



DAMA-I

DAMA Chapters Directive

Article I Purpose

The purpose of the DAMA® Chapters policy is to protect the interests of DAMA International® (“DAMA-I”) when expanding its presence internationally through the DAMA® Chapters throughout their life cycle.

Article II Definitions

TERM	DEFINITION
DAMA® Chapter	Local representation of DAMA-I through the creation of an independent legal entity that commits to no private inurement and no partisan political/election activity to develop the community of data management professionals, promoting the use of best practices in this matter.
Interested Party	The person that has applied for the creation of a new DAMA® Chapter through the submission of a request in the DAMA-I website.
Interest Abandoned	Status of a request for creating a new DAMA Chapter when the information submitted does not meet the requirements and six months have passed after DAMA-I indicated this.
Forming Chapter	First status of a Chapter after all the requirements (Signed Letter of Intent, the minimum number of founding members from different organizations, signed Code of Ethics) have been met, DAMA-I has approved this condition, and the Letter of Intent has been signed by DAMA-I President. The Letter of Intent includes the term in which the Forming Chapter must become an Affiliated Chapter. This term can be extended upon notification from the founding members’ Lead, with evidence of work in progress provided.
Affiliated Chapter	Status of a Chapter when all requirements (creation of a compliant independent legal entity,, Tax ID, Bylaws, and signed Affiliation Agreement) have been met, DAMA-I has approved this condition, and the Affiliation Agreement has been signed by DAMA-I President. An Affiliated Chapter is a legally independent entity.



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Disaffiliated Chapter

Condition for which relationship with DAMA-I is terminated either by being requested by the Chapter's president or legal representative or by action by the Board of Directors of DAMA-I.

Article III Principles

1. DAMA International® is a global not-for-profit organization represented internationally by independent organizations affiliated as DAMA® Chapters, inheriting mission, values, and vision.
2. DAMA® Chapters are independent legal entities affiliated with DAMA International® to contribute to its mission and vision.
3. DAMA® Chapters can be in any country where the law allows organizations or companies located there to sign an affiliation agreement with a non-for-profit corporation based in the USA.

Policies

Article IV

Creation of New DAMA® Chapters

All new DAMA® Chapters must follow the current standards established, related to:

- a) Legal feasibility
- b) Founding Members profile, organization, and location
- c) Naming convention
- d) Geographic scope

Article VI

Forming Chapters

1. Preexisting legal entities created for purposes other than contributing to the DAMA-I mission and vision cannot become Affiliated Chapters of DAMA-I.
2. Approved Forming Chapters must have their legal articles of incorporation validated by DAMA-I before they get signed off and approved by local legal authorities.
3. All Forming Chapters must create an internal set of Bylaws to guide how the Chapter will operate. These Bylaws must be reviewed and approved by DAMA-I.
4. Forming Chapters must complete all the requirements to become Affiliated Chapters within the term established in the Letter of Intent, measured from the date the Chapter was approved as a Forming Chapter. Failure to accomplish this without a written and approved justification will imply losing the entitlement of a Forming Chapter.



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Article VII

Affiliated Chapters

1. All Affiliated DAMA® Chapters must observe all the requirements included in the Affiliation Agreement they signed and provide the required information yearly to prevent disaffiliation.
2. When the articles of the legal entity are modified, they must be presented for review and approval by DAMA-I before they can be approved by local legal authorities.
3. If an existing Affiliated Chapter wants to expand its territorial scope, this must be approved by DAMA-I, considering:
 - a. Existence of other Chapters in the same territory
 - b. Need for expanding the scope
 - c. Resources and infrastructure to expand the scope
 - d. Level of maturity of the existing Chapter
 - e. Compliance with the Affiliation Agreement over the last three years



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APPENDIX A NEW CHAPTER STANDARDS

1. There must be diplomatic relations between the US and the country where the Chapter is proposed to be created.
2. At least three founding members must be from different employers/organizations/holdings
3. Three founding members, including the leader (President to be), must reside in the country where the Chapter is proposed to be created, within a radius around the city where the Chapter will be, that allows regular in-person meetings, which virtual meetings could complement.
4. The proposed name to operate (fictitious name, Doing Business As, Trade name) must follow the Chapter Naming Convention in the Affiliation Agreement (does not have to be the same as the legal name).
5. Confirm that the founding members are not in the OFAC list <https://sanctionssearch.ofac.treas.gov/>
6. At least 2/3 of the founding members must have a data management background.