Bylaws of the DA UK Intergroup

These were agreed in Jan 2010, with amendments agreed in Jan 2018, Jan 2023, April 2026, and **October** 2026. There may be other changes in between that have not been incorporated.

References and excerpts quoted in the Bylaws are provided in Section 12: "Literature and Website References".

1. Name and purpose

The 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; providing resources, outreach, and information to newcomers and members
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; serving as a communication link between meetings and the General Service Board (GSB)
f) Coordinate services that individual meetings cannot easily provide alone, e.g. literature, public information services, events
g) Maintain websites, and event calendars
h) Intergroups are service bodies, not governing bodies. They do not direct meetings; they support them.

"A. What is the Purpose of an Intergroup?"

Together we can accomplish what none of us could accomplish separately." This is the simple principle underlying the need for Intergroups. The primary purpose of any group is to carry the message of recovery to the still-suffering debtor". Excerpt from the DAMS: "What is the Purpose of an Intergroup?"

Also see Chapter 1: "Introduction to DA" in the Intergroup Service Handbook.

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 the 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 World Service Conference (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 at Intergroup meetings and AGMs.

d) Officers of Intergroup, with the exception of the Chair, can vote if they are also acting as IR for their group. See Section 4, Voting at Intergroup Meetings, for more information.

e) Special meetings will be held as required with notice e.g. Special Group Conscience, Group Inventories

f) Agreement is reached by simple majority voting. In the case of an indeterminate vote, the Chair will have the casting vote.

g) Only IR's can vote on D.A. UK issues. Non- IR's (Intergroup officers that are not representing a meeting 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).

h) 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.

i) 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, with the exception of the Chair who will have a casting vote in the case of an indeterminate vote.

Note on the IR, ISR and GSR taken from the DAMS

"5. Intergroup Representative (IR)

The Intergroup Representative (IR) is a trusted servant elected to a 1-year term by their group meeting, acting as a vital link to their Intergroup. They attend monthly Intergroup meetings to

share their group's conscience, vote on decisions, and bring back information, supporting service functions like meeting lists, literature, events, and local outreach for the whole D.A. community. Intergroup Service is discussed in greater detail in Chapter 3 of the DAMS". Also see Chapter 2 "Service on a group level" of the DAMS.

"6. General Service Representative (GSR)

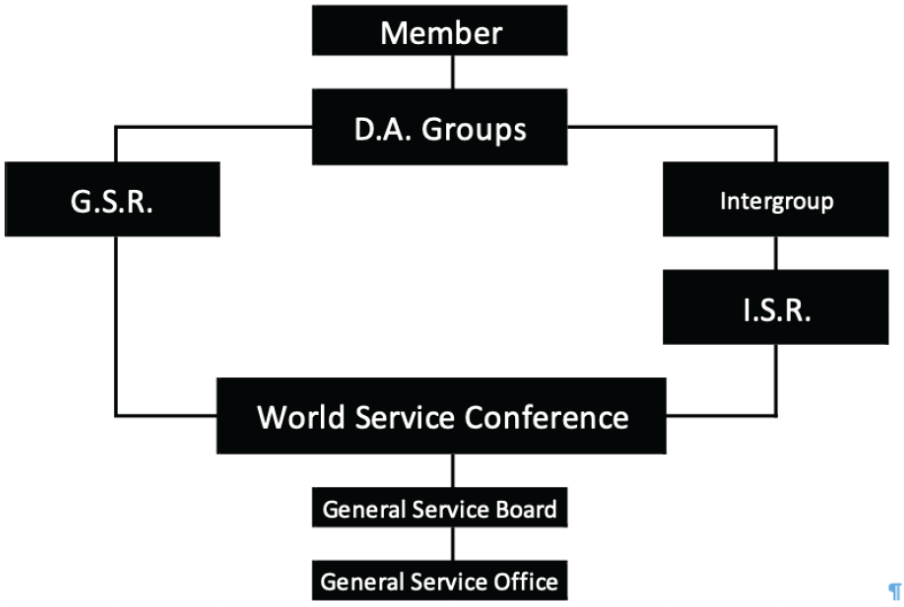
The General Service Representative (GSR) is elected by their local group to a 3-year term to act as the primary link between the group and the Fellowship as a whole. The GSR may attend the annual D.A. World Service Conference as a voting delegate, representing the group's needs and opinions about crucial issues affecting the Fellowship". See the DAMS "Role of the ISR and GSR".

