Internal Rules / Bylaws

of DAMA North Macedonia Skopje

Version: Draft v1.0
Entity: Data Management Association DAMA North Macedonia Skopje
Short name: DAMA North Macedonia Skopje
International communication name: DAMA North Macedonia Skopje
Nature of document: Internal operational bylaws / internal rules adopted in accordance with the Statute of DAMA North Macedonia Skopje
Purpose: To regulate the practical governance, operational procedures, ethical standards, committees, membership administration, board work, event management, financial controls, sponsorship rules, reporting obligations, and daily functioning of DAMA North Macedonia Skopje.

1. Legal Basis and Relationship with the Statute

1.1 Legal Basis

These Internal Rules are adopted on the basis of the Statute of **Data Management Association DAMA North Macedonia Skopje** and serve as a practical governance and operational framework for implementing the Statute.

1.2 Subordination to the Statute

These Internal Rules are subordinate to the Statute. In the event of conflict between these Internal Rules and the Statute, the provisions of the Statute shall prevail.

1.3 Purpose of the Internal Rules

The purpose of these Internal Rules is to define the internal operating model of DAMA North Macedonia Skopje in more detail, including:

1. Practical governance procedures.
2. Membership administration.
3. Board of Directors operations.
4. Assembly preparation and execution.
5. Advisory Board cooperation.
6. Committee and working group management.
7. Ethics and conflict-of-interest handling.
8. Event and education management.
9. Sponsorship and partnership rules.
10. Financial control procedures.
11. Communication, transparency, and records management.
12. Alignment with DAMA International® principles and obligations.

1.4 Non-Legal Character

These Internal Rules do not replace the Statute and do not amend the legal rights and obligations established by the Statute. They are intended to support consistent, transparent, and professional implementation of the Statute.

2. Identity, Mission, and Operating Principles

2.1 Entity Name

The official name of the Association is:

Data Management Association DAMA North Macedonia Skopje.

The shortened name is:

DAMA North Macedonia Skopje.

In international communication, the Association uses:

DAMA North Macedonia Skopje.

2.2 Mission

DAMA North Macedonia Skopje exists for the voluntary association of individuals and legal entities interested in organizing, developing, and advancing data management practices through professional knowledge, ethical standards, good practices based on DAMA-DMBOK®, exchange of experience, professional cooperation, and support for data culture and data maturity in accordance with DAMA International® principles.

2.3 Non-Profit Character

DAMA North Macedonia Skopje operates as a non-profit entity. All income, assets, sponsorships, grants, membership fees, donations, and project revenues shall be used exclusively for achieving the goals and objectives of the Association.

2.4 Prohibition of Political and Religious Organizing

Political and religious organizing within DAMA North Macedonia Skopje is prohibited. No member may use membership, events, communication channels, or governance roles to pursue political or religious interests.

2.5 Vendor-Neutrality

DAMA North Macedonia Skopje shall operate as a vendor-neutral professional association. It shall not officially endorse, promote, or favor one commercial vendor, technology provider, consulting company, software solution, sponsor, or employer.

2.6 Non-Discrimination

The Association shall follow the principle of non-discrimination in membership admission, election of governing bodies, speaker selection, sponsor treatment, event participation, and public communication.

Discrimination is prohibited on the basis of race, ethnicity, gender, gender identity, age, sexual orientation, economic status, physical appearance, disability, political affiliation, religious affiliation, or any other protected or inappropriate basis.

2.7 Alignment with DAMA International®

DAMA North Macedonia Skopje shall align its work with DAMA International® principles, DAMA-DMBOK®, DAMA International® Code of Ethics, DAMA International® Code of Conduct, and chapter-related obligations applicable to affiliated or forming chapters.

3. Interpretation and Scope of Application

3.1 Persons Covered

These Internal Rules apply to:

1. Individual members.
2. Institutional members and their delegated representatives.
3. Honorary members, where applicable.
4. Board of Directors members.
5. Advisory Board members.
6. Committee and working group members.
7. Employees or engaged persons, where applicable.
8. Volunteers.
9. Speakers, trainers, moderators, and contributors.
10. Sponsors and partners when participating in Association activities.

3.2 Interpretation Authority

The Assembly has the authority to interpret the Statute. The Board of Directors may interpret these Internal Rules for practical operational purposes, provided that such interpretation is not contrary to the Statute.

