

**DATA ADMINISTRATION MANAGEMENT ASSOCIATION
NATIONAL CAPITAL REGION
(DAMA-NCR)**

BYLAWS

Established: August 18, 1988

Fourth Version February 2, 2010

TABLE OF CONTENTS

I. NAME.....	1
II. MISSION AND OBJECTIVES	1
A. PROVIDE A FORUM FOR EXCHANGE OF INFORMATION, PROBLEMS, IDEAS, EXPERIENCES, RESOURCES AND QUESTIONS RELATING TO THE ECONOMIC AND EFFECTIVE PRACTICE OF THE FIELD.	1
B. SPONSOR CONFERENCES, WORKSHOPS, AND SPECIAL INTEREST GROUPS TO FURTHER THE PURPOSE OF THE GROUP.	1
C. PROVIDE A CENTRAL REPOSITORY FOR INFORMATION RELEVANT TO THE ASSOCIATION'S MISSION.	1
D. COOPERATE WITH OTHER ORGANIZATIONS AND ASSOCIATIONS ENGAGED IN THE PRACTICE OR PROMOTION OF DATA ADMINISTRATION.	1
III. MEMBERSHIP	1
A. OVERVIEW	1
B. MEMBERSHIP TYPES.....	1
C. VOTING	2
D. NOMINATIONS	2
E. INDEPENDENT NOMINATIONS	2
IV. DUES / FEES.....	3
A. OVERVIEW	3
B. PAYMENT SCHEDULE	3
C. NON-MEMBER GENERAL MEETING ATTENDANCE FEE	3
D. OTHER CHARGES/FEES.....	3
V. GENERAL MEETINGS.....	3
A. SCHEDULE.....	3
B. LOCATION	3
VI. BOARD OF DIRECTORS	4
A. OVERVIEW	4
B. VOTING	4
C. MEETINGS	4
D. INFORMATION ON POSITIONS.....	4
E. RESIGNATION OR REMOVAL.....	5
VII. OFFICERS' RESPONSIBILITIES AND DUTIES	5
A. OVERVIEW	5
B. PRESIDENT	5
C. VICE PRESIDENT FOR MEMBERSHIP	6
D. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE	6
E. VICE PRESIDENT FOR PROGRAMS	7
F. VICE PRESIDENT FOR PUBLICITY	7
G. VICE PRESIDENT OF ONLINE SERVICES	7
THE VICE PRESIDENT OF ONLINE SERVICES IS RESPONSIBLE FOR PROVIDING DAMA-NCR WITH ONLINE ELECTRONIC COMMUNICATIONS SERVICES AND SUPPORT.....	7
H. SPECIAL ADVISOR TO THE PRESIDENT	8
I. COMMITTEES	8
VIII. FISCAL YEAR	8
IX. BYLAW AMENDMENT.....	8

A. THESE BYLAWS MAY BE AMENDED, REPEATED, OR ALTERED, IN WHOLE OR IN PART, (A) BY A MAJORITY VOTE AT ANY GENERAL MEETING; PROVIDED THAT A COPY OF ANY AMENDMENT PROPOSED FOR CONSIDERATION SHALL BE MAILED OR OTHERWISE TRANSMITTED TO EACH VOTING MEMBER AT LEAST THIRTY (30) DAYS PRIOR TO THE DATE OF THE MEETING, OR (B) BY APPROVAL OF THE MEMBERS THROUGH MAIL VOTE IN ACCORDANCE WITH THE PROVISIONS IN ARTICLE III. 8

B. ALL BYLAW AMENDMENT REQUESTS MUST BE SUBMITTED, IN WRITING, TO THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE OR AN APPOINTED SUBSTITUTE. REQUESTS SHALL BE SUBMITTED BY AN INDIVIDUAL MEMBER, A NAMED CORPORATE MEMBER, OR THE BOARD OF DIRECTORS. 8

