

**DAMA Minnesota Bylaws**

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# MISSION

The Minnesota chapter (DAMA-MN) of DAMA International (DAMA-I) is dedicated to furthering the understanding of Data Management best practices, per the framework and guidance recommended by DAMA-I’s Data Management Body of Knowledge (DMBOK v2). The members of DAMA-Minnesota’s board seek to provide and support an open forum addressing related subjects and issues for our members and data management professionals across Minnesota’s industries.

# OBJECTIVES

1. Provide a forum for exchange of information, problems, ideas, experiences, best practices, resources, and questions in relation to but not limited to:-

- Areas covered by the DMBOK v2 DAMA-Wheel

- Areas covered by the DMBOK v2 Environmental Elements

Disruptive subjects and Technology innovations (Gartner Hype cycle,

Data Science, Artificial Intelligence, Machine Learning, Deep Learning,

Cryptocurrency, Big Data, Cloud, Analytics, Data Architecture, MarTech,

FinTech, HealthTech, Quantum Computing, Security, Privacy etc.)-

Gartner Magic Quadrant, Forrester Wave, Bloor Research etc.

1. Sponsor Data focused monthly meetings, conferences, workshops, and special interest groups to further the mission of the chapter by bringing local, national and international speakers on Data related matters to the Minneapolis-St. Paul community who have presented at various conferences such as EDW, DGIQ, MDMDG,TDWI, Gartner, CES, Strata Data, ACM, IEEE, MHTA, iOT Fuse, Digital Summit, MarTech, Dreamforce, Open Data, Oracle Open World, IBM Think, RSA Conference, BlackHat USA, Mobile World Congress, SXSW, SAP-Sapphire, SAP BI & Analytics, Amazon AWS, Amazon re:Invent, Microsoft Build, Microsoft Inspire, Microsoft Ignite, Cloud Data Summit, Google Cloud Next, Google I/O, and Apple World, etc.
2. Enhance the education, development, and advancement of data management professionals through our programming and share opportunities for industry certification through DAMA-I’s Certified Data Management Professional (CDMP) programs.

# BOARD OF DIRECTORS

1. The Board of Directors serves to represent the general membership and is charged with the strategic and tactical management of the chapter.
2. In 2019, the DAMA-MN Board made a decision to change the titles of elected board member positions from ‘Officer’ titles to ‘Vice President’ (VP) titles. This was done to attract more leaders in our community to participate and engage in board positions and to more closely align with titles used by numerous other DAMA chapters.

* In 2019, the DAMA-MN Board added non-elected but designated Assistant Vice-President (AVP) positions as a supporting role to their counterpart VPs. This will allow for succession planning for future VP level board members.
* In 2019 a recommendation was made to build workflows/swim lanes and segregation of duties for Board Members was suggested in order to streamline who gets to do what, when and in what order for some of our common routine activities such as hosting a chapter meeting (so as to not let the burden of routine operation rest only on a few board members).

In 2019 a recommendation was made to create a more simplified view our Membership structure while providing a clearer view of what each membership type offers (in relation to what Central Membership offers at the DAMA-I level). Individual and Corporate members have frequently brought up questions that appear not to be clear from what we have on our membership page.