3.3 Internal Acts

In addition to these Internal Rules, DAMA North Macedonia Skopje may adopt separate internal acts, including:

1. Rules of Procedure of the Board of Directors.
2. Membership Policy.
3. Code of Conduct.
4. Conflict of Interest Policy.
5. Sponsorship and Partnership Policy.
6. Financial Controls Policy.
7. Event and Speaker Policy.
8. Data Protection and Records Management Policy.
9. Election Procedure.
10. Communication and Brand Use Policy.

4. Membership Administration

4.1 Membership Categories

Membership categories are those defined by the Statute:

1. **Individual member** – a natural person professionally or academically interested in the field of data management.
2. **Institutional member** – a legal entity that supports or applies good data management practices.
3. **Honorary member** – a person with exceptional contribution to data science, data ethics, or data management practice.

The Board of Directors may establish additional classes of non-voting supporters or contributors in accordance with the Statute.

4.2 Member in Good Standing

A member is considered to be in good standing if the member:

1. Has been admitted in accordance with the Statute.
2. Is registered in the member register.
3. Has paid the applicable annual membership fee.
4. Has accepted the Statute, these Internal Rules, the Code of Conduct, ethical rules, and conflict-of-interest policies.
5. Is not suspended or subject to termination of membership.

4.3 Membership Application Procedure

The practical membership procedure shall be as follows:

1. The applicant submits a written or electronic application to the official email of DAMA North Macedonia Skopje.
2. The Secretary verifies whether the applicant meets the conditions stated in the Statute.
3. If the application is complete, the Secretary submits it to the Board of Directors for decision.
4. The Board of Directors approves or rejects the application by majority vote of members present.
5. If approved, the Secretary informs the applicant of the membership fee obligation.
6. After payment, the Secretary enters the applicant into the official register of members.
7. Membership rights begin from the date of registration in the member register.

4.4 Institutional Member Representative

Each institutional member shall designate an authorized representative for participation in the Assembly. The representative shall be authorized through a written power of attorney or other acceptable written confirmation.

4.5 Membership Register

The Secretary maintains the member register. The register shall include, at minimum:

1. Full name or legal entity name.
2. Membership category.
3. Contact details.
4. Date of admission.
5. Payment status.
6. Voting status.
7. Representative details for institutional members.
8. Suspension or termination status, where applicable.
9. Data protection consent or relevant processing basis.

4.6 Annual Membership Fee

The Board of Directors determines the annual membership fee. The decision shall specify:

1. Amount of fee by membership category.
2. Payment deadline.
3. Payment method.
4. Consequences of non-payment.
5. Any exemptions, discounts, or special conditions.

4.7 Non-Payment of Fees

A member who fails to pay the annual membership fee within sixty days from notification, or by the date of the Annual Assembly, shall lose the right to vote and may be suspended or expelled by decision of the Board of Directors in accordance with the Statute.

4.8 Membership Termination Procedure

Before terminating membership, the Board of Directors shall:

1. Notify the member in writing of the reasons for proposed termination.
2. Provide at least thirty days for written response.
3. Review any response submitted by the member.
4. Adopt a final decision.
5. Notify the member of the final decision.
6. Update the member register.

4.9 Honorary Members

Honorary members are selected by the Board of Directors and presented to the next Assembly. Unless otherwise decided by the Board, honorary members do not have the same rights, duties, or responsibilities as voting members.

5. Rights, Duties, and Responsibilities of Members

5.1 Member Rights

Members in good standing have the right to:

1. Attend regular and extraordinary Assemblies.
2. Vote at the Assembly if all statutory conditions are fulfilled.
3. Elect and be elected to governing bodies if eligible.
4. Participate in activities, events, working groups, and projects.
5. Receive regular information about Association activities.
6. Initiate proposals within the goals and objectives of the Association.
7. Request inspection of use of funds in accordance with the Statute.
8. Exercise other rights under the Statute and internal acts.

5.2 Member Duties

Members have the duty to:

1. Respect the Statute.
2. Respect these Internal Rules and other internal acts.
3. Respect decisions of the Assembly and Board of Directors.
4. Pay the annual membership fee where applicable.
5. Act in accordance with the mission and values of DAMA North Macedonia Skopje.
6. Avoid acting contrary to the goals, reputation, or interests of the Association.
7. Respect ethical standards, confidentiality, professional conduct, and conflict-of-interest rules.
8. Use DAMA® identity responsibly and only in accordance with approved rules.

5.3 Prohibited Member Conduct

Members shall not:

1. Use membership for political or religious organizing.
2. Use membership primarily for personal commercial gain.
3. Misrepresent the Association's official position.
4. Present personal opinions as official DAMA North Macedonia Skopje positions.
5. Use the Association to promote unauthorized vendor interests.
6. Damage the reputation, work, or mission of the Association.
7. Harass, discriminate against, intimidate, or abuse other members or participants.
8. Misuse member data, event participant data, confidential information, or intellectual property.

