



Minnesota Chapter

DAMA Minnesota Bylaws

Revised: October 2016

dama-mn.org

I. MISSION

DAMA is dedicated to further the understanding of the field of Data Management through providing and supporting an open forum addressing issues related to this field.

II. OBJECTIVES

- Provide a forum for exchange of information, problems, ideas, experiences, resources and questions.
- Sponsor conferences, workshops, and special interest groups to further the purpose of the group.
- Further the education, development and advancement of data management professionals.

III. BOARD OF DIRECTORS

- The Board of Directors serves to represent the general membership of the Chapter and is charged with the strategic and tactical management of the Chapter.
- The Board will make all organizational decisions not delegated to the membership, and will be responsible for the day-to-day operations of the organization.

Officers

1. The elected officer positions will be President, Communications Officer, Facilities Officer, Finance Officer, Member Services Officer, Programs Officer, and Web Services Officer.
2. See Addendum I of these Bylaws for a listing of the duties of each of the elected officers.
3. Length of term for all elected offices will be one year.
4. Officers are elected individually.
5. To be elected or hold office, an individual must be an individual member or an employee of a corporate member.
6. Each officer must sign and adhere to DAMA International's (DAMA-I) Code of Ethics annually.
7. Officers are required to make a good faith effort to attend all Chapter and Board meetings.
8. If an officer becomes ineligible to hold office during their term, they will have a grace period of 90 days to re-establish eligibility or resign the office. Examples of ineligibility are no longer being a chapter member or refusing to sign DAMA-I's Code of Ethics.

9. Special elections will be conducted at the meeting following any officer's resignation. Should a replacement not be found, the other officers may cover the vacancy until a new officer is voted in.
10. The term for an officer elected through a special election will coincide with the term of the officer being replaced.
11. The election of officers will take place at the December meeting.
12. For normal elections, an officer's term will begin immediately following the December election meeting. For special elections, an officer's term will begin immediately following the election.

IV. MEMBERSHIP

Overview

1. The requirement for a membership is an active interest in data management, services, products, or technology as either a user or potential user.
2. Minnesota DAMA is an affiliated chapter of DAMA International and it abides by the DAMA International Code of Conduct and Ethics which governs the conduct of its officers, members, guest attendees, speakers and presenters. These Bylaws are also in alignment with DAMA International's Bylaws.

Membership Classifications

1. **Corporate** - Membership by a government agency, company, corporation or major division of a corporation. Membership is not held by a particular individual. Each corporate membership should designate one member to be its primary representative. Each corporate membership has five (5) votes when voting is necessary, such as Board elections. If facilities permit, member corporations may send as many interested employees as they wish.
2. **Individual** - Membership for a specific individual. Each individual member has one (1) vote.
3. **Educational** – Provides membership benefits for instructors of accredited educational institutions that deliver classes on topics relevant to data management.
4. **Honorary** – Provides membership benefits for individuals selected by the DAMA-MN board of directors for distinguished service to DAMA-MN.

Voting

1. Formal votes (includes voting for officers, bylaw amendments, and all ballot votes):
 - a. Individual members may cast one vote.

- b. Corporate members may cast a total of five votes per company. Votes may be split at the discretion of the corporation.
 - c. The notification of a vote and distribution of a ballot for each corporate representative or individual member will be provided no later than 14 calendar days prior to the formal voting meeting.
 - d. Ballots must be received by the Communications Officer or their appointed substitute prior to the close of voting. Ballots may be mailed or hand delivered, or submitted by another method at the discretion of the Web Services Officer.
2. Informal votes (all other matters):
 - a. Vote will be by voice or show of hands of persons present.

V. FEES

To ensure high quality presentations, the association is required to charge annual membership fees. These fees will be used primarily to obtain noted guest speakers and to cover rental costs of facilities as appropriate.

Fee Schedule:

1. The board of directors of DAMA-MN will set all annual membership fees. The board may also designate special fees for certain meetings or special events. All fees will be published on the web site.
2. All memberships are one year long with starting dates to be determined by the board of directors.

VI. MEETINGS

Schedule

1. DAMA-MN meetings are typically held monthly on the morning of the third Wednesday of each month with details (date, location) published on the web site.
2. Alternate dates may be determined by the Programs Officer.
3. The annual business meeting will be held during the December meeting.

Locations

1. To keep costs at a minimum, meetings will be held at member locations whenever possible. The host company will be reimbursed as determined by the Board.