"The GSR, the ISR, and the group representative (IR) to the local Intergroup (often called the Intergroup Representative) are separate positions. (The Intergroup Representative attends local Intergroup meetings and represents their home (i.e. local DA) group in matters that affect the geographic area and the Intergroup's interests." "If possible, each position should be held by different people when a group or an area becomes large enough to choose them." See "The Role of the GSR and ISR" in the DAMS.

GSR is the link between the locate group and World Service Conference (WSC).

ISR is the link between Intergroup and the WSC.

GSR and ISR qualifications (and the image below) are provided in the "GSR & ISR Qualifications" section of the DAMS.



4. Voting at Intergroup Meetings

Only an IR can vote at a meeting as they are representing their local DA group at Intergroup.

- At some local DA groups, the GSR and IR are combined into a single role, and in other meetings the IR and GSR are performed by different people within the same group.
- Where one person holds the dual responsibility of both IR and GSR for a single group, they may vote at Intergroup.
- Where there are two people, i.e. an IR and GSR representing a meeting, only the IR can vote.

In other words: "**One meeting one vote".**

Guidelines (from Robert's Rules):

1. Items for discussion need to be nominated by the person who raised them and then seconded – only then can they be discussed and debated.

2. Everyone is entitled to their say, members can only come in a second time once everyone else who wants to speak has had their say, but please keep in mind that if someone has made a point then it does not need to be repeated – in the interest of time.

3. If the debate is getting repetitive (the same thing being said by lots of people) and there is nothing new to say, then at that point we will move to take a vote.

4. When we vote then it is a straight majority – so if a majority is not reached then the vote does not pass. (The 66% rule only applies if the matter being voted on changes to a group's Bylaws).

5. When we vote we will vote for those in favour, against and abstentions. Abstentions are not counted in estimating a majority.

5. Spiritual Principles of Intergroup (from the DAMS)

Intergroups are guided by:

- Unity
- Service
- Anonymity
- Humility
- Consensus-building
- Traditions and Concepts
- Safety

The DAMS emphasises that Intergroups should avoid:

- Power struggles

- Personal agendas
- Dominance by strong personalities
- Acting as an authority over meetings

"Concept 12" from the DAMS summarises the 5 warranties and principles which can be applied at Intergroup:

*"**Concept 12***

The Conference of Debtors Anonymous will observe the spirit of the Traditions, taking care not to become powerful and wealthy; having sufficient operating funds with a prudent reserve; having no authority over any other members; making important decisions by discussing and voting on issues wherever possible by substantial unanimity; not acting in a punitive way; not inciting public controversy; never performing any acts of government; and finally, always remaining democratic in thought and action."

"What Challenges Do We Face When We Give Service?

We may think that because we have been elected to a service position, we have special power or control over the group. We may be tempted to use a service position to manipulate outcomes or force issues. We may take it personally if it seems our efforts are not appreciated, such as if we organise a workshop and few people attend. We sometimes forget that our job is to take action, to "do the footwork," but the results are in the hands of our Higher Power. The Second Tradition of Debtors Anonymous teaches us that "our leaders are but trusted servants; they do not govern." We are reminded to practice humility and avoid grandiosity, to serve". (See "Principles of Service", DAMS)

6. Spiritual Problem Solving (SPS)

(Summary of SPS from the DAMS).

Spiritual Problem Solving (SPS) is a collaborative approach to resolving conflict and addressing group challenges without shame or blame. It combines structured problem solving, such as identifying issues, generating and prioritising solutions, with spiritual principles of compassion, respect, listening and mutual support. The approach encourages everyone involved to recognise their part in a situation, contribute to solutions and work towards agreed actions within reasonable timelines.

Summary of Key Goals of SPS

- **Break repetitive negative patterns** and prevent recurring conflict.
- **Promote a humanistic and compassionate approach** when working with others.
- **Build mutual respect, understanding and compassion.**
- Create a **no shame, no blame** environment.