6. Assembly Operating Rules

6.1 Role of the Assembly

The Assembly is the highest body of DAMA North Macedonia Skopje. It exercises the powers defined in the Statute, including election and dismissal of governing bodies, adoption of the Statute and amendments, adoption of annual reports and financial plans, and decisions on termination of work.

6.2 Annual Assembly

The regular Annual Assembly shall be held once per year. The Annual Assembly should include at least:

1. Verification of quorum.
2. Adoption of agenda.
3. Review and adoption of annual work report.
4. Review and adoption of financial report.
5. Review and adoption of work plan / program.
6. Review of membership status.
7. Review of Board of Directors report.
8. Review of Advisory Board report.
9. Elections, where applicable.
10. Strategic priorities for the following year.

6.3 Extraordinary Assembly

An extraordinary Assembly may be convened in accordance with the Statute:

1. At the request of at least one third of the members.
2. At the request of a majority of the Board of Directors.
3. In other cases requiring urgent Assembly decision.

6.4 Notice of Assembly

The invitation to the Assembly shall be sent to all members at least ten and no more than thirty days before the date of the Assembly.

The invitation shall include:

1. Date and time.
2. Physical location or electronic access link.
3. Proposed agenda.
4. Method of participation.
5. Voting method.
6. Materials or instructions for accessing materials.
7. Deadline and procedure for agenda amendments.

6.5 Assembly Materials

At least five days before the Assembly, materials shall be delivered electronically to members, including where applicable:

1. Draft decisions.
2. Reports.
3. Financial statements.
4. Work plans.
5. Candidate materials.
6. Voting procedure.
7. Proposed amendments to acts.

6.6 Quorum

The Assembly may meet and work if more than half of the total number of members with the right to vote participate physically or electronically.

If quorum is not achieved, the Assembly may be postponed and reconvened within seven days with the same agenda.

6.7 Voting

Each member entitled to vote has one vote. Assembly decisions are made by majority vote of members present unless the Statute requires a different majority.

6.8 Secret Ballot

Secret ballot shall be used where required by the Statute or where proposed by members and supported by majority of members present.

6.9 Verification Committee

For secret ballot procedures, a three-member Verification Committee shall be formed from members of the Assembly. The Committee shall determine election results and prepare a report that becomes part of the Assembly minutes.

6.10 Assembly Minutes

Assembly minutes shall be prepared by the elected minute taker and signed by the President or Chairperson, the minute taker, and at least one present member elected by the Assembly.

The minutes shall include:

1. Date, time, and place or online platform.
2. Attendance and quorum confirmation.
3. Agenda.
4. Summary of discussion.
5. Decisions adopted.
6. Voting results.
7. Election results.
8. Action items.
9. Attachments and reports.

7. Board of Directors Operating Rules

7.1 Role of the Board of Directors

The Board of Directors is the executive and management body responsible for implementing Assembly decisions, managing the Association’s operations, preparing internal acts, managing property and funds, determining membership fees, preparing reports, and ensuring proper functioning of DAMA North Macedonia Skopje.

7.2 Composition

The Board of Directors has at least five and at most seven members. The President and Vice President are automatically members of the Board of Directors.

7.3 Board Mandate

The mandate of Board members is three years, with the right to re-election, subject to the limitation that a person may not serve more than two consecutive mandates in the same position.

7.4 Monthly Meetings

The Board of Directors shall meet at least once per month. Meetings may be held physically or electronically through a suitable teleconferencing platform.

7.5 Convening Board Meetings

Board meetings are convened by the President:

1. On the President’s own initiative.
2. At the request of at least two Board members.
3. When required for urgent operational decisions.

7.6 Board Agenda

The proposed agenda should be circulated before the meeting and may include:

1. Approval of previous minutes.
2. Membership applications and membership status.
3. Financial update.
4. Event and program planning.
5. Committee reports.
6. Sponsorship and partnership proposals.
7. DAMA International® coordination.
8. Communications and public activities.
9. Ethics or conflict-of-interest issues.
10. Decisions and action items.

7.7 Quorum and Voting

The quorum for Board meetings is a simple majority of the total number of Board members. Decisions are made by majority vote of members present unless the Statute or internal acts require a different threshold.

7.8 Written / Email Voting

Where a Board session cannot be held or in urgent cases, the Board may decide by written or email vote.