X. RESTRICTIONS ON ACTIVITIES 9

A. THE ASSOCIATION SHALL USE ITS FUNDS ONLY TO ACCOMPLISH THE OBJECTIVES AND PURPOSES SPECIFIED IN THESE BYLAWS. 9

B. NO PART OF THE NET EARNINGS OR ASSETS OF THE ASSOCIATION SHALL BE DISTRIBUTED TO ITS MEMBERS, OFFICERS, OF OTHER PRIVATE PERSONS, EXCEPT THAT THE ASSOCIATION SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED IN DIRECT SUPPORT OF ITS MISSION. 9

C. NO PART OF THE ACTIVITIES OF THE ASSOCIATION SHALL BE DIRECTED TOWARDS INFLUENCING LEGISLATION OR INTERVENING IN POLITICAL CAMPAIGNS..... 9

XI. INDEMNIFICATION..... 9

XII. DISSOLUTION OF ASSOCIATION..... 9

Record of Version Changes

Version	Date of Change	Reason
First Modification	12-16-1992	Membership Year – Pages 7 & 9
Second Modification	October, 1996	Entire Document
Third Modification	May, 2000	Membership Year and outline numbering
Fourth Modification	May 7, 2006	Change principal office location to Reston, Va., add all Past Presidents consenting to serve as members of the Board, correct typos & misspellings, and change fiscal year in VII to commence on June 1 and end on May 31. Add record of Version Changes Page.
Fifth Modification	February 2, 2010	Added VP Online Services

BYLAWS

I. NAME

This association is the Washington, D.C. area chapter of The Data Administration Management Association - International. This chapter shall be known as the Data Administration Management Association - National Capital Region (DAMA- NCR).

The principal office of the association shall be in Reston, Virginia. The association may have other offices or conduct business in other locations as may from time to time be designated by the Board of Directors.

II. MISSION AND OBJECTIVES

DAMA-NCR is a non-profit association dedicated to the education and professional enhancement of its members in the field of Data Management including Data Administration, Database Administration, Data Analysis, Data Modeling, Data Quality Assurance, Data Standardization, etc., and to the promotion of Data Management and related activities as a recognized specialty. As such, it shall do the following:

- A. Provide a forum for exchange of information, problems, ideas, experiences, resources and questions relating to the economic and effective practice of the field.
- B. Sponsor conferences, workshops, and special interest groups to further the purpose of the group.
- C. Provide a central repository for information relevant to the association's mission.
- D. Cooperate with other organizations and associations engaged in the practice or promotion of Data Administration.

III. MEMBERSHIP

A. Overview

The requirement for membership is an active interest in Data Management issues, products, or technology and the payment of yearly membership dues.

B. Membership Types

Corporate

This consists of membership by a government agency, company, corporation or major division of a corporation. One corporate membership is equivalent to five individual memberships. The corporate member must identify by name the individuals holding its corporate membership. A corporate member may send five individuals to the general meetings. These individuals do not have to be the five individuals named in the membership.

Individual

Single membership held by a specific named individual.

C. Voting

1. Business meetings requiring formal voting or debate shall be governed by Roberts Rules of Order. In this situation, a quorum shall consist of 20 voting members or 10 percent of all voting members, whichever is fewer, including at least three elected officers.
2. A voting member is a dues paid member, either a paid individual or those individuals named in the corporate membership.
3. Formal votes, including voting for officials, charters and bylaw amendments, and all ballot votes, are conducted as follows:
 - a) Individual and named corporate members receive one ballot distributed in the newsletter prior to the meeting at which the vote is to be held.
 - b) Ballots must be received by the Vice President for Membership or an appointed substitute prior to the close of voting, which is the end of the general meeting at which the vote is held.
 - c) Ballot counts shall be certified by the Vice President for Membership and at least one other member of the Board of Directors.
 - d) A simple majority of ballots submitted shall determine the outcome.
 - e) In case of a tie vote, the outcome shall be determined by a vote of the current Board of Directors. In case where insufficient votes were received, the outcome shall be determined by a vote of the current Board of Directors.