- **Reduce frustration** and improve relationships within the group.
- Support **personal and organisational recovery and growth**.
- Encourage **shared responsibility**, recognising that everyone may contribute to an issue.
- Use **structured, collective decision-making** to identify and prioritise the most important issues.
- Develop **practical solutions**, starting with the option most likely to succeed and trying the second-best solution if the first solution does not work; continue to try succession solutions in priority order until a solution is found.
- Establish **clear and reasonable timelines** for plans and actions.
- Further the overall **work and purpose of D.A.** through cooperation and collective group conscience.

(See the DAMS for more "**Suggestions for group decision making**" and incorporating "**The Spiritual Part**").

7. Checklist for "Business Meeting Solutions" and Safety

(From the Debtors Anonymous Guidelines for Safety)

1. Be willing to engage in uncomfortable conversations for the health of the meeting.

2. Study the 12 Traditions and 12 Concepts of D.A. Know how the Right of Appeal (Concept 5) protects the minority opinion and ensures the consideration of personal grievances.

3. Make sure there is adequate time for discussions.

4. Don't allow parliamentary procedure (e.g. Roberts Rules of Order) to end discussions prematurely. Instead, remind the chair they must ask for a formal motion to close that includes discussion and the option of minority appeal.

5. Make room on the agenda for an open discussion on discriminatory behavior during a business meeting to make it known such behavior will not be tolerated.

6. In light of the Second Tradition emphasis on "group conscience", it is recommended that the business meeting reach a group conscience on how the group will handle inappropriate behavior.

7. To maintain a healthy meeting, it is suggested to hold 4th Step group inventories. (See the D. A. Manual of Service). Ignoring discriminatory behavior is dangerous and harmful.

a. In instances of harassment, offer to help the person(s) who has been harmed, and the person(s) who caused the harm, to access supportive professional services.

8. Do we need to provide technical training to keep virtual meetings in our Intergroup safe from disrupters?

9. (In regard to Public Information and Outreach) When, how and why do we outreach to people of different backgrounds? Do we see the similarities and embrace different perspectives?"

"*Examples of disruptive behavior include crosstalk (interrupting or commenting on another person's share or directly speaking to another member during a share), yelling, threatening, and use of aggressive language. See the "Definitions of Inappropriate Behavior" section below. If a disruptive member is warned and does not change their behavior, the Chairperson may ask them to leave the meeting and come back when they can act appropriately. In a virtual meeting, the Chairperson or tech host can also place a disruptive person in the 'Waiting Room' or remove and block them from the meeting. Any future actions can be decided by group conscience*". Excerpt from the DA Safety Guidelines.

Also see the checklist for "Intergroup Business Meetings", specified in the DAMS.

8. Composition of Intergroup

The D.A. UK Intergroup will include the following officers. Abstinence requirements[1] and normal length of service are also given below.

Position[2]	Length of service	Abstinence requirements (length of abstinence from new unsecured debt; minimum no. of PRGs received)[3][4]	Can also be IR
Chairperson	*2 years*	*1 year; 2 PRGs*	No
Vice chairperson	*2 years*	*1 year; 2PRG's*	Yes
Secretary	*2 years*	*1 year; 2 PRGs*	No
Treasurer	*3 years*	*1 year; 2 PRGs*	No
Literature officer (admin)	*2 years*	*6 months; 2 PRGs*	Yes
Loner support	*2 years*	*6 months; 1 PRG*	Yes

[1] "We practice solvency (abstinence 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 abstinence requirements.

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

Intergroup Service Representative (ISR)	*3 years*	*1 year; 2 PRGs*	Yes
Outreach officer and other outreach roles (email/phone contact etc)	*2 years*	*6 months; 1 PRG*	*Yes*
Public Information Officer	*2 years*	*6 months; 1 PRG*	*Yes*
Events Coordinator	*2 years*	*6 months; 1 PRG*	*Yes*
Online Meetings Coordinator	*2 years*	*6 months; 1 PRG*	*YEs*
Europe, Middle East and Africa (EMEA) Officer	*3 years*	*1 year; 2 PRG's*	*Yes*
Webmaster / meetings list Coordinator	*2 years*	*6 months; 1 PRG*	*Yes*

9. 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) When a qualified DA member is elected to fill the role, then the outgoing officer shall perform a handover and support the incoming Officer as they perform their new duties.