The procedure shall be:

1. The draft decision and supporting materials are sent to Board members.
2. A deadline for response is set, not shorter than twenty-four hours.
3. Board members vote in writing or by email.
4. The decision is adopted by majority vote of Board members.
5. Minutes are prepared within five days.
6. The decision is confirmed at the first following regular Board meeting.

7.9 Board Minutes

Minutes shall be kept for each Board meeting and shall include:

1. Date and format of meeting.
2. Participants.
3. Quorum confirmation.
4. Agenda.
5. Decisions.
6. Voting results.
7. Conflicts of interest declared.
8. Action items, owners, and deadlines.

7.10 Attendance by Members

Every member of DAMA North Macedonia Skopje has the right to attend a Board meeting. Interested members shall notify the Board in writing at least one day before the scheduled meeting.

Members attending Board meetings may observe and may speak when invited by the President, but they do not vote unless they are Board members.

7.11 Board Member Expenses

Board members shall not receive compensation for serving on the Board. Reasonable expenses connected to Association matters may be reimbursed only with Board approval and appropriate documentation.

8. President, Vice President, Secretary, and Treasurer

8.1 President

The President represents DAMA North Macedonia Skopje and implements policies adopted by the Assembly and Board of Directors.

The President shall:

1. Represent and advocate for the Association before national, regional, and international institutions.
2. Maintain alignment with the Statute and DAMA International® principles.
3. Convene and lead Board meetings.
4. Convene the Assembly in accordance with the Statute.
5. Propose the work program for the mandate.
6. Oversee implementation of the work program.
7. Submit periodic and annual reports to the Board.
8. Maintain regular communication with donors, partners, networks, and relevant organizations.
9. Act as account signatory where applicable.
10. Protect the Association's vendor-neutral, non-profit, professional, and ethical position.

8.2 Vice President

The Vice President supports the President and replaces the President in cases of absence, disability, or permanent incapacity.

If the President's mandate ends before a new President is elected, the Vice President acts as Acting President for no more than six months.

8.3 Secretary

The Secretary shall:

1. Keep minutes of Assembly and Board meetings.
2. Maintain the member register.
3. Manage official records, archives, and documents.
4. Support membership application administration.
5. Issue certificates and written documents upon authorization of the President or Board.
6. Maintain records of internal acts, policies, and decisions.
7. Support annual reporting requirements.

8.4 Treasurer

The Treasurer shall:

1. Manage financial resources.
2. Keep records of income and expenses.
3. Propose financial reports to the Board and Assembly.
4. Monitor membership fee payments and other income.
5. Ensure legal and transparent budget management.
6. Prepare quarterly financial summaries for the Board.
7. Maintain documentation for all payments, reimbursements, sponsorships, donations, and grants.

9. Advisory Board Operating Rules

9.1 Role

The Advisory Board supervises the correctness of the work of DAMA North Macedonia Skopje, the implementation of programs, and the correctness of financial operations.

9.2 Composition

The Advisory Board consists of a President and two members elected by the Assembly.

9.3 Meetings

The Advisory Board meets at least twice per year, in June and December.

9.4 Reporting

The Advisory Board shall prepare a report for the Assembly covering:

1. Correctness of program implementation.
2. Financial oversight observations.
3. Governance observations.
4. Recommendations for improvement.
5. Any concerns requiring Assembly attention.

9.5 Cooperation with the Board of Directors

The Board of Directors shall provide the Advisory Board with reasonable access to reports, financial summaries, minutes, and other materials necessary for supervision.

10. Committees and Working Groups

10.1 Establishment

The Board of Directors may establish committees and working groups to support the goals and operations of the Association.

10.2 Areas of Work

Committees and working groups may be formed in areas including:

1. Data governance.
2. Data structures and data architecture.
3. Data management.
4. Data literacy.
5. Data quality.
6. DAMA-DMBOK® education.
7. CDMP® awareness and preparation.
8. Events and conferences.
9. Membership and community.
10. Partnerships and sponsorships.
11. Public-sector and academic cooperation.
12. Communications and publications.

10.3 Committee Charter

Each committee or working group should have a short charter approved by the Board, defining:

1. Name.
2. Purpose.
3. Scope.
4. Chairperson.
5. Members.
6. Duration.
7. Deliverables.
8. Reporting frequency.

9. Decision rights.

10.4 Authority

Committees and working groups may prepare proposals and implement approved activities but may not bind the Association legally, financially, or publicly unless explicitly authorized by the Board.