4. Informal Votes

Vote shall be by a show of hands of persons present with a simple majority being the winner.

5. Mail votes

Whenever, in the judgment of the Board of Directors, any question shall arise which it believes should be put to a vote of the active membership and when it deems it inexpedient to call a special meeting or to hold the vote at a general meeting, the Board of Directors shall submit such a matter to the membership in writing by mail or other transmittal for vote and decision, and the question thus presented shall be determined according to a majority of the votes received by mail within 10 days after such submission to the membership, provided that in each case votes of 20 voting members or 10 per cent of all voting members, whichever is fewer, shall be received. Any and all action taken in pursuance of a majority mail vote in each such case shall be binding upon DAMA-NCR in the same manner as would be action taken at a duly called meeting.

D. Nominations

A call for candidates for the elected positions shall be distributed in the newsletter 2 months prior to the annual meeting. Members wishing to serve in an elected office shall signify their interest to the Vice President for Membership prior to the meeting preceding the annual meeting. At the general meeting preceding the annual meeting, candidates for office shall be announced. The Vice President for Membership shall notify the Vice President for Publicity, in writing, of the candidates for office in sufficient time for the ballot to be created and inserted into the newsletter sent prior to the annual meeting.

E. Independent Nominations

Nominations for elected officers shall also be made, endorsed with the names of not fewer than 5 voting members, if received by the Vice President for Publicity in sufficient time to inform the Vice President for Publicity, in writing, in sufficient time for the ballot to be created and inserted into the newsletter sent prior to the annual meeting. Nominations shall not be accepted from the floor. Write-in candidates receiving a majority of votes shall be considered duly elected.

IV. DUES / FEES

A. Overview

The association shall charge annual membership dues, the amount of which shall be determined by the Board of Directors. Dues shall be used to cover administrative costs of conducting business meetings and other administrative costs of the association.

B. Payment Schedule

1. Membership with voting privileges shall be activated upon payment of annual dues to the Vice President for Membership.
2. Corporate members shall be charged an annual fee larger than individual members.
3. The membership year shall start at time of dues payment and shall last for increments of one year.

C. Non-Member General Meeting Attendance Fee

There shall be a general meeting attendance fee charge per individual per meeting for non-voting members. This fee shall be fixed by the Board of Directors.

D. Other Charges/Fees

Costs for special functions shall be recovered by charges at those functions. Charges shall be fixed by the Board of Directors.

V. GENERAL MEETINGS

A. Schedule

1. A minimum of five general meetings shall be held annually. One meeting may be a special event not covered by the annual membership fees.
2. Members shall be notified of meetings by surface or electronic mail. Notification shall include meeting date, time, location, and other pertinent information (e.g., speaker(s), maps, parking, additional cost, etc.).

B. Location

1. Locations shall be held rent-free at member locations whenever possible.
2. The Board of Directors shall have authority to rent alternate facilities should special circumstances arise

VI. BOARD OF DIRECTORS

A. Overview

1. The Board of Directors shall have supervision, control, and direction of the affairs of the association, shall determine its policies or changes therein within the limits of the bylaws, shall actively execute its purposes and shall have discretion in the disbursement of its funds. It shall adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.
2. The Board of Directors shall consist of the elected officers of the association, designated committee chairpersons, special advisors, and Past DAMA-NCR Presidents who shall consent to assist and advise the President and elected Board Officers. Officers shall be elected at the end of their term at the final general meeting of the meeting year, designated as the annual meeting.
3. The elected positions on the Board of Directors consist of President, Vice President for Membership, Vice President for Administration and Finance, Vice President for Programs, and Vice President for Publicity. Appointed positions are Special Assistant to the President and Committee Chairperson.
4. For annual elections, new officers shall assume their responsibilities on the first of the month following the election. For special elections, an officer's term shall begin immediately following the election.

