference management providers, administrative services providers, publishers of DAMA materials, internet and other information suppliers, and office goods suppliers. Examples of organizations not considered “vendors to DAMA” include organizations that provide products and services directly to DAMA members and their employers, conference and other event sponsors, grantors to the foundation, etc.