10.5 Reporting

Committee chairs shall report to the Board at least quarterly, or more frequently where required.

11. Elections and Appointments

11.1 Election Principles

Elections shall be conducted transparently, fairly, and in accordance with the Statute.

11.2 Candidate Requirements

Candidates for President and Board of Directors shall submit:

1. Short CV.
2. Proposed work program for the mandate.
3. Declaration of acceptance of the Statute and internal acts.
4. Conflict-of-interest declaration.

11.3 Candidate Distribution

Complete candidacies shall be shared with the membership no later than five days before the Assembly.

11.4 Election Result

A person is considered elected if supported by majority vote of members present at the Assembly, unless otherwise required by the Statute.

11.5 Mandate Limits

Mandate limits shall be applied as defined in the Statute.

11.6 Vacancies

If the number of Board members falls below the statutory minimum or a member resigns before the end of mandate, an extraordinary Assembly shall be convened within thirty days to elect additional members.

11.7 Dismissal Procedure

Dismissal proposals shall be submitted in writing, explained, and submitted to the Assembly through the Board of Directors. The procedure and deadlines shall follow the Statute.

12. Ethics and Code of Conduct

12.1 Ethical Standard

All members, governing body members, committee members, volunteers, speakers, sponsors, and participants shall act with integrity, accountability, transparency, professionalism, and respect.

12.2 DAMA International® Ethics

Members of the bodies of DAMA North Macedonia Skopje are obliged to act in accordance with the Code of Ethics of DAMA International® and contribute to preserving the reputation and values of DAMA North Macedonia Skopje.

12.3 Prohibited Conduct

The following conduct is prohibited:

1. Harassment, discrimination, intimidation, or abusive conduct.
2. Political or religious organizing within Association activities.
3. Misuse of DAMA® name, membership, logo, affiliation, or materials.
4. Unauthorized commercial promotion.

5. Misrepresentation of official Association positions.
6. Breach of confidentiality.
7. Conflict-of-interest abuse.
8. Manipulation of membership, elections, or voting.
9. Misuse of personal data.
10. Conduct harmful to the reputation, work, or goals of the Association.

12.4 Ethics Complaints

Complaints may be submitted in writing to the President, Secretary, Board of Directors, or Advisory Board.

Where a complaint concerns one of these persons or bodies, the conflicted person shall be excluded from the process.

12.5 Complaint Handling

The Board of Directors may:

1. Request written statements.
2. Hold interviews.
3. Review documents and communication.
4. Consult the Advisory Board.
5. Adopt corrective measures.

12.6 Corrective Measures

Depending on severity, corrective measures may include:

1. Warning.
2. Request for correction or apology.
3. Temporary suspension from activities.
4. Removal from committee or working group.
5. Proposal for dismissal from governing body.
6. Suspension or termination of membership.
7. Notification to DAMA International®, where appropriate.

13. Conflict of Interest

13.1 Definition

A conflict of interest exists when a member, Board member, Advisory Board member, committee member, employee, volunteer, sponsor, or partner has a personal, financial, employment, vendor, client, political, organizational, or other interest that may influence or appear to influence decision-making within DAMA North Macedonia Skopje.

13.2 Disclosure Obligation

Any actual, potential, or perceived conflict of interest must be disclosed without delay.

13.3 Recusal

A person with a conflict of interest shall abstain from discussion and voting on the relevant matter.

13.4 Recording Conflicts

Declared conflicts and recusals shall be recorded in the minutes of the relevant meeting.

13.5 Conflict Register

The Secretary may maintain a conflict-of-interest register for Board members, Advisory Board members, and committee chairs.

13.6 Annual Declaration

Board and Advisory Board members should submit an annual conflict-of-interest declaration.

13.7 Vendor and Sponsor Conflicts

Special care shall be taken where Board members or committee members are employed by, own, represent, or are commercially connected to vendors, sponsors, consulting firms, training providers, or technology companies active in the data management field.

Such relationships are not prohibited, but they must be disclosed and managed to preserve DAMA North Macedonia Skopje's neutrality.

14. Financial Controls and Use of Funds

14.1 Sources of Financing

DAMA North Macedonia Skopje may acquire funds and income from:

1. Membership fees.
2. Contributions.
3. Donations and gifts.
4. Grants.
5. Projects.
6. Services.
7. Sponsorships.
8. Other lawful activities.

