

DAMA New Jersey By-Laws

Approved as Revised: 1/1/2003

I. Organization Name

This Organization, incorporated as the Data Administration Management Association of New Jersey, Inc., is also known as:

- The Data Management Association of New Jersey
- DAMA New Jersey, or (in short)
- DAMA NJ.

II. Mission

DAMA NJ is a not for profit, vendor-independent professional organization dedicated to furthering the understanding of information/data resource management through providing and supporting an open forum addressing issues related to this field. Specifically, to

- Educate the chapter membership by holding meetings and seminars, conducted by leading practitioners, academics and published authors in field of data management.
- Affiliate with DAMA International and adhere to their Chapter Guidelines.
- Engage in activities which focus on the promotion of data asset management concepts and broaden the skills for the professionals in the field
- Advertise DAMA International and support their organizational purpose/goals,

III. Purpose and Goals

The purpose of DAMA New Jersey is to promote the understanding, development and practice of managing data to increase its asset value.

Specific goals identified for DAMA New Jersey are:

- To help practitioners become more knowledgeable in the field.
- To promote and enhance a positive image of data management.
- To define the role of data management.
- To provide a focal point for issues relating to data management practices.

IV. Board of Directors

- A. The Board of Directors shall consist of the elected officers of the organization.
- B. The Board will make all organizational decisions not delegated to the membership and will be responsible for the day-to-day operations of the organization.

V. Officers

A. Elective Positions

President

- 1. Provides leadership and strategic direction
- 2. Presides at board and membership meetings or delegates when unable to attend
- 3. Appoints committee chairs other than those already established
- 4. Represents chapter at all associated chapter or DAMA International functions
- 5. Assists all officers in the performance of their responsibilities
- 6. Select(s) board member(s) to be proxy/substitute for President's responsibilities in the absence of the Administrative Vice-President.

Program Vice-President

- 1. Responsible for meeting programming
- 2. Plans topics and featured speakers

Membership Vice-President

- 1. Responsible for maintaining membership database and keeping it current
- 2. Coordinates all elections
- 3. Chairs nomination committee
- 4. Distributes newsletter and other electronic information to members
- 5. Distributes member invoices

Marketing Vice-President

- 1. Develops and implements a marketing plan.
- 2. Responsible for press releases
- 3. Responsible for new members and marketing brochures
- 4. Maintain public awareness of DAMA NJ
- 5. Conducts surveys of members interests

Secretary/Librarian

- 1. Maintains association documentation
- 2. Provides a reference source for all relevant organizational documentation
- 3. Administratively assists other officers
- 4. Keeps and publishes meeting minutes
- 5. Handles association correspondence
- 6. Responsible for processing all charter modifications

Treasurer

1. Manages chapter bank accounts
2. Manages chapter payables
3. Produces and presents a chapter treasury report at each board meeting
4. Arranges for any tax filing and reporting
5. Collects membership fees and other receivables
6. Manages chapter Post Office box and collects mail.

B. *Administrative Vice-President*

The Immediate Past-President will serve as Administrative Vice-President

1. Provides continuity and guidance for the president.

C. *Appointed Positions*

From time to time, the President (advised by the Board) may find it appropriate to create and fill staff positions to assist the Board in the performance of its responsibilities.

D. *Information on Positions*

1. Length of term for all elected offices will be one year (January - December) unless the last scheduled meeting is cancelled or postponed. In that case, the previous Board will retain the authority to conduct an annual business meeting at the earliest opportunity.
2. Officers are elected as individuals.
3. To be elected or hold office, an individual must be a current member and in good for one year.
4. No more than two individuals from the same corporation or organization can hold board positions at the same time.
5. In order to be eligible for the position of President, the candidate must have held a previous elective position on the DAMA NJ Board.
6. Incumbents must be prepared to make a serious commitment in time and energy. They must be able to attend a minimum of six DAMA NJ Board Meetings per year.
7. Incumbents must communicate responses to email within five business days.
8. Minutes of Board of Directors meetings will be distributed within five business days.
9. If an officer becomes ineligible to hold office during his/her term he/she will have a grace period of ninety (90) days to re-establish eligibility or resign the office.
10. Special elections will be conducted at the meeting following any officer's resignation.
11. The term for an officer elected through a special election will coincide with the term of the officer being replaced.
12. The election of association officers will take place at the last scheduled meeting of the calendar year; said meeting will be held in November or December.

13. For normal elections: An officer's term will begin immediately following the election meeting. For Special Elections: An officer's term will begin immediately following the election.
14. An individual may serve no more than two consecutive elected terms in one position.
15. For any cause, an elected Officer may be removed from office by a two-thirds vote of the Board of Directors. Causes that may precipitate such action include but are not limited to:
 - 1) Violation of ethical standards;
 - 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 Officers)
16. The President at any time for any cause can remove an appointed officer.
17. The President or the appointed proxy/substitute will receive reimbursement of economy airfare travel and two nights hotel expenses to attend the DAMA International President Council.

VI. Membership

Membership in DAMA NJ shall be open to any individual or organization that supports the Mission of this organization and who subscribes to the Canons of Conduct of DAMA NJ and the DAMA International Code of Conduct.

