

Bylaws of the DA UK Intergroup

*These were agreed in Jan 2010, with amendments agreed in Jan 2018, and Jan 2023.
There may be other changes in between that have not been incorporated.*

1. Name and purpose UK Intergroup of D.A. exists for the purpose of:

- a) furthering the D.A. program
- b) carrying the message in accordance with the 12 steps, 12 traditions and 12 concepts
- c) serving the D.A. groups within the UK
- d) promoting unity among D.A. groups within the UK
- e) interacting with other intergroups, regions and the World Service Conference (WSC) of D.A.

2. Membership

- a) Membership of the D.A. UK Intergroup is open to the representative of any D.A. group within the UK that is registered with Intergroup. A group is formed of 2 or more people who wish to abstain from new unsecured debt, who abide by D.A. traditions, meet regularly, and define themselves as a group.
- b) Each group is responsible for registering its name, time and meeting place with the Intergroup secretary; this registration is for an indefinite term
- c) Each group is responsible for registering itself annually with the WSC

3. Meetings

- a) Meeting times and places will be decided at previous meetings and notification to groups will be by Intergroup Representatives (IRs) or officers, in the Minutes, and on the D.A. UK website (<https://debtorsanonymous.org.uk>). Any D.A. UK group members may attend.
- b) In order to conform to the service position descriptions in the DAMS, it was agreed that each UK group would elect an Intergroup Representative (IR) to attend Intergroup on their behalf. Each IR has a vote at Intergroup. The UK Intergroup had previously named this role GSR (General Service Rep). After hosting the World Service Conference in 2022, we know that the GSR represents their individual group at the World Service Conference (WSC). The IR & GSR are two separate roles. Some groups may choose to elect one member to fulfil both roles but it is recommended to have different members elected for each, especially after the GSR has attended a WSC to allow them to concentrate on their additional workload within the committees they have joined.
- c) For clarity, during attendance at Intergroup, the representing member will be recognised as the IR. Each group has one IR (or their substitute), who has a voting right (unless they are officers of Intergroup) at Intergroup meetings and AGMs.
- d) Special meetings will be held as required with notice.
- e) Agreement is reached by simple majority voting. In the case of an indeterminate vote, the Chair will have the casting vote.

- f) Only IR's can vote on D.A. UK issues. Non- IR's (Intergroup officers and other attendees) may participate, but not vote. This ensures that all significant decisions represent the collective devolved will of the groups. All people present may vote on issues relating to the meeting itself, such as the location of the meeting, or the timing of a break in the meeting).
- g) Five IR's will constitute a quorum, even in the AGM when others may vote. In the absence of a quorum, issues may be discussed, but no D.A. UK decisions may be voted on.
- h) There will be an Annual General Meeting, normally in January, at which any Bylaws may be amended or confirmed, and at which an annual spending plan and visions for the coming year are agreed. The AGM will be open to all D.A. members in the UK, who may all participate and vote.

4. Composition of Intergroup

The D.A. UK Intergroup will include the following officers. Abstinance requirements¹ and normal length of service are also given below.

Position ²	Length of service	Abstinance requirements (length of abstinance from new unsecured debt; minimum no. of PRGs received) ³⁴	Can also be IR
<i>Chairperson</i>	<i>2 years</i>	<i>1 year; 2 PRGs</i>	No
<i>Vice chairperson</i>	<i>2 years</i>	<i>1 year; 2PRG's</i>	Yes
<i>Secretary</i>	<i>2 years</i>	<i>1 year; 2 PRGs</i>	No
<i>Treasurer</i>	<i>3 years</i>	<i>1 year; 2 PRGs</i>	No
<i>Literature officer (admin)</i>	<i>2 years</i>	<i>6 months; 2 PRGs</i>	Yes
<i>Loner support</i>	<i>2 years</i>	<i>6 months; 1 PRG</i>	Yes
<i>Intergroup Service Representative (ISR)</i>	<i>3 years</i>	<i>1 year; 2 PRGs</i>	Yes
<i>Outreach officer and other outreach roles (email/phone contact etc)</i>	<i>2 years</i>	<i>6 months; 1 PRG</i>	Yes
<i>Public Information Officer</i>	<i>2 years</i>	<i>6 months; 1 PRG</i>	Yes
<i>Events Coordinator</i>	<i>2 years</i>	<i>6 months; 1 PRG</i>	Yes

¹ "We practice solvency (abstinance from debting) by not incurring unsecured debt one day at a time. Unsecured debt is any debt that is not backed up by some form of collateral, such as a house or other asset." From Tools of Debtors Anonymous

² Additional officers may be appointed if considered necessary by IR

³ Positions for service at the meetings themselves (tea, set up etc), if they exist, do not have abstinance requirements.