14.2 Use of Funds

Funds may be used only for the goals and objectives of the Association, including:

1. Events and conferences.
2. Education and training activities.
3. Community development.
4. Administrative expenses.
5. Communication and website costs.
6. Legal, accounting, and compliance costs.
7. DAMA International®-related activities.
8. Publications and professional content.
9. Approved projects and programs.

14.3 Budget

The Treasurer prepares the annual financial plan for review by the Board and adoption by the Assembly.

14.4 Financial Reporting

The Treasurer shall provide:

1. Monthly or quarterly financial updates to the Board.
2. Annual financial report to the Assembly.
3. Specific financial reports for grants, sponsors, or projects where required.

14.5 Expense Approval

The Board shall adopt a Financial Controls Policy defining approval thresholds, documentation requirements, signatories, reimbursement procedure, and payment authorization rules.

Until such policy is adopted, all material expenses shall require Board approval.

14.6 Reimbursement

Reasonable expenses may be reimbursed only if:

1. They are connected to approved Association activities.
2. They are supported by invoices, receipts, or equivalent documentation.
3. They are approved by the Board or authorized person.
4. The person claiming reimbursement was not involved in approving their own reimbursement.

14.7 Inspection of Funds

Every member has the right to request inspection of the use of funds and income by written request to the Board of Directors, in accordance with the Statute.

15. Sponsorships, Partnerships, and Donations

15.1 Sponsorship Principles

Sponsorships may support the work of DAMA North Macedonia Skopje, provided that they do not compromise independence, ethics, neutrality, or professional credibility.

15.2 Board Approval

All sponsorships and material partnerships require prior approval by the Board of Directors.

15.3 Written Terms

Sponsorship and partnership arrangements should be documented in writing and include:

1. Sponsor or partner name.
2. Purpose of cooperation.
3. Financial or in-kind contribution.
4. Benefits provided.
5. Branding rights.
6. Speaking or content rights, if any.
7. Duration.
8. Neutrality and non-endorsement statement.

15.4 No Governance Rights

Sponsors, donors, and partners do not receive governance rights, voting rights, Board seats, editorial control, or control over DAMA North Macedonia Skopje activities unless this is explicitly allowed by the Statute and approved by the Assembly.

15.5 Non-Endorsement

Acceptance of sponsorship does not constitute endorsement of a sponsor’s products, services, methodologies, tools, or commercial offerings.

15.6 Sponsored Content

Sponsored sessions or content must be clearly identified as sponsored or partner-supported. Educational sessions should remain professional, transparent, and non-misleading.

16. Events, Education, and Certification Activities

16.1 Event Types

DAMA North Macedonia Skopje may organize:

1. Conferences.
2. Meetups.
3. Webinars.
4. Trainings.
5. Workshops.
6. Roundtables.
7. Study groups.
8. Certification preparation activities.
9. University cooperation activities.
10. Public-sector and industry forums.

16.2 Annual Program

The Board of Directors prepares a detailed annual program of activities, which is adopted by the Assembly at the beginning of each year.

16.3 Event Approval

Events should be approved by the Board or by a committee authorized by the Board.

Approval should consider:

1. Alignment with the Association’s goals.
2. Educational value.
3. Budget and funding.
4. Speaker credibility.
5. Sponsor involvement.
6. Vendor-neutrality.
7. Logistical feasibility.
8. Communication requirements.

16.4 Speaker Selection

Speakers shall be selected based on expertise, relevance, integrity, and contribution to data management practice.

Speaker selection shall avoid improper discrimination and shall seek balanced representation from professional, academic, public-sector, and industry communities.

16.5 DAMA-DMBOK® and CDMP® Activities

Activities related to DAMA-DMBOK® and CDMP® shall be presented accurately and in alignment with DAMA International® rules and current official information.

DAMA North Macedonia Skopje shall not misrepresent certification authority, examination rules, eligibility, pricing, pass requirements, or official DAMA International® content.

16.6 Event Data

Registration and attendance data shall be processed only for legitimate Association purposes and in accordance with personal data protection regulations.

17. Communication, Publicity, and Brand Use

17.1 Public Character of Work

The work of DAMA North Macedonia Skopje is public and is ensured through transparent work of its bodies, availability of reports and materials, website publication, media communication, press releases, and direct appearances of authorized representatives.

17.2 Official Channels

Official channels may include:

1. Website.
2. Official email.
3. LinkedIn page.
4. Newsletters.
5. Event platforms.
6. Other channels approved by the Board.

17.3 Authorized Communication

Only the President, Vice President, or persons authorized by the Board may issue official statements on behalf of DAMA North Macedonia Skopje.