B. Voting

1. Voting privileges for Board members shall be held only by elected Board of Directors positions.
2. The majority of the voting members shall constitute a quorum at any meeting of the Board of Directors. Any meeting consisting of a fewer number may adjourn until a quorum is present.

C. Meetings

1. The President must call a minimum of four Board of Directors meetings per year, one per quarter, and may have more as required. Location of the meeting is determined by the President.
2. A majority of the Board of directors may call a meeting at any time, which shall be held at a place and time convenient to the majority of Board of Directors members.
3. Notifications of meetings shall be mailed or otherwise transmitted and shall include meeting date, time, and location. Regularly scheduled meetings must be announced to the general membership so that any interested member may attend.
4. Any member of the Board of Directors unable to attend a meeting shall notify the President or Vice President for Administration and Finance, prior to the meeting. If a Board of Directors member is absent from four (4) meetings for reasons which the Board of Directors fails to declare to be sufficient, then his/her resignation shall be deemed to have been tendered and accepted.
5. Elected officers shall be present at a minimum of four (4) general meetings a year, which may include attendance at a DAMA-NCR sponsored special event (e.g., symposium, master class). If attendance is not met for reasons which the Board of Directors fails to declare to be sufficient, then his/her resignation shall be deemed to have been tendered and accepted.

D. Information on Positions

1. Length of term for all elected offices shall be two years with elections held in such a way as to provide a one year overlap of terms. Terms of President, Vice President for Administration and Finance, and Vice President for Programs shall

be concurrent with one another. Terms of Vice President for Publicity and Vice President for Membership shall be concurrent with one another.

2. The term for an officer elected through a special election shall coincide with the term of the officer being replaced.

3. Officers are elected as individuals, not as corporate representatives

4. To be elected or hold office, an individual must be an individual voting member or a corporate voting member.

5. There cannot be more than two elected officers on the Board of Directors from the same corporation or organization at the same time.

6. If an officer becomes ineligible to hold office under the terms of item 4 or 5 above, the officer shall have a grace period of 90 days to reestablish eligibility or resign the office.

E. Resignation or Removal

1. Any elected officer may resign office by submitting a resignation letter to the President, Vice President for Administration and Finance, or the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President. This resignation shall not jeopardize membership rights.

2. Any Board of Directors member may be removed by a majority vote of the Board of Directors at any regular or special meeting at which a quorum is present. The said Board of Directors member shall be provided the opportunity to discuss his/her removal with the Board of Directors prior to the vote.

3. Alternatively, an officer may be removed from office through the following procedure:

a) A petition to recall, signed by 25 percent of the voting members, shall be read at a general meeting.

b) Notice of the petition shall be distributed to the membership in the newsletter following the general meeting at which the petition was read.

c) At the next general meeting, the petition shall be read again and voted upon. There must be 20 members or 10% of the general membership, whichever is fewer, present to vote. Approval by two-thirds of those present is required to effect the recall.

4. Special elections shall be conducted at the general meeting following the officer's resignation, removal, or ineligibility.

5. Until such special elections are held, vacancies in any office may be filled either by another Board of Directors member or by a voting member named by the President.

VII. OFFICERS' RESPONSIBILITIES AND DUTIES

A. Overview

The Board of Directors shall carry out the policy of the association and support and enforce the charter and bylaws.

B. President

The President shall be the principal elective officer of DAMA-NCR, shall preside at general and Board of Directors meetings, and shall be a member ex-officio, with right to vote, on all committees. He/She shall provide leadership and direction and also communicate to the membership or the Board of Directors such matters and make such suggestions as may in his/her opinion promote the welfare and increase the usefulness of the DAMA-NMR. He/She shall accomplish such other duties as are necessarily incident to the office or as may be prescribed by the Board of Directors, including:

1. Establish committees and appoint committee chairpersons.
2. Represent or designate another Board of Directors member to represent the chapter at all association functions.