- A. Active members are those individuals and organizations that are current with their dues
- B. Active members will receive an invoice for membership fees prior to their anniversary.
- C. Active membership in DAMA New Jersey includes membership in DAMA International.
- D. Renewal date for membership is based upon the individual or organization's anniversary date. The anniversary date is the date an individual/corporation applied for¹ membership.
- E. A member will become inactive if dues are more than three (3) months in arrears in regard to their anniversary date.

VII. Voting

- A. Formal Votes (includes voting for contested officers, charter and bylaw amendments, and all ballot votes)
 1. Notification of a vote with the appropriate number of ballots for each member will be received not later than seven (7) calendar days prior to the formal voting meeting.
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2. Ballots must be received by the Membership Vice-President or appointed substitute prior to the close of voting. Electronic ballots are acceptable.
 3. Affirmative vote is a majority of members casting ballots.
 4. Majority Confirmation Vote. If the majority of members do not vote a confirmation vote will be held at the next general membership meeting
- B. Informal votes
1. Affirmative vote will be by voice or show of hands by majority of members present.
 2. Informal votes may be called at the discretion of the Board for matters that pertain to other matters.

VIII. Fees

Fees will be used to support our speaker programs (including facilities, cost of refreshments, and guest speaker expenses), administrative functions and DAMA International affiliation dues. Costs for special functions will be recovered by minimal charges at those functions.

A. Membership Categories

1. Individual Membership: applies to those individuals who elect to participate in DAMA NJ's program without regard to any other affiliation.
2. Corporate Group Membership: allows up to three (3) individuals from a single organization to participate as members in DAMA NJ activities. Individual memberships may be converted to corporate memberships.
3. Enterprise Memberships: allows up to ten (10) individuals from a single organization to participate as members in DAMA NJ activities. Individual or corporate memberships may be converted to corporate memberships.
4. Vendor Memberships: allows up to ten (10) individuals from a single vendor organization to participate as members in DAMA NJ activities. Vendor members are permitted to exhibit at the annual DAMA Day and Vendor Day.

B. Membership Rates

The fees charged for each of the Membership Categories defined above will be established by the Board of Directors by majority vote and communicated via the DAMA NJ Newsletter and the DAMA NJ Website (www.dama-nj.org). Any change in fee structure will apply to the next anniversary and will be communicated in advance.

C. Other Fees

1. Walk-In Fees: Charged to non-members for attendance at Regular meetings. (Note: the Walk-in Fee is applicable towards any category of membership within two months with receipt.)
2. Special Event Fees. It is the policy of the Chapter not to charge members for normal business meetings. However, for certain meetings or special events, the Board of Directors may establish a meeting fee.

IX. Meetings

A. Schedule

1. Frequency of membership meetings will be established by the board and communicated to the membership as soon as possible.
2. Part of each membership meeting will be used to conduct appropriate chapter or DAMA International business.
3. Notification of meetings will be by newsletter and/or website and will include meeting date, time, and location, as well as any other pertinent information (e.g. maps, parking, additional costs).
4. Board of Directors meetings will be held monthly or more frequently as needed.

B. Logistics

1. Meetings will be held at member locations whenever possible.
2. The Board of Directors will have authority to select alternate facilities when special circumstances arise (e.g. short notice of cancellation, large attendance, lack of host facility.)
3. Facilities provider is invited to have a small number of additional attendees at no charge.
4. Vendor sponsor is invited to have literature and company representatives attend at no charge and are permitted to briefly address the membership.

C. Meeting Policy

1. Meetings are not to be used for selling of products or services.
2. Members are encouraged to network and pursue career opportunities.

D. Presentations

1. Absolutely no selling of products or services is permitted during the presentation
2. The presentation must teach or inform the membership.
3. Presenters are requested to provide presentation material (foils, slides, files) and a sufficient number of copies for the expected attendance.

E. Format

1. Membership Business meetings requiring formal voting or debate will be governed by Roberts Rules of Order.
2. All Board of Director meetings will be governed by Roberts Rules of Order.

X. Bylaw Amendment Procedure

1. All charter or bylaw amendment requests must be submitted in writing to the President or appointed substitute.
2. The Board of Directors will review each request and assign a level of urgency.
3. Urgent requests will be presented to the membership and voted on at the earliest convenient time.

4. Any non-urgent recommendations for By-Law changes will be presented at least one month in advance to the membership for vote at the annual business meeting.

XI. Canons of Conduct

In order that DAMA NJ may better achieve its stated purpose, the following Canons of Conduct are adopted and shall govern the conduct of all DAMA NJ members, member representatives and attendees. All such persons must, in connection with all DAMA NJ matters and activities:

1. Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play.
2. Refrain from engaging in any activity, which would violate the proprietary rights of their employers, DAMA NJ, or any other person or organization.
3. Abide by the Bylaws and policies of DAMA NJ.
4. Properly register and display appropriate credentials at DAMA NJ activities.
5. NOT engage in any sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes or policies of DAMA NJ.
6. NOT use the DAMA NJ name other than in the conduct of chapter business and as authorized by the Board of Directors.
7. NOT use the DAMA NJ membership list or any part thereof except in the conduct of chapter business and as authorized by the Board of Directors.
8. NOT use tape recorders or video cameras to record a presentation without prior permission from the speaker.