

# Wisconsin DAMA Chapter By-Laws

## **VISION**

Dedicated to supporting and empowering the field of data management professionals by providing and supporting an open forum addressing issues and education related to this field.

## **MISSION**

- To provide a non-profit, vendor-independent association where data professionals can go for help and assistance.
- To create a trusted environment for data management professionals to collaborate and communicate

## **OBJECTIVES**

- To Promote and develop enterprise information management concepts and practices.
- To provide a forum for exchange of information, issues, ideas, experiences, resources and questions.
- To enhance the understanding of information and data as a key enterprise asset.

## **SCOPE**

The scope of the group will be governed by a list of topics of interest, which will evolve and change as members of the chapter see fit. Matters of consideration include data architecture management, data development, database operations management, data security management, reference and master data management, data warehousing and business intelligence management, document and content management, meta-data management, data quality management and data governance.

The group is application, industry and vendor independent. It reflects the widest possible scope relating to data management. Industry representation is as broad as possible.

## **I. EXECUTIVE BOARD OF DIRECTORS**

The executive board will comprise of the following elected officers:

### **1. PRESIDENT, WHOSE DUTIES INCLUDE:**

- A. Providing leadership and direction
- B. Coordinating the activities of various board functions
- C. Following up on designated tasks
- D. Presiding at board meetings
- E. Auditing financial records for completeness and accuracy

- F. Acting as chief liaison for Wisconsin DAMA to all outside groups
- G. Representing Wisconsin DAMA at other DAMA chapters and DAMA International

**2. VICE-PRESIDENT – PROGRAMS, WHOSE DUTIES INCLUDE:**

- A. Identifying presentation topics and speakers from the following areas:
  - Industry trends, publications and conference topics
  - Membership surveys
  - Other DAMA Chapter meeting notices
- B. Scheduling meetings
- C. Performing meeting arrangements, including facilities and speaker accommodations
- D. Coordinating with fellow board members to announce meetings to membership
- E. Ensuring quality programs through surveys, meeting feedback forms and follow-up

**3. VICE-PRESIDENT – MARKETING/MEMBERSHIP, WHOSE DUTIES INCLUDE:**

- A. Promoting the DAMA organization by:
  - Developing and distributing marketing materials
  - Publicizing upcoming meetings
  - Coordinating with fellow board members to notify membership of meetings
- B. Pursuing membership expansion in the following areas:
  - Across all industries, government and colleges
  - To include all of Wisconsin
- C. Developing membership services by:
  - Contacting non-renewing membership
  - Surveying membership for feedback on organization
  - Developing and maintaining membership profile or informal networking
  - Introducing new people to other members

**4. VICE-PRESIDENT – ON-LINE SERVICES, WHOSE DUTIES INCLUDE:**

- A. Coordinate and administer a communication forum for Wisconsin DAMA
- B. Ensure that the Website content is current and accurate which includes working with any authors who publish on the Chapter's Website
- C. Review Website regularly and update site as necessary
- D. Responsible for registration of the site
- E. Select and contract with Internet Service Provider
- F. Inform the board of any new pages or changes to the site and seek their approval for these changes.
- G. Coordinate with the DAMA International Vice-President of On-line and the Wisconsin DAMA website

**5. TREASURER, WHOSE DUTIES INCLUDE:**

- A. Keeping financial accounts

- B. Producing periodic balance sheet and transaction journal
- C. Collecting and recording dues and fees, and giving receipts
- D. Taking responsibility for all deposits and disbursements
- E. Producing financial reports to coordinate with meetings
- F. Communicating paid membership to VP of Marketing/Membership
- G. Submit to DAMA International a financial statement

**6. VICE PRESIDENT OPERATIONS, WHOSE DUTIES INCLUDE:**

- A. Keeping minutes (notes)of board meetings
- B. Manage the archives of the Wisconsin DAMA Board
- C. Review/Provide input on various topics outside of executive board meetings.
- D. Coordinate with fellow board members to communicate program announcements.
- E. Contribute to, and occasionally produce periodic Wisconsin DAMA newsletter and survey
- F. Manage annual processing (distribution and collection of signed copies) of the DAMA-I Code of Ethics from Executive Board.
- G. Ensure renewal of State incorporation status
- H. Create tactical committees as required; act as Chair for these committees, select members, run operations and report results to the board.
- I. Perform special tasks as assigned by the President
- J. Volunteer to assist with other duties as needed.

