

DAMA CHAPTER AFFILIATION PROCESS
CHECKLIST TO MOVE TO THE AFFILIATED STAGE

V2

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	The legal entity must be created for the DAMA Chapter. Reusing a pre-existing legal organization created with different purpose is not allowed.	
			Include relationship with DAMA International	
			Entity purpose must be aligned to DAMA International's purpose, values and philosophy	
			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.)	
			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.	
			A provision committing the organization to nondiscrimination must be included	
			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.	
			It must be confirmed that the legal entity can be affiliated to a foreign not-for-profit organization, according to local laws.	
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 operations	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	Submit evidence of ability to build the community			
		Ensure Individual Professional Member recruits identify your forming chapter in DAMA-I's AMS.		
A.7	Create and submit 3-year Strategic Objectives one pager			
			Document of your plan to give your fledgling chapter the best chance of thriving. A template with examples is available.	
A.8	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.9	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).	