17.4 Personal Opinions

Personal opinions of the President, Board members, Advisory Board members, members, or speakers do not automatically reflect the official position of DAMA North Macedonia Skopje.

17.5 DAMA® Name and Logo

The DAMA® name, logo, chapter identity, and related materials shall be used only in accordance with DAMA International® rules, the Statute, and Board-approved communication guidelines.

17.6 Website Information

The Association website should include, where applicable:

1. Official name and chapter identity.
2. Mission and objectives.
3. Board and contact information.
4. Statute or summary of governing documents.
5. Internal rules or relevant policies.
6. Membership information.
7. Event calendar.
8. DAMA International® affiliation statement.
9. Code of Conduct or ethics reference.
10. Information on DAMA-DMBOK® and CDMP® aligned with official DAMA International® sources.

18. Records Management and Data Protection

18.1 Official Records

The Association shall maintain records including:

1. Statute and amendments.
2. Internal Rules and other internal acts.
3. Assembly minutes.
4. Board minutes.
5. Advisory Board reports.
6. Member register.
7. Financial records.
8. Annual reports.
9. Work plans.
10. Sponsorship and partnership agreements.
11. Conflict-of-interest declarations.
12. Committee charters.
13. Event records.

18.2 Responsibility

The Secretary is responsible for administrative records. The Treasurer is responsible for financial records. The President and Board of Directors are responsible for ensuring proper governance and oversight.

18.3 Personal Data

Member, participant, speaker, sponsor, and partner data shall be processed in accordance with applicable personal data protection regulations.

18.4 Confidentiality

Board members, Advisory Board members, committee members, volunteers, employees, and engaged persons shall protect confidential information obtained through Association activities.

18.5 Access to Records

Members may request access to non-confidential Association records. The Board may refuse or limit access where disclosure would violate privacy, confidentiality, legal obligations, sponsor obligations, or legitimate Association interests.

19. DAMA International® Alignment and Reporting

19.1 Affiliation Alignment

DAMA North Macedonia Skopje shall maintain its operations in line with the principles, standards, and chapter expectations of DAMA International®.

19.2 Board Membership Expectation

Where required by DAMA International®, at least three Board members, including the President and two additional Board members, should be individual DAMA International® members.

19.3 Code of Ethics Acknowledgement

Board members should formally acknowledge DAMA International® Code of Ethics and the Association's internal ethical rules.

19.4 Annual Reporting Pack

The Board should prepare an annual reporting pack containing:

1. Board members, roles, contact details, and mandate terms.
2. Membership categories and member counts.
3. Annual activity report.
4. Financial summary.
5. Education and certification-related activities.
6. Partnerships and sponsorships.
7. Governance changes.
8. Key risks and priorities for the following year.

19.5 Changes to Governance Information

Changes to Board composition, official contacts, website information, or chapter identity should be updated promptly and communicated where required.

20. Employment, Engagements, and Volunteers

20.1 Employment and Engagements

The Board of Directors is responsible for employment procedures and may form a committee for employment-related matters.

20.2 Volunteers

Volunteers may support events, communications, administration, education, or projects.

Volunteers shall:

1. Respect the Statute and internal acts.
2. Protect confidential information.
3. Avoid unauthorized public representation.
4. Follow instructions from the responsible Board member or committee chair.

20.3 External Experts

The Association may engage external experts, trainers, moderators, consultants, accountants, legal advisors, or service providers when approved by the Board and where budget allows.

20.4 Conflict of Interest in Engagements

Engagements involving Board members, their companies, employers, close associates, or related entities must be disclosed and managed under conflict-of-interest rules.

21. Annual Planning and Reporting Cycle

21.1 Annual Work Plan

At the beginning of each year, the Board of Directors prepares a detailed program of activities for adoption by the Assembly.

21.2 Recommended Planning Areas

The annual work plan should include:

1. Strategic priorities.
2. Events and conferences.
3. Membership growth.
4. DAMA-DMBOK® education.
5. CDMP® awareness and preparation.
6. Academic cooperation.
7. Public-sector cooperation.

8. Regional and international cooperation.
9. Sponsorship and funding plan.
10. Communication plan.
11. Budget and financial plan.

21.3 Periodic Review

The Board shall review progress against the annual plan at least quarterly.

21.4 Annual Report

The annual report should summarize:

1. Activities implemented.
2. Membership development.
3. Financial performance.
4. Partnerships and sponsorships.
5. Educational impact.
6. Governance decisions.
7. Challenges and risks.
8. Priorities for the next year.

