

DAMA CHAPTER AFFILIATION PROCESS
CHECKLIST TO MOVE TO THE AFFILIATED STAGE
V1.0

| STEP | MILESTONE | ACTIVITY | CONSIDERATIONS | CHECK |
|------|---|---|---|-------|
| A.1 | An independent legal organization is created | Produce a draft of the articles of incorporation or other document required by law to set up an independent legal entity; if allowed by law, the organization should be set up as a non-profit entity | <p>The legal entity must be created for the DAMA Chapter. Reusing a pre-existing legal organization created with different purpose is not allowed.</p> <p>Include relationship with DAMA International</p> <p>Entity purpose must be aligned to DAMA International's purpose, values and philosophy</p> <p>Regardless of whether the legal entity is organized as a not-for-profit entity (some jurisdictions do not allow them), the organizing document must include language prohibiting any individuals in the governance of the organization from receiving any financial benefit from their participation (other than reasonable compensation for services approved by the Chapter's governing body.)</p> <p>The organizing document also must include a provision prohibiting the organization from participating in partisan political campaigns on behalf of any candidate(s) for public office.</p> <p>A provision committing the organization to nondiscrimination must be included</p> <p>The name of the legal entity (Chapter Legal Name) can be the same or different from the Chapter Trade Name (the name to be used in online presence and all marketing materials). The Trade Name is the one that must be compliant with DAMA International Chapter Naming Convention (included in the Letter of Intent and in the Affiliation Agreement). Some jurisdictions do not allow Trade Names different from Legal Names. In this case, the Legal Name must follow the Chapter Naming Convention.</p> <p>It must be confirmed that the legal entity can be affiliated to a foreign not-for-profit organization, according to local laws.</p> | |
| A.2 | Organizing Documents are Reviewed and Approved by DAMA-I | Obtain DAMA-I review and approval of the DRAFT organizing documents before taking steps to create or register entity as required by local laws. | If local language is different from English, a translated DRAFT document must be submitted for review and approval by DAMA-I to chapters@dama.org | |
| A.3 | Submit to DAMA-I legal document confirming creation of entity. | Submit a copy of the government certificate or letter confirming creation of the legal entity | If the document is not in English, it's digital copy plus a simple English translation must be submitted to chapters@dama.org | |
| A.4 | Proof of Tax Id other Registration # is submitted to DAMA-I | Submit evidence of Tax Id or other government registration number assigned to the legal entity | If the document is not in English, it's digital copy plus a simple English translation must be submitted to chapters@dama.org | |
| A.5 | The Chapter Bylaws DRAFT document is submitted to DAMA-I | Create the Chapter bylaws to guide the Chapter | This document is different from the organizing document incorporating the legal entity. This one describes all the roles, committees, and groups that will operate the Chapter. A reference outline is available (1) | |
| | | Submit the DRAFT Chapter Bylaws to DAMA-I for review and approval | If the document is not in English, it's digital copy plus a simple English translation must be submitted to chapters@dama.org | |
| A.6 | All founding members have signed the latest DAMA-I Code of Ethics | Confirm that all the founding members have signed the latest Code of Ethics | If the latest version of the Code of Ethics was signed by original founding members in the phase to become a Forming Chapter, only additional founding members must sign it (2) | |
| A.7 | The Affiliation Agreement has been signed | Governing board approves the Affiliation Agreement by formal vote and authorizes President to sign and submit to DAMA-I | The Chapter President will receive through DocuSign the Affiliation Agreement. This must show the Chapter Legal Name and the Trade Name (if one) that accord with the Chapter Naming Convention). | |

(1) https://damaint.sharepoint.com/:b:/s/DAMAEExternalSharing/EUr03mE30ExHoux8V1_DWEIBW02Uooj9yUnnbmIl9oFFhg?e=IJO0fU

(2) <https://www.dama.org/cpages/dama-i-code-of-ethics-online>