**7. 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 Vice President position. **WHOSE DUTIES INCLUDE:**

- A. Provides support for all responsibilities of the assigned Vice President position
- B. Must be approved by a majority of the voting Board of Directors
- C. Shadow is not eligible to vote for the assigned Vice President position at Board of Director's meetings unless directed in writing by the Shadow's assigned Vice President
- D. Shadow term of service is at the discretion of the assigned Vice President and the Board of Directors but cannot exceed two (2) years
- E. Shadow must sign annually and adhere to the DAMA International Code of Ethics
- F. Shadow may be nominated to the full position on the Board of Directors at the end of term for assigned Vice President or other Vice President position but is not eligible to run for the position of President

**8. Members at Large –** The board allows up to five (5) members at large. Members at large represent and are accountable to the general membership of the board. **WHOSE DUTIES INCLUDE:**

- A. Keeps the general membership informed about board activities via written and oral communications.

- B. Attends board meetings where feasible.
- C. Supports the completion of board members' work where requested. Fills in where there are gaps in capacity.
- D. Members at large are not eligible to vote.
- E. Must sign annually and adhere to the DAMA International Code of Ethics.

## **II. ELECTION OF OFFICERS:**

### **1. TERM OF OFFICE:**

- A. Each board officer will serve a term of one year, which will begin on January 1

### **2. ELIGIBILITY FOR OFFICE:**

- A. Each nominee must be from a certified Wisconsin DAMA member organization
- B. No more than two board officers may originate from the same Wisconsin DAMA member organization during any given term
- C. An elected board officer who becomes ineligible during their term will vacate the office at a date determined by a majority vote of the board of officers

### **3. NOMINATIONS:**

- A. The President of Wisconsin DAMA will act as chairperson of the nominating committee and will appoint the committee members
- B. Nominee may seek a maximum of one office in any one election
- C. Nominees must consent to being nominated and have the support of their member organization
- D. The nominating committee will commence soliciting nominations from the Wisconsin DAMA membership in September. The nominating committee will certify the nominee's eligibility
- E. Nominations must be received by the nominating committee in November

### **4. BALLOTING:**

- A. A Ballot showing all nominees, their DAMA member organization and a short profile will be communicated to each Wisconsin DAMA member organization in November
- B. Each Wisconsin DAMA member organization may submit only one ballot (i.e. one ballot per organization and not per person)
- C. All ballots must be returned to the nominating committee in December
- D. Ballot count will be certified by the chairperson of the nominating committee in conjunction with the rest of the committee
- E. Each winner of each position will be that nominee receiving a majority of the votes cast for that position
- F. In case of a tie, the winner will be determined by majority vote of the newly elected board officers

- G. Any office that is left vacant after the election process will be filled by appointment by the newly elected board of officers
- H. Election results will be announced in December

### **III. MEMBER ELIGIBILITY:**

1. The DAMA executive board will determine member eligibility.
2. Professional membership will be open to any person who desires to establish and/or promote data management concepts.

### **IV. CHAPTER ELIGIBILITY:**

In order for a local chapter to use the DAMA name and logo of the national organization DAMA International, it must join the DAMA organization and conform to the following provisions:

- A. By word and action, the positive promotion of data management concepts must be the group's prime focus
- B. Agree with the charter bylaws of DAMA International
- C. Submit to DAMA International the names, addresses and telephone numbers of their governing board and any changes
- D. Submit to DAMA International an up-to-date list with names and addresses of their current membership on an annual basis.
- E. Submit to DAMA International an annual financial statement
- F. Pay chapter dues at the appointed time

### **V. AMENDMENT OF BYLAWS:**

1. Amendments to these bylaws may be submitted as agenda items for DAMA board meetings.
2. Amendments to bylaws will be ratified by the majority vote of the DAMA executive board. The amendments may be rejected, adopted, postponed or retroactively enacted.
3. A simple ballot majority determines the ratification of an amendment.

### **VI. DUES AND FEES:**

1. Dues and fees for chapter members will be determined by the DAMA board.
2. Dues payable to the chapter will be assessed on a per corporation or individual basis, with the annual fee being determined by the DAMA board, pay able during the first quarter of the year.
3. Additional fees may be assessed with membership approval for the purposes of continuing the basic chapter functions, special purchases or special programs.
4. The DAMA board will determine the non-member charge for meetings and special programs.

### **VII. DAMA BOARD MEETINGS:**

1. The DAMA board will convene bi-monthly or as the need arises via teleconferencing or best means.
2. The President may call additional board meetings.
3. The agenda for board meetings will be determined by the President.
4. The Secretary will keep and publish minutes of all board meetings to the board members.
5. Minutes of the board meetings will always be open and accessible to all DAMA members.

#### **VIII. DAMA MEETINGS:**

Meetings for the general members will be held quarterly, on specific dates to be determined by the board.