1. DAMA-MN has traditionally been a Vendor Neutral venue during the past. This means we have not encouraged Vendors to pitch their wares at monthly chapter meetings. When vendors have presented, it has been in a format restricted to presenting Data Management Best Practices or Award Winning Solutioning that their clients have benefited from. As of our 2019 board meetings, no change is made to this principle – We continue to be a Vendor neutral for our presentations, although we are exploring vendor participation in sponsorship activities.
2. The DAMA-MN Board will make all organizational decisions not delegated to the membership and will be responsible for the day-to-day operations of the chapter.
3. The elected positions for DAMA-MN are President, VP of Communications, VP of Facilities, VP of Finance, VP of Member Services, VP of Programs, and VP of Web Services.
4. The designated (non-elected) AVP positions for DAMA-MN are AVP of Communications, AVP of Facilities, AVP of Finance, AVP of Member Services, AVP of Programs, and AVP of Web Services. These roles will be filled as DAMA members express interest in participating in DAMA-MN Board activities.
5. Length of term for all elected VPs will be one year. Length for all designated (non-elected) AVPs will also be one year.
6. Elected board members are elected individually.
7. To be elected or hold office, an individual must be a current paid member of DAMA-MN (either individual member or an employee of a current corporate member).
8. Each VP and AVP must sign and adhere to DAMA-I’s Code of Ethics (COE) and Conflict of Interest (COI) annually.
9. VPs and AVPs are required to make a good faith effort to attend all Chapter and Board meetings during their term. Chapter meetings are held monthly a minimum of 11 months of the year. Board meetings are held bi-monthly (I thought it was quarterly?).
10. If a VP or AVP 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 current chapter member, refusing to sign DAMA-I’s Code of Ethics and Conflict of Interest, or unable to conduct their monthly duties including, but not limited to, attending chapter/board meetings. The board reserves the right to motion the removal of a VP or AVP from their role for dereliction/violation of outlined duties. Once a motion is brought up, a super-majority vote (2/3rds agreement) is required to inform the board member of termination of their role with DAMA-MN
11. The term for a VP elected through a special election will coincide with the term of the VP being replaced. AVPs will be designated for the same term as well.
12. The election of VPs will take place at the December meeting. AVPs will be designated during this time or shortly thereafter.
13. For normal elections, a VP’s or AVP's term will begin immediately following the December election meeting. For special elections, a VP’s or AVP's term will begin immediately following the election.

# MEMBERSHIP

## Overview

1. The requirement for membership is an active interest in data management, services, products, or technology as either a user or potential user.
2. DAMA-MN is an affiliated chapter of DAMA-I and it abides by the DAMA-I COE and COI which governs the conduct of its VPs and AVPs, members, guest attendees, speakers, and presenters. These Bylaws are also in alignment with DAMA-I’s Bylaws.
3. In 2019 a recommendation was made to provide a simplified ‘A la Carte’ view of what comes with our Membership types (being put together).

## 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 and Bundle Administrator on DAMA-MN’s website. Each corporate membership has five (5) votes when voting in Board elections. If facilities permit, member corporations may send as many interested employees to monthly chapter meetings as they wish.
2. **Individual** - Membership for a specific individual. Each individual member has one (1) vote when voting in Board elections.
3. **Educational** – Provides membership benefits for instructors and students 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.
5. **Guest** – Provides temporary membership benefits for individuals interested in attending a monthly meeting to learn more about DAMA-MN prior to joining. Guest memberships allow for 1 “free” meeting per year (excluding DAMA-Day).

## Voting

1. Formal voting (includes voting for VPs, bylaw amendments, and all ballot votes):
   1. Individual members may cast one vote.
   2. Corporate members may cast a total of five votes per company. Votes may be split at the discretion of the corporation.
   3. 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 or closure of the voting period.
   4. Ballots must be received by the VP of Member Services/VP of Communications or their appointed substitute prior to the close of voting. Ballots may be mailed, hand delivered (e.g., during a chapter meeting), or submitted electronically by another method at the discretion of the VP of Web Services.
2. Informal voting (all other matters):
   1. Vote will be by voice or show of hands of persons present.

# FEES

To ensure high quality presentations, the association is required to charge annual membership fees. These fees will be used primarily to obtain guest speakers (including travel expenses) and to cover rental costs of facilities as needed. This is a Board of Directors decision and doesn’t require Membership voting. All expenses will be managed prudently to keep the cost of membership fees reasonable.