c) If a member is elected to the position of Chair, they can commence to perform the role with immediate effect if they feel spiritually led to do so and in discussion with the assembled Intergroup Representatives. If accepted by the meeting, the Chair can preside over the meeting until its conclusion.

d) 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.*

e) The nominee must be present at the time of election and receive a majority vote.

f) No member will serve for more than two consecutive terms in the same office.

g) Vacancies will be notified to all member groups

h) An Intergroup Officers position will become vacant if they miss 2 meetings in a row with no communication with Intergroup

i) If a serving Intergroup Officer, no longer meets the solvency requirements they shall step down from the role and their vacancy notified to all member groups. Solvency is defined as follows:

"When we stop incurring" ***any form of*** *"new, 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 the 12 Tools of Debtors Anonymous (DA-Tools-reprintable-1.pdf)

10. Chair and Vice Chair Principles of Leadership

It states in the DAMS Concept 9:

"Good leaders, together with appropriate methods for choosing them at all levels, are necessary. At the world service level, the Board of Trustees assumes primary leadership for D.A. as a whole".

"First of all, leaders in D.A. must recognise that they exercise only a delegated authority. The right of the Trustees to act on behalf of D.A. stems from the fact that the groups and their delegates have recognized their right to do so. The leaders in D.A. are those who can generate respect and acceptance for their actions because they are understood to be acting for the good of D.A. as a whole. This requires that the Board and GSO listen carefully to the D.A. groups as they express themselves in the conscience of the Conference. It is essential that leaders be open to persuasion and discourse. This also applies to group and Intergroup officers and representatives".

"Another element of good leadership is prudence. We must always recognize that our actions in D.A. service have consequences. Those consequences may be serious, whether on the group level or the World Service level. The good leader does not "shoot from the hip" or act on the spur of the moment. Thought and care are important elements of any decision. We should always remember that when we act in service we are acting on behalf of a Fellowship that has saved our lives and that will continue to save the lives of others if we act prudently. Rash or impulsive conduct in service is always inappropriate. Just as our personal stories often illustrate that a misplaced sense of urgency can lead to debting, so too can a false urgency result in poor leadership"

11. Duties of the Officers

Intergroup Chairperson:

Suggested Qualifications (excerpt) from the Intergroup Service Handbook: The Chair should have volunteer leadership experience beyond the group level. ideally two or more years' experience in D.A. Intergroup or WSC service. The Chair needs a sound understanding of the Twelve Steps and the Twelve Traditions. Communication skills, leadership qualities, and sensitivity to the wishes of Intergroup members and groups throughout the region are also important. The Chair should be actively attending a D.A. or B.D.A. meeting. Experience with parliamentary procedures is helpful.

Responsibilities (excerpt) from the Intergroup Service Handbook: The Chairperson leads the Intergroup meetings. The Chair either prepares an agenda in advance or leads the group in the development of an agenda during the first part of the meeting, then encourages all attendees to participate in discussions and decision making. The Chair facilitates the discussion of issues and pending decisions. The Chair typically does not make motions or vote.

The Chairperson convenes and conducts the meetings and has the final authority on all matters relating to the conduct of the meeting. 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.

Intergroup Vice Chairperson

(excerpt from the Intergroup Service Handbook):

Suggested Qualifications: Same as for the Chairperson.

Responsibilities: The Vice Chairperson assumes responsibilities of the Chair when they are unavailable.

Intergroup Secretary:

Suggested Qualifications (excerpt from the Intergroup Service Handbook): The Secretary should be organised and have good follow-through. Computer skills and previous service in groups or Intergroup or World Service are useful. The Secretary should be actively attending a D.A. or B.D.A. meeting.

The Secretary helps ensure that Intergroup meetings run correctly, accurately and efficiently. The Secretary may request reports from Intergroup members ahead of time when relevant. In addition, the Secretary sends multiple announcements/invitations to Intergroup meetings and events. Moreover, the Secretary types the minutes on her or his own laptop at the Intergroup meeting or writes the minutes by hand and then transcribes them later. The minutes are then emailed to Intergroup members within **one week** of each meeting for feedback, additions, and/or corrections.

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.

Intergroup 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.