2. The Board of Directors will have authority to rent alternate facilities when special circumstances arise (i.e., short notice cancellation, large attendance, or lack of host facility).

Format

1. Business meetings which require formal voting or debate will be governed by Roberts Rules of Order.

VII. BYLAW AMENDMENTS

Changing Amendments to the Bylaws

1. Members may propose amendments to these Bylaws by submitting such proposals in writing at least 60 days prior to the request for the change.
2. Written notice of such proposed amendments shall be sent to all members fourteen (14) days prior to the meeting at which they are to be considered. An affirmative vote of at least two-thirds (2/3) of the members present shall be necessary for the adoption of any such proposed amendments.

ADDENDUM

Duties Of Elected DAMA Officers

President

1. Provide leadership and direction.
2. Preside at Board and Chapter meetings.
3. Appoint committee or Special Interest Group (SIG) chairpersons.
4. Serve as Chapter representative to DAMA International and other groups or functions.
5. Assist and coordinate the efforts of all officers in the performance of their responsibilities.
6. Appoint an individual who is not an officer (or a member with access to DAMA-MN finances) to conduct a yearly audit.
7. Appoint a committee to find nominees for either a current officer who is unable to complete their term or for the complete slate of DAMA officers for the next year.

Communications Officer

1. Publish a monthly newsletter announcing upcoming Chapter meetings and other conferences.
2. Record and manage content of Chapter and Board meetings, Bylaws changes and other DAMA related documentation.
3. Process all Charter modifications.
4. Record and publish minutes for all Board meetings.
5. Create an annual marketing plan to increase attendance at Chapter meetings and DAMA Day. Implement after Board approval.
6. Responsible for election ballot preparation and distribution, and tabulate and communicate election results.

Member Services Officer

1. Establish annual membership targets and action plans to meet membership targets.
2. Coordinate membership drives and retention action plans.
3. Annually review the automated new member e-mails, payment due e-mails and other member communications. Update as needed.

4. Maintain current and new membership information by checking Chapter web site for guests and members who should be in a corporate bundle.
5. Provide list of members to DAMA International as requested.
6. Provide a pre-meeting list of attendees to host company, if host requires one.
7. Investigate hosts and members who dropped memberships and encourage them to re-join.
8. Prepare and submit annual membership summary report to Chapter Board at 4th quarter meeting.

Programs Officer

1. Engage speakers for monthly Chapter meetings and DAMA Day.
2. Determine main topic and meeting format.
3. Send speaker's bio, presentation abstract, and photo to Web Services and Communication Officers.
Acquire speaker's presentation and send to Web Services Officer.
4. Negotiate the fee (if any) for the speaker.
5. Review all bills for fees and expenses submitted by the speaker and forward them to the Finance Officer for payment.
6. If required, handle arrangements for the speaker for a motel room, transportation to/from the airport as needed.
7. Conduct an annual membership interest survey to determine topics of interest to the members.
8. Schedule programs for the first three months of the next year beyond the expiration of the term of office for the Programs Officer.
9. Coordinate with the Facilities Officer to ensure smooth operations at the monthly meeting.

Facilities Officer

1. Establish which month host companies will host for the year.
2. Arrange for an intranet connection with host company.
3. If a host company is not available for a monthly meeting, reserve an appropriate room and arrange for refreshments at an outside facility.
4. For meetings held at hosting Corporate Members, ask to have the host company give a 15 minute presentation about something they are doing in Data Management and have the Programs Officer include this in the agenda.

5. Start and monitor the web conference meeting.

Finance Officer

1. Maintain financial accounts and produce quarterly reports on the Chapter balance sheet, income statement, and financial status. Provide appropriate recommendations to the board on budgets, fees, dues and expenses.
2. Collect annual membership fees.
3. Prepare and submit annual financial reports and supporting documentation to the Chapter board for review and approval each November. An approved copy is to be made available for review by general membership each December and entered into the chapter web site.
4. Responsible for all disbursements from the Chapter bank account.
5. Pay all fees and expenses for speakers, room/facility rental, refreshments, etc. Speaker fees should be reviewed and approved by the Programs Officer before payment is issued.
6. Handle all legal matters such as filing annual reports required for incorporation and maintaining tax exempt status, etc.

Web Services Officer

1. Manage all of the content on the DAMA-MN website.
2. Act as primary back-up for Facilities Officer at Chapter meetings for setting up web conferencing and telephone conference call.
3. Act as technical point of contact for communications about or from the web site and serve as focal point of contact for communication with web site host.
4. Handle all dealings with website host company.