## 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 DAMA-MN web site.
2. All membership terms are one calendar year, starting from the date the membership was initiated.
3. After numerous years of Membership Fees being static, and with some renowned speakers being invited to the Chapter meetings and DAMA Day, a financial review recommended an incremental change in our fee structure. So the Board of Directors increased the membership fees in 2019 in order to sustain and continue to keep the monthly chapter meeting cadence we have established over the years. The new fees structure is now reflected on the website.

# MEETINGS

## Schedule

1. DAMA-MN meetings are typically held monthly on the morning of the third Wednesday of each month. Meeting details (date, location) are published on the DAMA-MN web site. In 2019 a decision was made to provide Members with an advance view of what meeting topics and speakers are coming up by exposing the next 3 months of meetings on the Website (even though we are planning a roster for the whole year from the convening of the newly elected board at the start of the year
2. Alternate dates may be determined by the VP and AVP of Programs.
3. The annual business meeting and Elections will be held during the December meeting.
4. DAMA-Day/Career Fair/Vendor Expo is held on the 3nd Monday/Tuesday in September
5. Board meetings are held Bi-Monthly/Quarterly

## Locations

1. To keep costs at a minimum, meetings will be held at Corporate Member locations whenever possible. The host company will be reimbursed as determined by the Board or receive a discount of membership fees.
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 Robert’s Rules of Order.
2. DAMA-Day format typically includes a speaker with at least 5-6hrs of material

# BYLAW AMENDMENTS

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 I**

**Duties of Elected DAMA VPs and AVPs**

## 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-I and other groups or functions.
5. Assist and coordinate the efforts of all VPs and AVPs in the performance of their responsibilities.
6. Appoint an individual who is not a VP or AVP (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 VP or AVP who is unable to complete their term, or for the complete term of DAMA VPs and AVPs for the next year.

## VP of Communications

1. Publish a monthly newsletter announcing upcoming Chapter meetings and other conferences at least 3 months in advance.
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 and maintain an annual marketing plan to increase attendance at Chapter meetings, DAMA Day, Career Fair, and Vendor Expo. Implement after Board approval.
6. Responsible for election ballot preparation and distribution; tabulate and communicate election results.

## VP of Member Services

1. Create and maintain an annual plan and membership targets to increase Corporate and Individual memberships. This includes contacting other corporations for membership and investigating hosts and members who dropped corporate memberships and encourage them to re-join.
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 conducting monthly audits of the DAMA-MN membership database. Audit will include reviews for outdated email addresses, cleanup of membership records, monitoring membership types, adding individually registered members to corporate bundles, monitoring for expiring memberships, and for guests who have attended more than one meeting who should be in an individual membership.
5. Provide list of members to DAMA-I as requested.
6. Provide a pre-meeting list of attendees to host company (if host requires one) and generating guest sign-in sheets and registration at monthly chapter meetings.
7. Prepare and submit annual membership summary report to Chapter Board at 4th quarter meeting.

## VP of Programs

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

## VP of Facilities

1. Establish the schedule of Corporate Member hosts for monthly chapter meetings for the year at least 3 months in advance.
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 by Corporate Member hosts, ask to have the host company give a 15-minute presentation about something they are doing in Data Management and have the Programs VP and AVP include this in the agenda.
5. Start and monitor the web conference meeting.

## VP of Finance

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 uploaded onto the DAMA-MN web site.
4. Manage 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 VP and AVP before payment is issued.
6. Handle all financial legal matters such as filing annual reports required for incorporation and maintaining tax exempt status, etc.

## VP of Web Services

1. Manage all of the content on the DAMA-MN website.
2. Act as primary back-up for Facilities VP and AVP at Chapter meetings for setting up web conferencing and telephone conference call.

Act as technical point of contact for communications about or from the DAMA-MN web site and serve as primary point of contact for communication with web site host.

## AVPs

1. AVPs will support their VPs in their designated roles and take direction from them. They can learn what it would take to become a VP and opt to run in a future election for a Board of Director position.