



DAMA International

DAMA International Bylaws

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Document Control

Revision History

Date	Version	Description	Author
21 Oct 2015	04.20	Removed line about President not being able to run for President again to be in line with what was voted at the September 17, 2015 BoD meeting.	Joy Medved
17 Sep 2015	04.19	Updated Section IV: Board of Directors – Deleted office of VP of Research and Special Projects; Reordered offices listed to coincide with list of election preferences as described in Section IV.C. Updated Section V.B. Term of Office – Established term limits for all elected, appointed and nominated offices Updated Section IX.B. Chapter Membership Eligibility – Added definitions for “Active” and “Forming / Re-forming” Chapters Updated Section XII. Amendment to Bylaws – Added Ruling for defaulting to Robert’s Rules of Order for parliamentary procedure Fixed minor formatting throughout	Joy Medved
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 Shirude
14 Apr 2013	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)
31 Dec 2010	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

30 Nov 2010	04.14	Clarified the setting of the administrative fee for DAMA Direct Chapters in section XI.C.	Andres Perez
30 Sept 2010	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
30 Sept 2010	04.13	Minor grammar, spelling and formatting changes	Sue Geuens
31 Jul 2010	04.12	Revised affiliate awards participation (added “selecting awardees)	Andres Perez
04 Jun 2010	04.11	Revised Section II: <ul style="list-style-type: none"> o Clarified the statements for the mission, purpose and goals of the association o Added a statement for vision 	Andres Perez
31 Mar 2009	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
15 Mar 2008	04.09	Made clarifying corrections to the role of Ex-Officio Officer: ICCP Directors and the use of the term “vendor”	Andres Perez
13 Feb 2008	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
31 Dec 2007	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
31 Jul 2007	04.05	Minor corrections and edits. No material changes to the content	Andres Perez
31 Mar 2007	04.04	Renamed Presidents’ Council Liaison to Presidents’ Council Chairperson; added new role for the Presidents’ Council Vice Chairperson	Andres Perez
31 Dec 2006	04.03	Minor corrections and edits. No material changes to the content	Andres Perez
28 Feb	04.02	Included new roles and responsibilities for ICCP Directors, and ex-officio	Kathy Sivier

2006		officers	
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Revision Requests

Submit all requests for revisions to this document to the DAMA International Governance and Ethics Officer ethics@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

1. **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
2. **Vision:** DAMA International's vision is to be an essential resource to those who engage in information and data management
3. **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
4. **Goals:** DAMA International's goals are to:
 - a. Help practitioners become more knowledgeable and skilled in the information and data management profession
 - b. Influence practices, education and certification in the information and data management profession
 - c. Support DAMA members and their organizations to address their information and data management needs
 - d. Form alliances with other organizations with similar principles to strengthen the profession

III. ORGANIZATIONAL STRUCTURE

DAMA International is composed of the following bodies:

1. The Board of Directors
2. The Presidents' Council
3. The Board of Advisors

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.

4. 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 below.
 - a. 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:
 - b. 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
 - c. 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. 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

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.

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 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:

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

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, 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. 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. Coordinate with appropriate parties for proper execution of all DAMA developed or endorsed exams (e.g. CDMP)
3. Provide support to Chapters and members wanting to take any DAMA developed or endorsed exams (e.g. CDMP) or renew annual certifications
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. 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. Maintain proper attendance at board meetings

7. Be eligible to vote at Board of Directors' meetings
8. Sign annually and adhere to the DAMA International Code of Ethics
9. 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, 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:

1. Promote a positive image of DAMA International, The DAMA Foundation and DAMA Professional Groups
2. Perform Market research and marketing activities in support of DAMA International strategic plan and tactical needs
3. Coordinate and create promotional materials
4. Administer targeted publicity programs for DAMA International
5. Vote on all contracts with conference partners, vendors and DAMA International employees
6. Maintain proper attendance at board meetings
7. Be eligible to vote at Board of Director's meetings
8. Sign annually and adhere to the DAMA International Code of Ethics
9. 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
10. Coordinate the DAMA International speakers' bureau