C. Vice President for Membership

The Vice President for Membership shall maintain and increase DAMA-NCR membership and work with other Board of Directors members to further this goal. He/She shall maintain a current membership roster and mailing lists(s) and determine appropriate use of same. He/She shall provide leadership and direction and also communicate to the Board of Directors such suggestions as may in his/her opinion promote membership. He/She shall accomplish such other duties as are necessarily incident to the office or as may be prescribed by the Board of Directors, including:

1. Maintain current membership lists
2. Process new membership applications
3. Conduct surveys of members
4. Conduct any elections required during the Vice President's tenure according to the procedures described in the bylaws
5. Acts for the President during the temporary absence of the President

D. Vice President for Administration and Finance

The Vice President for Administration and Finance acts as the DAMA-NCR secretary and treasurer. As such, it is his/her duty to give notice of and attend all meetings of the Board of Directors, keep a record of all proceedings of chapter meetings, attest documents, prepare and maintain correspondence, and perform such other duties as are usual for the office.

In addition, he/she shall keep an account of all moneys received and expended for the use of the association, and shall make disbursements authorized by the Board of Directors. He/she shall collect dues and fees and deposit all sums in the bank(s)/trust companies/investment vehicles approved by the Board of Directors and shall make a regular report at each of the Board of Directors meetings of monetary activities. He/she shall prepare an annual budget if requested and submit it to the Board of Directors, an annual financial report, and arrange for preparation of any necessary taxes or legal documents required.

Funds, books, and vouchers in the Vice President for Administration and Finance's hands shall, with the exception of confidential reports submitted by members, at all times be subject to verification and inspection by the Board of Directors.

He/She shall provide leadership and direction and also communicate to the Board of Directors such suggestions as may in his/her opinion promote the welfare and increase the usefulness of the DAMA-NCR. He/She shall accomplish such other duties as are necessarily incident to the office of Vice President for Administration and Finance or as may be prescribed by the Board of Directors, including:

1. Approve publication of all association material and all outgoing correspondence
2. Maintain copies of all official administrative and financial documents and all correspondence
3. Process all requested charter and bylaw modifications
4. Acts as liaison between the Board of Directors and designated professionals or legal entities for legal and tax matters
5. Acts for the President during the temporary absence of the President and Vice President for Membership

E. Vice President for Programs

The Vice President for Programs shall arrange the format for each meeting (e.g., panel discussion, presentation, single speaker, etc.). He/She shall coordinate general meeting arrangements (e.g., size of room, audio-visual requirements, catering) with a representative of the host company. He/she shall keep the Board of Directors informed of meeting activities and proposed meeting topics. He/she shall be a member ex-officio, with right to vote, on the symposium committee and other program-related committees, such as master class planning. He/she shall coordinate with the Vice President for Publicity to ensure proper and timely notification of meetings and events is prepared and distributed to the membership. He/she shall cooperate with the Vice President of Membership to ensure members' needs are being met through the meeting format. He/She shall provide leadership and direction and also communicate to the Board of Directors such suggestions as may in his/her opinion promote the welfare and increase the usefulness of the DAMA-NCR. He/She shall accomplish such other duties as are necessarily incident to the office or as may be prescribed by the Board of Directors, including:

1. Conduct surveys of members' interests and reaction to each membership or special meeting
2. Provide guest speaker requirements and arrangements
3. Coordinate staffing of registration/sign-in table
4. Maintain a record of speakers and speakers' hand-out materials

