

Wisconsin DAMA Chapter By-Laws

MISSION

Dedicated to furthering the understanding of the field of data management through providing and supporting an open forum addressing issues related to this field.

OBJECTIVES

- To Promote and develop enterprise information and data resource management concepts and practices.
- To provide a forum for exchange of information, problems, ideas, experiences, resources and questions.
- To enhance management's 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 strategic data planning, data modeling and logical design, standards and procedures, naming conventions, management commitment, documentation requirements and storage, forms design, records and forms management, manual/training development and dictionary usage.

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

- DAMA National Librarian
- 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. SECRETARY, WHOSE DUTIES INCLUDE:

- A. Keeping minutes (notes)of board meetings
- B. Review/Provide input on various topics outside of executive board meetings.
- C. Coordinate with fellow board members to communicate program announcements
- D. Contribute to, and occasionally produce periodic Wisconsin DAMA newsletter
- E. Volunteer to assist with other duties as needed.

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 chair person 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 chair person 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. Member eligibility will be determined by the DAMA executive board.
- 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.