11. Promote relationships with other professional societies and develop new non-chapter affiliate relationships
12. Manage the relationship with, and provide guidance and support for, all DAMA non-chapters affiliates
13. Plan and negotiate discounts for DAMA members
14. Vote on all contracts with conference partners, vendors and DAMA International employees
15. Communicate the evolution of the information management disciplines to the DAMA International community and the world at large
16. Promote the publishing of data administration and Data Resource Management communication pieces in industry publications with references to DAMA International and its principles
17. Coordinate and administer web-based communications
18. Serve on the Executive Committee when appointed

IV.I 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.J 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.K 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.L 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 Director's 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.M 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.N 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.O 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

Membership on the Board of Directors includes any elected, appointed or nominated role, including: President, Past President, all Vice Presidents, Board of Directors Shadow, Presidents' Council Chairperson, the Governance & Ethics Officer, all Ex Officio Officers, and all Advisors, as well as any other elected, appointed or nominated role, as defined by the Board of Directors, who regularly attends Board of Directors meetings and/or has access to Board of Directors' confidential information (including minutes) and/or decisions.

All members of the Board of Directors will be considered "Officers" of the Association and shall be held to all the duties and requirements thereof, and shall be required sign annually and adhere to, both the Code of Ethics and the Conflict of Interest Statement, as well as a Non-Disclosure Agreement, if applicable. Each Officer must also be and remain a DAMA International member in good standing, as well as a member in good standing of their respective DAMA chapter, if applicable, throughout his or her term of office, through payment of membership dues and fulfillment of any other stated membership responsibilities.

All Officers must also provide valid contact information to be use in the course of any and all DAMA-related business.

V.B Term of Office

Each Officer, whether elected, appointed or nominated, shall be expected to serve a minimum of one two-year term, and may be re-elected, re-appointed, or re-nominated, depending on the office, to no more than a total of three consecutive two-year terms for a single tour of office, as long as they continue to be a member in good standing and have successfully fulfilled all duties during their previous two-year term.

After fulfilling the maximum three consecutive two-year terms with a single office, the Officer must step down for a minimum of one two-year term, after which, they will be eligible to run for an additional tour of the same office, subject to another maximum of three consecutive two-year terms. During this "bye" term, the Officer is eligible to serve any office for which they are qualified, except the office for which they just served three two-year terms.

In filling vacancies for unexpired terms, an officer who has served more than half a term in an office (i.e. at least one full year) is considered to have served a full term. In other words, an interim appointment of more than one year will be calculated the same as having served one two-year term. An interim appointment of less than one year will be calculated the same as having not served, allowing the Officer to be elected or re-appointed for a maximum of three consecutive two-year terms.

Members may be re-elected, re-appointed, or re-nominated to any office they have previously held, but only if the position has not been held for more than the past five years, to include an interim appointment of at least one full year, with the exception of a Lifetime Advisor, whose position has no expiration.

The President will automatically assume the office of Past President at the end of their service. Past Presidents may be elected to other Board positions after their term as Past President has been served.

If an individual has served the maximum number of term limits and there is no one to take over the office, including President, with the Board of Directors’ approval and majority vote of voting officers, the incumbent may continue to hold the office until such time as a replacement can be found.

All members of the Board of Directors serve two-year terms, except for the Past President, who automatically serves until there is a new Past President to inherit the title and position.

Elections, appointments, and nominations for all offices will be staggered, as follows:

Odd Year Elections & Appointments (Term begins January 1 of even year)	Even Year Elections & Appointment (Term begins January 1 of odd year)
<ul style="list-style-type: none"> • VP Chapter Services • VP Conference Services • VP Marketing/Communications • VP Operations • VP Professional Development • President's Council Chairperson⁴ 	<ul style="list-style-type: none"> • Governance and Ethics Officer⁵ • VP Financial Services • VP Member Services • VP 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.

