

Bylaws of the Debtors Anonymous Southwest Intergroup

(Initially Approved by DASWIG on April 27, 2013. Revisions approved on May 20, 2018.)

Article I – Name and Group Number

The name of this service group is Debtors Anonymous Southwest Intergroup (DASWIG). It is registered with the Debtors Anonymous General Service Office as Group Number 799.

Article II – Purpose of DASWIG and These Bylaws

The purpose of DASWIG is to help still-suffering debtors in Arizona by telling them about the program of Debtors Anonymous (D.A.).

The Intergroup provides outreach activities that cannot be easily carried out by individual groups alone, for example, helping the D.A. groups talk with each other; coordinating joint efforts by the groups such as conferences and workshops; and reaching out to and responding to media, health-care, and other professionals and the general public with information about Debtors Anonymous.

These bylaws are practical guidelines for how DASWIG currently operates. They explain who we are, what we are trying to do, and how we are acting in carrying out our work to the best of our abilities.

Article III – Spiritual Guidelines

The DASWIG follows the *12 Steps*, *12 Traditions*, and *12 Concepts for World Service* and the *Tools* of Debtors Anonymous in its discussions and activities. Activities are guided by and disagreements are resolved by referring to, discussing, and applying the spiritual guidelines in D.A. and Alcoholics Anonymous literature.

Article IV – DASWIG Membership, Attendance, and Voting

- A. Debtors Anonymous groups in Arizona that are registered with the Debtors Anonymous General Service Office and that wish to participate in the Intergroup are considered members of DASWIG.
- B. Any other registered Debtors Anonymous group in the state of Arizona that wishes to become a member can be added as a member by submitting their contact information and group representative to DASWIG.
- C. Each D.A. group may send one voting representative to each DASWIG meeting. This person usually is the group's Intergroup Representative (IR) or General Service Representative (GSR). Each Intergroup officer and each committee chairperson also has one vote. Only the groups' voting representatives, Intergroup officers, and Intergroup committee chairpersons may vote in meetings.

- D. The bylaws from this point forward refer to groups' voting representatives as IRs and GSRs. However, it is understood that individual groups have the right to elect D.A. members who are neither IRs nor GSRs as their voting representatives at Intergroup meetings. In all cases, there is only one vote allowed per group.
- E. All Intergroup votes are decided by majority vote. A majority vote is defined as a simple majority (50% plus one) of those attending a DASWIG meeting who are eligible to vote, as long as members of at least 50% of D.A. member groups are present to vote. If there are fewer than 50% of registered groups represented at a meeting, the Intergroup may discuss issues but cannot vote on them.
- F. In the case of a tie vote on an issue or election, the chairperson asks if anyone wishes to discuss the issue again. If so, that discussion is followed by another vote. If not, then the chair asks if anyone wishes to change their vote. If so, another vote is taken. If there still is a tie after this vote, the issue, or election, is tabled until the next Intergroup meeting.
- G. Any person may serve a maximum of two Intergroup positions (i.e., IR or GSR and officer or committee chairperson, or officer and committee chairperson) at the same time, however, that person will have only one vote, not two, at meetings.
- H. Membership in the Intergroup is free to each D.A. group.
- I. All D.A. members are welcome to attend DASWIG meetings in person, by telephone, or by electronic means, when available. Any D.A. member, any trustee of the D.A. General Service Board, and any guest invited by the Intergroup may speak at an Intergroup meeting, subject to time constraints set by the Intergroup chairperson.
- J. Intergroup Representatives, GSRs, officers, and committee chairpersons who cannot attend a meeting may send votes in writing, by physical note or e-mail, to the Intergroup secretary before that meeting if there is an issue they wish to vote on. A vote will be included in the vote tally if the written note is clear about which issue is being voted on and what the vote is.

Article V – Financial and Volunteer Support of DASWIG Activities

The DASWIG, like all other Debtors Anonymous groups, is dependent on donations of time, money, and materials from its members to carry out its vital work. The Intergroup uses all money it receives for Debtors Anonymous activities. No individual members of DASWIG receive payment for Intergroup work done. Members are reimbursed for costs incurred on behalf of DASWIG.

The Intergroup does not make, nor intend to make, any profit. All money that the DASWIG does not need for its activities and reserve accounts, as determined by the DASWIG, is donated to the Debtors Anonymous General Service Board.

Here are the guidelines for donations:

A. Financial Donations–

1. Member groups are asked to make regular donations to DASWIG according to each group's spending plan. The amount suggested by D.A. guidelines is 50% of

the money set aside for donations after group expenses such as rent and literature are met.