22. Risk Management and Reputation Protection

22.1 Reputation Protection

All members and representatives shall protect the reputation of DAMA North Macedonia Skopje and DAMA International®.

22.2 Key Risks

The Board shall monitor risks including:

1. Vendor capture or commercial misuse.
2. Political or religious misuse.

3. Financial mismanagement.
4. Conflicts of interest.
5. Misuse of DAMA® brand.
6. Low member engagement.
7. Data protection breaches.
8. Non-compliance with the Statute or law.
9. Public communication risks.
10. Misrepresentation of CDMP® or DAMA-DMBOK® content.

22.3 Escalation

Material risks shall be documented and escalated to the Board. Where appropriate, the Advisory Board or Assembly may be informed.

23. Amendments to These Internal Rules

23.1 Proposal

Amendments to these Internal Rules may be proposed by:

1. The President.
2. The Board of Directors.
3. The Advisory Board.
4. A committee authorized by the Board.
5. A written proposal from members.

23.2 Approval

These Internal Rules may be amended by decision of the Board of Directors unless the proposed change affects matters reserved for the Assembly by the Statute.

Where a proposed amendment affects rights of members, Assembly procedures, elections, termination of work, or other matters regulated by the Statute, the amendment shall be submitted to the Assembly where appropriate.

23.3 Alignment Review

Before adoption, the Board shall ensure that amendments are consistent with:

1. The Statute.
2. Applicable law.
3. DAMA International® principles and obligations.
4. Existing internal acts.

24. Transitional and Final Provisions

24.1 Initial Application

These Internal Rules apply from the date of adoption by the competent body of DAMA North Macedonia Skopje.

24.2 Existing Decisions

Existing decisions of the Assembly and Board of Directors remain valid unless they are contrary to the Statute or these Internal Rules.

24.3 Matters Not Regulated

All matters not regulated by these Internal Rules shall be regulated by the Statute, other internal acts, applicable law, or decisions of the competent bodies.

24.4 Adoption

These Internal Rules were adopted by decision of the Board of Directors / Assembly of DAMA North Macedonia Skopje on: **[insert date]**.

Signed:

President: ____________________________ **Secretary:** ____________________________
Vice President: ______________________ **Treasurer:** ____________________________

Appendix A: Recommended Internal Acts to Adopt

1. Rules of Procedure of the Board of Directors.
2. Membership Policy.
3. Code of Conduct.
4. Conflict of Interest Policy.
5. Sponsorship and Partnership Policy.
6. Financial Controls Policy.
7. Election Procedure.
8. Event and Speaker Policy.
9. Data Protection and Records Management Policy.
10. Communication and Brand Use Policy.

Appendix B: Board Meeting Agenda Template

1. Opening and quorum confirmation.
2. Approval of agenda.
3. Approval of previous minutes.
4. President's update.
5. Membership applications and status.
6. Financial update.
7. Events and program update.
8. Committee and working group updates.
9. Partnerships and sponsorships.
10. DAMA International® coordination.
11. Communication and website update.
12. Ethics, conflicts of interest, and risk issues.
13. Decisions and resolutions.
14. Action items, owners, and deadlines.
15. Date of next meeting.
16. Closing.

Appendix C: Assembly Preparation Checklist

1. Board decision to convene Assembly.
2. Draft agenda.
3. Notice sent 10 to 30 days before Assembly.
4. Materials sent at least 5 days before Assembly.
5. Voting member list prepared.
6. Institutional member representatives verified.
7. Quorum calculated.
8. Candidate materials distributed, where applicable.
9. Voting method defined.
10. Verification Committee prepared for secret ballot, where applicable.
11. Minute taker proposed.
12. Draft decisions prepared.
13. Attendance list prepared.
14. Minutes and adopted decisions archived after Assembly.

Appendix D: Committee Charter Template

Committee / Working Group name:
Type: Standing / temporary / advisory
Purpose:
Scope:
Chair:
Members:
Term or duration:
Responsibilities:
Deliverables:
Decision rights:
Reporting frequency:
Required records:
Approval date:

Appendix E: Annual Reporting Pack Template

1. Official entity name and chapter name.
2. Board members, roles, contacts, and mandate terms.

3. Advisory Board members.
4. Membership categories and member counts.
5. Activities and events implemented.
6. DAMA-DMBOK® and CDMP®-related activities.
7. Financial summary.
8. Partnerships, sponsorships, and donations.
9. Communication channels and public visibility.
10. Governance changes.
11. Ethics or conflict-of-interest matters.
12. Main risks and mitigation actions.
13. Priorities for the following year.