V.D Removal from Office

For any cause, an Officer may be removed from office by a two-thirds vote by the voting Officers of the Board of Directors (exclusive of the Past President and the Officer in question). Causes that may precipitate such action include but are not limited to:

1. Violation of ethical standards, including failure to sign the Code of Ethics and/or the Conflict of Interest Statement, as well as a Non-Disclosure Agreement, if applicable;
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 voting Officers)

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, “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.

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. If the individual appointed to fill the vacant position serves for at least one full year, they will be considered to have served a full two-year term of office for term of office purposes.

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 DAMA International and a DAMA 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.
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
 - a. If 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
 - b. Each DAMA Chapter may submit only one ballot, signed by the DAMA Chapter President (or stated designate) and dated appropriately
 - c. To be valid, all ballots must be returned to the nominating / elections committee by the indicated date in the *Election Calendar*
 - d. 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
 - e. The 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 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:
 - a. 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
 - b. The remaining offices will be determined in like manner in descending preference order until all offices are filled
 - c. 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:
 - a. President
 - b. Vice President, Member Services
 - c. Vice President, Chapter Services
 - d. Vice President, Conference Services
 - e. Vice President, Professional Development
 - f. Vice President, Finance (Treasurer)
 - g. Vice President, Operations
 - h. Vice President, Marketing & Communications
 - i. Vice President, 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 International 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.

1. “Active” Chapter Criteria include:
 - a. All current chapter Board of Directors Officers, as defined by these Bylaws, have returned signed by January 1st annually, the DAMA Code of Ethics (COE) and Conflict of Interest Statement
 - b. Annual Affiliation Agreement has been received by DAMA International
 - c. Annual Affiliation Fee has been received by DAMA International (fee waived for new chapters the first year)
 - d. Proof of proper organizational setup (not-for-profit or local equivalent) per local applicable laws has been received and aligned with the principals of the DAMA International (required as of 2016)
 - e. Chapter bylaws or local equivalent are available for review by all chapter members and are aligned with the principals of the DAMA International bylaws
 - f. Active chapter website (content is current and accurate), including clear identification of all Board members
 - g. Minimum of two (2) scheduled chapter events per year, which can include webinars, CDMP training, member meetings, or other similar event
 - h. Chapter Board member contact information (in English), including names, email addresses, phone numbers, and mailing addresses, per local applicable laws
2. “Forming / Re-Forming” Chapter Criteria include:
 - a. Forming / re-forming chapter has made a commitment to creating a Board of Directors to the DAMA International Vice President of Chapters, and is expected to be completed within an 18-month period after initial contact with DAMA International Vice President of Chapters
 - b. All current chapter Board members (as expected to be defined in the chapter bylaws and as the offices are established) have returned signed annual Code of Ethics (COE) for current calendar year to DAMA International
 - c. Annual Affiliation Agreement has been received by DAMA International
 - d. Annual Affiliation Fee has been received by DAMA International (fee waived for forming / re-forming chapters the first year)
 - e. Chapter bylaws or local equivalent are being developed through discussions with the DAMA International Vice President of Chapters, which are aligned with the principals of the DAMA International bylaws
 - f. Building an active chapter website (content is current and accurate), including clear identification of all Board members

- g. Minimum of two (2) scheduled chapter events, starting with first full year in operation, which can include webinars, CDMP training, member meetings, or other similar event
- h. Chapter Board member contact information (in English), including names, email addresses, phone numbers, and mailing addresses, per local applicable laws
- i. Determination of whether a chapter is dormant or reforming is subject to review of the DAMA International Board of Directors.

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 an 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, including all elected, appointed, and nominated individuals who sit on and/or regularly attends Board of Directors meetings and/or is regularly exposed to Board of Directors confidential information and decisions) by January 31 annually, or within 30 days after being elected, appointed or nominated to office
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 a professional association from their country (and state/province if applicable). For example, in the Unites 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 January 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:

1. Are legally registered as not-for-profit organizations (with respect to any requirements for such status in their country/ state of incorporation)
2. Are vendor⁶ independent
3. Were chartered or incorporated to establish or promote data administration / management or information resource management and its educational advancement; and
4. 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
3. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern DAMA International in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order DAMA International may adopt.

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.