⁴ Intergroup suggests that IR have 6 months abstinance, although this is each group's decision, and new groups in particular may waive this requirement in order that they have a IR

<i>Online Meetings Coordinator</i>	<i>2 years</i>	<i>6 months; 1 PRG</i>	<i>YEs</i>
<i>EMEA Rep</i>	<i>3 years</i>	<i>1 year; 2 PRG's</i>	<i>Yes</i>
<i>Webmaster / meetings list Coordinator</i>	<i>2 years</i>	<i>6 months; 1 PRG</i>	<i>Yes</i>

5. Election of Officers ('trusted servants')

- a) *Officers will be elected when positions become vacant and will serve for the agreed period from when they start their service.*
- b) *Any committee member who has the stated recovery requirements and who is willing, is eligible for service as an Intergroup officer. A vote may be carried out to approve reduced requirements on a case-by-case basis.*
- c) *The nominee must be present at the time of election and receive a majority vote.*
- d) *No member will serve for more than two consecutive terms in the same office.*
- e) *Vacancies will be notified to all member groups*
- f) *An Intergroup Officers position will become vacant if they miss 2 meetings in a row with no communication with Intergroup*

6. Duties of the officers

Chairperson: Convenes and conducts the meetings and has the final authority on all matters relating to the conduct of the meeting. Formulates and prepares the agenda and approves the minutes. Coordinates the workings of the Intergroup committee. Negotiates with outside bodies to ensure the interests of Intergroup. Receives, acknowledges, and responds to requests on behalf of the group and transmits these requests to the group. Delegates duties to others. Keeps the committee focused on the mission, visions, and goals of D.A. Intergroup. Will normally act as one signatory of the D.A. UK bank account.

Secretary: Prepares and circulates the Minutes, and a bulleted summary for IR's in a timely manner (normally within one week of an Intergroup meeting) once they have been confirmed by the Chair. Minutes/notifications of a change of officers is sent to them. Notifies members of the Intergroup about the meetings. Will normally act as one signatory of the D.A. UK bank account. Maintains an up-to-date list of IR's for groups, and their contact details, together with the webmaster.

Treasurer: Keeps proper account of all Intergroup finances. Prepares a written annual treasurer's report. Ensures funds are available for essential current requirements, with a prudent reserve (normally 6 months estimated expenditure).

The treasurer:

- Must have a PRG when creating the spending plan for the AGM.
- Conducts all financial business on behalf of Intergroup, liaising with the literature secretary, the webmaster/web hosting service, the phone line service, and the bank.
- Ensures that all these services are paid for and kept current.
- Will normally act as one signatory of the D.A. UK bank account.

Literature Officer: Maintains a stock of D.A. literature, normally purchased from the US. Responds to requests for literature from groups in a timely fashion. Liaises with the Treasurer regarding the costs of the literature, and the payments received. Ensures that the information on the website is accurate and up to date.

ISR: Acts as the representative of D.A. UK Intergroup at World Service Conference, liaising between the two bodies. Attends the WSC and serves on WSC committees during the year. Ensures that the D.A. UK Intergroup is registered annually with WSC.

Outreach officer: Coordinates outreach with new potential members of D.A. and loners (people who do not live close to a meeting). Keeps a record of location of loners and puts loners who live near each other in touch if appropriate. The outreach officer, or a delegated D.A. member, will monitor and respond to emails, telephone messages and postal enquiries from potential D.A. members. Develops and coordinates initiatives to support potential D.A. members and loners. The contact roles (of the Outreach Officer or a delegated DA member) have the following responsibilities:

- **Email contact:** *Receives and responds to online enquiries via the D.A. website and forwards these to the relevant committee members (e.g. outreach or PI) where necessary*
- **Telephone contact:** *Receives and responds to telephone enquiries via the D.A. phone line and forwards these to the relevant committee members (e.g. outreach or PI) where necessary*

Public Information Officer: Provides information in response to requests from the general public, the media, professionals and institutions, website and internet enquiries. Provides information and spreads awareness of the availability of Debtors Anonymous to employee assistance programs (EAPs), churches, suicide prevention hotlines, fairs, institutions, doctors, bankruptcy lawyers and other 12 step fellowships. Acts as a coordinator for D.A.UK PI officers from individual meetings.

Events Officer: Develops and proposes events that might be held, either through intergroup, or (supported by Intergroup) through groups. Acts as a focus, coordinator or facilitator, ensuring that such events are taken forward and happen. The actual management of the events may be carried out by working groups. Liaises with other levels of D.A. (groups, world service etc) for ideas and good practice.

Webmaster: Organises and develops, monitors and updates the D.A. UK website (<https://debtorsanonymous.org.uk>) so that it spreads the message to the suffering debtor. Modifies the website at the request of Intergroup. Updates the meetings list on the website in a timely manner. Seeks help to sort out technical problems and liaises with the web hosting service. Liaises with the treasurer over web hosting costs. Ensures that hosting and domain names are renewed when necessary. Maintains an up-to-date list of intergroup member emails for the intergroup forwarding service, together with the Secretary.

IR's: are delegated to represent the members of their individual meetings at Intergroup. It is the IR's responsibility to go to the regularly scheduled Intergroup meetings. They are the

only people able to vote on DA UK Intergroup issues, and if a quorum is not reached (5 IR's) no decisions will be taken. Upon attending the Intergroup meeting, it is their responsibility to report back to the members of their weekly meetings with any pertinent information relating to DA, as well as any Minutes from the previous meeting. Information about past and future meetings will be emailed to IR's (or posted if they have no email facility), but also maintained on the website for IRs or any other DA member to see. It is their responsibility to ensure that the Intergroup secretary or Webmaster has up-to-date contact details.