Excerpt from the Intergroup Service Handbook: "The Treasurer preferably has freedom from incurring new unsecured debt (as defined in the UK Bylaws) and actively attends D.A. or B.D.A. meetings. Bookkeeping and/or financial skills are critical to fulfilling the position. Organizational capabilities to establish and maintain an accurate accounting of the Intergroup's financial records and current state are key".

Responsibilities: The Treasurer is a trusted servant and guardian of the Intergroup's solvency; responsible for the Seventh Tradition and ISR Fund collections at each Intergroup meeting, balancing the bank accounts, keeping accurate records of income and expenses, paying Intergroup's expenses, and making contributions on behalf of Intergroup (per the group's conscience) to other D.A. service bodies including GSO. The Treasurer .... explains variances from expectations, and helps Intergroup members to make financial decisions".

The Treasurer's responsibilities are defined in more detail in the D.A. Treasurer's Manual.

Note from Chapter 2 of the DAMS:

"*Treasurer Pressure Relief Group and Pressure Relief Meetings*

- *A Treasurer PRG and PRM can be effective for reviewing the group's finances on a regular basis, such as every* ***three*** *months. In addition to auditing the records, the meeting may uncover action items for the group such as the need to enhance the message at the group level of the Seventh Tradition and the Seventh Promise of D.A.*
- *Some groups have used PRGs and PRMs to develop a group spending plan. Using past records, the Pressure Relief Group can usually determine the group's average income and estimated expenses and create categories which form the basis of the group's spending plan. However, a group spending plan should only be adopted and used once it has been approved in a business meeting".*
- *Retention of Funds* - unless otherwise minuted and passed as a motion, *"After a group's needs (income less expenses less reserves) are met, it is suggested in the D.A. Meeting Format and the D.A. GSR Pamphlet that groups donate the balance as follows:*
- *45% to Intergroup; 45% to the D.A. GSO; 10% to GSR Area Group (if one exists; UK DA does not have a GSR Area Group). However each group is autonomous and can make their own decisions".*
- *"It is also important to remember the spiritual principle expressed in the Twelfth Concept for D.A. World Service, also known as the "General Warranties" is that D.A. groups are "taking care not be become powerful or wealthy" and "having sufficient*

operating funds with a prudent reserve". See "DAs Treasurer Manual: The Seventh Tradition in Action" in the DAMS.

Intergroup 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.

Excerpt from the Intergroup Service Handbook:

"Suggested Qualifications: The Literature Coordinator should have familiarity with D.A. and B.D.A literature

Responsibilities: The Literature Coordinator should be organised enough to keep good, clear inventoried records. The Literature Coordinator maintains consistent inventory levels of D.A. books, pamphlets, bookmarks, and other written materials published by D.A and sells literature to groups, members, and/or professionals requesting the literature. Having a safe place to store the literature inventory and money received is part of the responsibility. Finally, the Literature Coordinator calculates the shipping cost and sales tax for each item and creates a pricelist, making sales, recording, and reordering easier".

Chapter 2 of the DAMS states:

"8. Literature Coordinator

The Literature Coordinator for the meeting is the source of contact for members seeking D.A. Conference-approved literature. For in-person meetings, the Literature Coordinator ensures the meeting is stocked with a supply of D.A. literature for sale. In some meetings, free literature is available for newcomers, pending the group conscience of the meeting. The Literature Coordinator keeps a record of literature sales, gives monthly reports on literature sales during the business meeting, and coordinates with the Treasurer to purchase new literature".

Intergroup Service Representative (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.

The DAMS states in Chapter 3:

"..every Intergroup should select an Intergroup Service Representative (ISR), whose function is similar to that of a GSR at the group level. ISRs serve as the link between the Intergroup and the World Service Conference, representing the views of the Intergroup at the Conference and

relaying back to the Intergroup the ongoing activities of the GSB, GSO, and the Conference. Each Intergroup should try to send its ISR to the World Service Conference as often as possible".

"Each Intergroup should try to create a spending plan to send its ISR to the WSC on a regular basis".

Outreach officer / Loner Support 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. PI or Events) 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

Intergroup Public Information (PI) 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.

Public Information Officer role is defined in full in "CHAPTER 4 – PUBLIC INFORMATION OUTREACH" of the DAMS .