F. Vice President for Publicity

The Vice President for Publicity shall prepare and distribute an association communication on a regular and timely basis, September through June. He/she shall ensure that ballots are distributed prior to the annual meeting or prior to the general meeting in which a vote shall be taken. He/she shall plan, coordinate, and ensure distribution of all publicity or informational announcements and notice of special activities sponsored by DAMA-NCR. He/she shall plan and coordinate preparation and distribution of proceedings and special publications. He/She shall keep the Board of Directors aware of activities of related organizations and identify opportunities for publicizing DAMA-NCR through these and other fora/media. He/She shall provide leadership and direction and also communicate to the Board of Directors such suggestions as may in his/her opinion promote the welfare and increase the usefulness of the DAMA-NCR. He/She shall accomplish such other duties as are necessarily incident to the office or as may be prescribed by the Board of Directors, including

1. Maintain a record of newsletters, publicity or informational announcements, and notices of special activities

G. Vice President of Online Services

The Vice President of Online Services is responsible for providing DAMA-NCR 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 members
 2. Manage and maintain various web resources of DAMA-NCR including electronic forums
 3. Assist the VP Communications and VP Marketing in the duties for communication, publication and promotion for DAMA-NCR
 4. Provide technical support to on-line membership database
 5. Be the liaison to web-related DAMA-NCR vendors including negotiating contracts and monitoring vendor performance
 6. Vote on all contracts with conference partners, vendors and DAMA-NCR employees
 7. Attend a minimum of three (3) DAMA-NCR Board of Directors' meetings each year
 8. Be eligible to vote at Board of Director's meetings
- H. Special Advisor to the President
An individual appointed by the President to advise and consult the Board of Directors in specific focused areas of interest, such as relocation of general meeting facilities, member benefits, legal issues, educational opportunities, policy development, etc. This individual serves at the pleasure of the President and shall have a one year term coinciding with that of the President. There shall be no more than three Special Advisors at any one time.
- I. Committees
The President, subject to the approval of the Board of Directors, shall annually appoint such standing, special, or subcommittees as shall be required to assist the Board of Directors in conducting the association's business and professional needs. The President, subject to the approval of the Board of Directors, shall also appoint ad hoc committees or task forces as shall be necessary. Committees and task forces shall have a fixed life span specified by the Board of Directors. All committees shall be subject to instruction from the Board of Directors. The committees and task forces shall be chaired by voting members who are appointed by the President and serve until a time fixed by the President. Committees may be abolished by majority vote of the Board of Directors prior to the initial fixed life span determination.

VIII. FISCAL YEAR

The fiscal year of DAMA-NCR shall commence on the first day of June and shall end on the 31st day of May.

IX. BYLAW AMENDMENT

- A. These bylaws may be amended, repealed, or altered, in whole or in part, (a) by a majority vote at any general meeting; provided that a copy of any amendment proposed for consideration shall be mailed or otherwise transmitted to each voting member at least thirty (30) days prior to the date of the meeting, or (b) by approval of the members through mail vote in accordance with the provisions in Article III.
- B. All bylaw amendment requests must be submitted, in writing, to the Vice President for Administration and Finance or an appointed substitute. Requests shall be submitted by an individual member, a named corporate member, or the Board of Directors.

X. RESTRICTIONS ON ACTIVITIES

- A. The association shall use its funds only to accomplish the objectives and purposes specified in these bylaws.
- B. No part of the net earnings or assets of the association shall be distributed to its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered in direct support of its mission.
- C. No part of the activities of the association shall be directed towards influencing legislation or intervening in political campaigns.

XI. INDEMNIFICATION

DAMA-NCR may, by resolution of the Board of Directors, provide for indemnification by the Association of any and all of its current or former Board of Directors members against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding, in which they or any of them are made parties, or a party, by reason of having been on the DAMA-NCR Board of Directors, except in relation to matters as to which such Board of Directors member or former Board of Directors member shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

XII. DISSOLUTION OF ASSOCIATION

In the event of dissolution of DAMA- NCR, all Assets of DAMA-NCR become the property of DAMA International. If for any reason the assets cannot be disposed of through DAMA International, they shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic non-profit organizations to be selected by the Board of Directors.