2. Monthly donations are suggested by Debtors Anonymous and DASWIG so that the Intergroup can be clear about its income.
3. Individual D.A. members are invited to contribute any amount, small or large, up to a maximum of \$3,000 to the Intergroup. This maximum amount is set by the Debtors Anonymous General Service Board in keeping with our spiritual guidelines.
4. All financial donations from groups and individuals are accepted by the Intergroup treasurer.
5. No donations are accepted from organizations or individuals outside of Debtors Anonymous.
6. The Intergroup does not hold or act as trustee for any money or materials for other D.A. groups or individual D.A. members, or for any outside source.
7. DASWIG does organize fund-raising activities, such as workshops, to raise money. These events are open only to D.A. members and those who are interested in membership. Proceeds are sent to the Intergroup treasurer.
8. Debtors Anonymous literature and other items, such as compact discs, may be sold at D.A. events by the DASWIG. Proceeds are given to the Intergroup treasurer for Intergroup use.

B. Volunteers –

1. The DASWIG cannot exist without D.A. members who are willing to give their time, expertise, and willingness to help. The Intergroup regularly asks for volunteers for committees and activities. Intergroup Representatives and GSRs announce these requests in their home-group meetings.
2. Any D.A. member who wishes to volunteer may ask their IR or GSR for information on how to contact the Intergroup. If a group has no IR or GSR or a member does not belong to a D.A. group, the D.A. member may contact any Intergroup officer or member directly, or through our web site, to ask for information.

C. Material Donations –

1. The DASWIG welcomes donations of items, such as postage stamps, envelopes, and copy paper, that can be used in Intergroup activities. All donations must be made by members of Debtors Anonymous. Anyone who wishes to donate materials is asked to contact the Intergroup secretary.

Article VI - DASWIG Meetings

A. Regular Meetings –

1. DASWIG regular meetings are held bimonthly in January, March, May, July, September, and November. . At each DASWIG meeting, the meeting time, date and location for the next regular meeting will be scheduled.
2. Meeting dates, times, and locations may be changed to accommodate holidays and to coincide with regular D.A. meetings in other areas to encourage more D.A. members to attend.
3. The dates, times, and places of the meetings are published on the DASWIG web site and/or in e-mails to DASWIG members.
4. Meeting procedure in regular and special DASWIG meetings is run according to the current edition of *Robert's Rules of Order*, except when those rules conflict with these bylaws and the D.A. spiritual principles as described in DA's *12 Steps*, *12 Traditions*, and *12 Concepts*, and other D.A. literature. Questions about possible conflicts are resolved by majority vote of the full Intergroup after discussion and study of the pertinent literature.

B. Special Meetings –

1. The Intergroup chairperson may call a special meeting, or a majority of the DASWIG members may vote to call a special meeting. The vote may take place during a regular meeting or by a written petition to the chairperson through an e-mail or a physical written note. In the case of a vote outside of a regular meeting, all Intergroup members must be given at least three days' notice of the possibility of a special meeting and what topic(s) will be discussed before a vote of whether to schedule it is taken.
2. The Intergroup chairperson is responsible for selecting the date, time, and location of a special meeting, no matter how it is called. In emergencies, a meeting may be held by phone-conference line, with no physical location.
3. All Intergroup members are notified of the date, time, place, and topic of a special meeting by the Intergroup secretary at least two weeks before the meeting so they can tell their D.A. group members. The meeting details also are published on the DASWIG web site and in any other Intergroup publications that are practical in the time allowed.
4. All D.A. members are welcome to attend special meetings.
5. If an emergency exists and a special meeting (either a physical meeting or a phone-conference meeting) is called with less than two weeks' notice to the D.A. membership or three days' notice to DASWIG members, the Intergroup secretary is responsible for contacting each member of the Intergroup as soon as possible with the meeting details. All Intergroup members must be notified before the meeting takes place.

6. Any special meeting must have voting representatives (including IRs, GSRs, Intergroup officers, and committee chairpersons) from at least 50% of D.A. member groups for votes to be taken.

C. Visions Meetings –

Visions are an essential tool for working together in Debtors Anonymous. Each year, in the regular July DASWIG meeting, time will be set aside to create a vision of how DASWIG can better reach the still-suffering debtors in Arizona. An action plan based on this vision is created at this meeting and specific projects and ideas are assigned to Intergroup committees and D.A. members so they can research them and create spending plans. Completed spending plans are given to the Intergroup treasurer before the regular September meeting. They are reviewed for possible inclusion in the following year's Intergroup spending plan during the September meeting. The spending plan is considered by the full Intergroup in November.