The PI Handbook and other DA supporting PI literature can be found at: Downloadable Literature - Debtors Anonymous

Chapter 4 of the DAMS defines the "Statement of Purpose" for the World Service Conference PI Committee as follows:

"WSC PI Statement of Purpose

The Public Information Committee works to carry the message of D.A. to the still suffering debtor by interacting with the media, helping professionals, the general public, and the D.A. Fellowship at large, in person, on the telephone, and through written information".

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. More information can be found in the DAMS.

Europe, Middle East and Africa (EMEA) Officer:

The EMEA Officer will represent the UK Intergroup at the European Regional Intergroup (ERI) and serves as a link between the Intergroups, attending monthly European Intergroup Committee meetings. The EMEA Officer will generally share the UK Intergroup conscience at the ERI, however each service representative is answerable to his or her own conscience (as it states in Concept 3) and therefore has a right of decision in each vote that takes place at the ERI meeting. The EMEA Officer may also choose to serve on a Committee within the ERI, such as Treasury, PI, Website, Translations.

Intergroup Webmaster (also known as the Admin Officer):

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.

Please see the Intergroup Service Handbook for additional responsibilities regarding: a) Public Outreach; b) In-reach to the DA Fellowship; and c) 12 Suggested Website Objectives based on the 12 Traditions.

Intergroup Representatives (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.

"5. Intergroup Representative (IR)

The Intergroup Representative (IR) is a trusted servant elected to a 1-year term by their group meeting, acting as a vital link to their Intergroup. They attend monthly Intergroup meetings to share their group's conscience, vote on decisions, and bring back information, supporting service functions like meeting lists, literature, events, and local outreach for the whole D.A. community. Intergroup Service is discussed in greater detail in Chapter 3 of the DAMS". See Chapter 2 "Service on a group level" of the DAMS.

12. Spending Plans and Officer Responsibilities

All officers are required to either specify or contribute to the creation of Intergroup Spending Plans as defined in the Debtors Anonymous Manual for Service (DAMS). The following table summarises the roles and responsibilities of serving members.

Spending Plan Summary

Role / Committee	**Spending Plan Requirements**	**DAMS location**
Treasurer	The Treasurer is the officer with primary responsibility for creating, managing, monitoring, and reporting against the group's spending plan. The Treasurer is expected to: • Maintain accurate income and expense records. • Use those records to develop and manage the group's spending plan. • Ensure expenses are paid according to the plan and on time. • Follow any spending authorities established by the group and **motions** passed at Intergroup • Report regularly on actual spending compared with the spending plan. "Some groups have used PRGs and PRMs to develop a group spending plan. Using past records, the Pressure Relief Group can usually determine the group's average income and estimated expenses and create categories which form the basis of the group's spending plan".	Chapter 2, Section G – Group Officers and their Duties and Chapter 2, Section H – D.A.'s Treasurer's Manual: The Seventh Tradition in Action

Role / Committee	**Spending Plan Requirements**	**DAMS location**
Chair	Spending plans must be approved through the business meeting process that the Business Meeting Chair facilitates. The Chair's responsibility is to: • Facilitate discussion of proposed spending plans. • Facilitate approval or amendment of spending plans through the group conscience or business meeting	Chapter 2, Section G – Group Officers and their Duties and Chapter 2, Section H – D.A.'s Treasurer's Manual: The Seventh Tradition in Action
Secretary	The Secretary does **not** create the spending plan but plays a governance and record-keeping role. The Secretary's role is to: • Record Treasurer reports and other Officer financial reports • Keep minutes documenting spending-plan discussions, approvals and decisions made; and motions • Maintain business meeting records	Chapter 2, Section G – Group Officers and their Duties and Chapter 2, Section H – D.A.'s Treasurer's Manual: The Seventh Tradition in Action
Event Planning CommitTee	The Manual requires event organisers to create an event-specific spending plan before the event. The Committee should: • Create an event-specific spending plan before the event. • Identify anticipated costs. • Define spending limits for members authorised to spend funds. • Use the spending plan to prevent overspending. • Ensure expenditures remain within approved amounts	Chapter 2, Section M – A Guide to In-Person and Virtual Special Events: Section Spending Plan and Awareness
Public Information (PI) Committees	The PI Committee should: • Prepare a spending plan every quarter (or as needed). • Base projected expenditure on planned outreach activity. • Include operating and communication costs. • Maintain a contingency allowance. • Determine required funds from anticipated objectives	Chapter 4 – Public Information Outreach; Section: "Suggested Guidelines for Organising a Local Public Information Committee"