Other visions meetings for any D.A. purposes may be held at any time desired by the Intergroup or individual committees.

Article VII – Working Through Difficult Situations

In Debtors Anonymous, we are asked to turn our thoughts, words, and actions over to the care of a Higher Power. We all do this imperfectly. On occasion, we have difficulty resolving our differences of opinion, and sometimes, members' actions can cause others to feel uncomfortable or afraid or cause monetary harm to our group. When difficult situations occur, we ask everyone to focus on principles, rather than personalities, in seeking resolutions so everyone can feel safe from personal attack and hostility. We offer the following guidelines and spiritual tools to help members so DASWIG can stay united and healthy.

- A. All DASWIG members are urged to speak and act with courtesy and respect for others at all Intergroup meetings and activities and in phone calls, e-mails, and other communication among members.
- B. If discussion becomes heated during a meeting, anyone attending that meeting, in person or by phone, who becomes uncomfortable may ask the chairperson to observe a Serenity Break (30 to 60 seconds of silence). The meeting chairperson acts as timer.
- C. If any member feels bullied, intimidated or threatened by anyone or anything that happens during a DASWIG meeting or activity, that person is asked to contact the Intergroup chairperson or committee chairperson as soon as possible. (If the chairperson is the person accused of the offending behavior, please contact another Intergroup officer or member.) The Intergroup chairperson and committee chairpersons who are leading meetings have the right to address the situation immediately and, if needed, ask anyone who is acting in an offensive or disturbing manner to leave. If that person refuses to leave, the group votes on whether or not to adjourn or end the activity. If the chairperson is the person with the offending behavior, the other Intergroup or committee members in attendance may, by majority vote, ask the chairperson to leave, or they may vote to adjourn the meeting or end the activity.

- D. In extreme situations, if the actions of any member disrupt or threaten the operation of the Intergroup, that member's DASWIG membership may be revoked by a majority vote of those attending a full Intergroup meeting in which the situations and the spiritual principles involved are discussed. The meeting focus will be on the behavior in question, rather than the personality of the member. The member involved will be invited to attend and speak at the meeting. The Intergroup also will decide how long the revocation should last (i.e., one year or more, or permanently). Appendix A provides a simple suggested format that may be used in this meeting to help D.A. members keep a spiritual approach and respect each other.
- E. If an IR's or GSR's membership is revoked, that person's group may elect another representative.
- F. The DASWIG does not "loan" any money or supplies to any of its members for their personal use, or to anyone outside the Intergroup or Debtors Anonymous. "Borrowing" of money or supplies from DASWIG for personal use, regardless of the borrower's intent, is considered theft. The Intergroup treasurer and any committee chairpersons who are entrusted with money are required to have verification counts of all cash in their possession by other members of DASWIG at least every two months. (More-frequent counts can be requested by the Intergroup chairperson, if needed.) Those Intergroup members who hold Intergroup supplies, such as literature, must have the current inventory of those supplies verified by another Intergroup member at least three times a year. The results of verification counts are reported at DASWIG meetings. These counts are for the protection of the D.A. members who hold DASWIG property and the Intergroup.
- G. If any money or supplies are found to be missing, rather than miscounted, the Intergroup chairperson calls a special meeting of DASWIG to find out the facts of a situation and ask what action members wish to take. The Intergroup member who is responsible for the missing cash or items is asked to attend and speak at this meeting. Theft is not assumed simply because something is missing! Possible actions, depending on the value of the missing items and the circumstances, can range from simply replacing the items to removing a member from a DASWIG office or revoking their DASWIG membership, to notifying police of a theft. Appendix A provides a simple meeting format that can be used to help keep a spiritual approach and respect all D.A. members.

Article VIII – Intergroup Representatives and General Service Representatives

- A. Each D.A. group elects its own representative to participate in DASWIG. In D.A., this person usually is either an Intergroup Representative or a General Service Representative. The responsibilities for both these service positions are described in *The Debtors Anonymous Manual for Service*. Ideally, each group elects both a GSR and an IR. However, small groups or groups that have few members who meet the qualifications for service may elect a single GSR to fill both roles. The suggested qualifications for the positions of IR and GSR are that the D.A. member has at least one year of abstinence, has received at least two Pressure Relief Groups, is actively working D.A.'s *Twelve Steps* and *Tools* with a sponsor, has given service to a D.A. group, and is familiar with D.A.'s *Twelve Traditions* and *Twelve Concepts*. Each group is urged to elect someone who meets or is actively working toward these qualifications.

- B. If a group does not have a member who is willing to serve as an IR or GSR but there is someone who is willing to represent the group in DASWIG activities, the group is welcome to elect and send that person to DASWIG.
- C. In keeping with our principle of equality among D.A. members, no person may represent more than one group at Intergroup meetings.
- D. Each D.A. group sets the term of office for its IR and GSR. The maximum term suggested by Debtors Anonymous is three years, to allow offices to rotate among members. DASWIG's suggestion for the minimum term is one year, so members will have time to become familiar with the Intergroup and how it operates.
- E. All IRs and GSRs are urged to attend each DASWIG meeting during their terms of office and to read these bylaws as soon as possible after they begin so they will understand how DASWIG operates.
- F. IRs and GSRs participate in DASWIG meetings by sharing the needs and concerns of their groups, and by discussing and voting on all issues brought to the Intergroup. They also serve as links between the Intergroup and the D.A. groups by keeping their groups informed about what happens at Intergroup meetings, upcoming Intergroup activities, and any other pertinent information.
- G. Each IR and GSR is responsible for giving his or her personal contact information to the Intergroup secretary so that the Intergroup can maintain a current contact list of all its members.
- H. Any IR, GSR, or voting representative may be removed and replaced by vote of his or her group.

Article IX – DASWIG Officers, Their Responsibilities, and Elections

DASWIG has five elected-officer positions: chairperson, vice-chairperson, treasurer, secretary, and Intergroup Service Representative. Each officer serves a one-year term. Elections for officer positions are held once a year, in November, for terms that start the following January. Each person wishing to hold an office must be present at the election. Elections are decided by simple majority vote. In the case of a tie vote, the Intergroup follows the procedure given in Article IV, Section F. Officers may serve for a maximum of two consecutive terms in their positions, with the exception of the ISR who is elected for up to 3 years. Terms can be waived by a majority vote of the intergroup.

Officers are expected to attend each Intergroup meeting. If an officer does not attend a total of two meetings (consecutive or not), that position will be declared vacant. A special election will be held at the next Intergroup meeting, and the newly elected officer will serve through the remainder of that calendar year. If the time served is less than six months, that officer is eligible to run for another two consecutive terms for that position. Officers are responsible for training their replacements after they are elected, transferring DASWIG accounts, and turning over DASWIG materials in a timely manner.

The qualifications for all officer positions are that each person a) has not incurred unsecured debt for at least one year, b) has received at least two Pressure Relief meetings, c) is actively working the *Twelve Steps* of D.A. and the D.A. *Tools* with a sponsor, d) has given service to a home group, and e) is familiar with D.A.'s *Twelve Traditions* and *Twelve Concepts of World Service* or is willing to learn them. After election, all new officers are responsible for reading and following these bylaws. Qualifications can be waived by a majority vote of the intergroup, as long as the individual is working toward these DA goals.

Officers are jointly responsible for keeping the focus of Intergroup meetings and activities on considering DA's spiritual principles as members work together to achieve our practical goals.

Here are the primary responsibilities of each position. (Other responsibilities may also be assigned by the DASWIG chairperson.)

A. *Chairperson:*

- 1) The chairperson prepares an agenda for and presides at each DASWIG meeting.
- 2) This officer is familiar with these bylaws and the basic procedures of *Robert's Rules of Order*.
- 3) The chairperson also is one of the signers of all DASWIG bank accounts, has access to the DASWIG's on-line bank reports, and is the designated person to perform any bank transactions needed by the Intergroup in case of the absence or illness of the treasurer.
- 4) The chairperson is the officer designated to sign contracts on behalf of the DASWIG.
- 5) The chairperson updates DASWIG's registration with the D.A. General Service Office each January, or more frequently if meeting or contact information changes.
- 6) When difficult situations arise, the chairperson is responsible for discerning, with the guidance of D.A.'s spiritual principles and with the help of other D.A. members, when to act with the chair's authority and when to call an Intergroup meeting to consider a situation.

B. *Vice-Chairperson:*

- 1) The vice-chairperson, in the chairperson's absence, prepares agendas and presides at DASWIG meetings.
- 2) The vice-chairperson is a signer on all DASWIG bank accounts and helps the treasurer, if needed, in the absence of the chairperson.

3) The vice-chair may sign contracts for the DASWIG if the chairperson is unavailable or if two signatures are required.