Role / Committee	Spending Plan Requirements	DAMS location
Literature Committees	The Literature Coordinator is expected to work with the Treasurer regarding literature expenditures and replenishment. The DA Manual for Service requires literature costs to be accounted for within the group's or Intergroup's overall spending plan, but does **not** require a separate Literature Committee spending plan. The Literature Coordinator is required to: • Keep a record of literature sales, • Give monthly reports on literature sales during the business meeting, • Coordinates with the Treasurer to purchase new literature". They may order literature from GSO in bulk at a discount and resell the literature to local groups and the IG Event Committee	Chapter 2 – Group Officers and their Duties; Treasurer's Manual – Expense Categories and Reserves; Chapter 3 – Intergroup Service
Intergroup Representative and other service officers	IR and other Service Officers are responsible for **identifying and justifying** service-related expenses that should be included in Intergroup Related Spending plans	Chapter 2, Section G – Group Officers and their Duties and Chapter 2, Section H – D.A.'s Treasurer's Manual: The Seventh Tradition in Action

13. Literature and Website References

The following literature referenced in the Bylaws can be found at: Downloadable Literature - Debtors Anonymous

- The Twelve Steps of D.A.
- The Twelve Tools of D.A.
- Tools for Business Debtors Anonymous
- The Twelve Traditions of D.A.
- The Twelve Concepts of D.A.

- Debtors Anonymous Manual for Service - (The "DAMS") - 2026 edition
- Treasurer's Manual
- Intergroup Service Handbook
- Public Information Manual
- Safety Guidelines (updated 2026)

14. Glossary

Term / Acronym	Definition
Bylaws	The UK Intergroup Bylaws are the formal rules that govern how the UK Intergroup operates, including its structure, decision-making processes, and responsibilities of officers or members. They serve as an internal constitution that ensures consistency, fairness, and clarity in how the group conducts its business.
GSO	General Service Office. The GSO is the central administrative service office for Debtors Anonymous and it: • Maintains records and supports the Fellowship. • Processes group registrations and updates. • Distributes D.A. literature and service materials. • Receives Seventh Tradition contributions from groups, intergroups, and members. • Supports the General Service Board (GSB) and the World Service Conference (WSC).
GSR	Group Service Rep. *GSR is the link between the local DA group and World Service Conference (WSC).* "*The General Service Representative (GSR) is elected by their local group to a 3-year term to act as the primary link between the group and the Fellowship as a whole. The GSR may attend the annual D.A. World Service Conference as a voting delegate, representing the group's needs and opinions about crucial issues affecting the Fellowship*". See the DAMS "Role of the ISR and GSR".
IR	*Intergroup Representative. IR is the link between the local DA group and Intergroup.* *"The Intergroup Representative (IR) is a trusted servant elected to a 1-year term by their group meeting, acting as a vital link to their Intergroup. They attend monthly Intergroup meetings to share their group's conscience, vote on decisions, and bring back information, supporting service functions like meeting lists, literature, events, and local outreach for the whole D.A. community".* Intergroup Service is discussed in greater detail in Chapter 3 of the DAMS". Also see Chapter 2 "Service on a group level" of the DAMS.

ISR	*Intergroup Service Representative. ISR is the link between Intergroup and the WSC.* "*ISRs serve as the link between the Intergroup and the World Service Conference, representing the views of the Intergroup at the Conference and relaying back to the Intergroup the ongoing activities of the GSB, GSO, and the Conference*". See the DAMS "Role of the ISR and GSR".
DAMS	The Debtors Anonymous Manual for Service (DAMS) is the fellowship's comprehensive guide explaining how D.A. members, groups, Intergroups, and the World Service structure carry out service in alignment with the Twelve Steps, Twelve Traditions, and Twelve Concepts. It provides practical instructions, shared experience, and governance principles to help members serve effectively at every level of the organisation.