4) This officer also is familiar with these bylaws and the basic procedures of *Robert's Rules of Order and* is responsible for answering any bylaws questions that are asked in Intergroup meetings.

5) The vice-chairperson also serves as the chairperson of the Bylaws Committee.

C. *Treasurer:*

1) The treasurer is responsible for receiving all money donated to DASWIG, giving receipts to D.A. groups and individual donors when needed, and paying all DASWIG expenses.

2) This officer is a signer on all DASWIG financial accounts and is responsible for reconciling all bank statements and other bank transactions.

3) For any check or expenditure of \$300.00 or greater, the treasurer must notify the Intergroup chairperson in advance and have either that person's joint signature, in the case of a check, or prior agreement, in the case of an automatic debit or cash withdrawal.

4) The treasurer also is responsible for the verification counts of cash the treasurer holds for DASWIG (see Section VII, Section F).

5) The treasurer prepares an annual spending plan for DASWIG that is considered and approved in November for the fiscal year beginning in January.

6) The treasurer also reports Intergroup income and spending at each DASWIG meeting and at the end of each fiscal year.

7) The treasurer works with the chairpersons of Intergroup committees and subcommittees to ensure that they have spending plans and that their expenditures are within DASWIG's approved spending plan.

8) Any changes in the Intergroup's spending plan must be approved by a vote of the full Intergroup.

D. *Secretary:*

1) The secretary prepares minutes of each DASWIG meeting, and sends them to all Intergroup members before the next meeting, either via e-mail or postal mail. The minutes also are sent to each D.A. meeting within DASWIG's service area that does not send a representative to DASWIG meetings, unless it is impossible to contact a group or a group says it does not want to receive minutes.

- 2) The secretary keeps a current list of the D.A. groups that meet within Arizona their time and place, and the contact information for a member of each group that does not participate in DASWIG.
- 3) The secretary is responsible for giving information to the Web Site chairperson (and the Web Site chairperson to the secretary) when there are new meetings started or when there are changes to existing meetings so the DASWIG web site (and the secretary's listing) can be updated quickly.
- 4) The secretary also keeps a list of the current contact information for all DASWIG members and shares that information with other Intergroup members when it is needed for D.A. purposes only.
- 5) When new officers and committee chairpersons are elected, the secretary gives them each a copy of these bylaws.
- 6) The secretary also maintains a list of e-mail addresses of all other D.A. members who wish to receive D.A. information from the Intergroup.
- 7) The secretary, or a delegated DA member, checks the mail at the DASWIG mailbox regularly and distributes it to other officers or DASWIG members, if appropriate, or personally responds to it.
- 8) The secretary receives offers of material donations from D.A. members and notifies the Intergroup officer or committee chairperson who would be most likely to use the material offered. The actual donation is arranged by and received by the Intergroup officer or committee chairperson.

E. Intergroup Service Representative:

- 1) The ISR is responsible for attending the Conference and for serving on a Conference committee for a full year, until the next conference.
- 2) The ISR also gives a report on the Conference to the DASWIG and to any individual D.A. group that requests one.
- 3) Between conferences, the ISR acts as a conduit of information between DASWIG and the D.A. General Service Board and World Service Conference committees.
- 4) The ISR's responsibilities are explained in *The Debtors Anonymous Manual for Service*.
- 5) The ISR's expenses are funded according to an allocation in the annual DASWIG Spending Plan.
- 6) The ISR's attendance at the annual DA World Service Conference will be funded in the annual DASWIG Spending Plan after adequate funding has been

provided for all of DASWIG's area service commitments such as Public Outreach, Workshops, etc. If inadequate funds are available to cover the full cost, the ISR will not attend the DA World Service Conference for that year.

Article X – Intergroup Committees

There are committees whose members carry out the vital service work of the DASWIG. The Intergroup determines the purposes of all committees and may revise or expand those purposes at any time. Here are the guidelines for how the committees operate:

- A. The Intergroup elects all chairpersons for all committees except the Bylaws Committee in elections at the November DASWIG meeting. New chairpersons take office in January. When there is a vacancy in a committee chair, a special election may be held during a regular or special Intergroup meeting.
- B. The qualifications to become a committee chairperson are that each person a) has abstained from incurring unsecured debt for at least six months, b) has received at least two Pressure Relief Groups, c) is actively working the *Twelve Steps* and *Tools* with a sponsor, and d) is familiar with the *Twelve Traditions* and *Twelve Concepts* of D.A. or is willing to learn them. The only exceptions and additions are 1) that the Public Information Chairperson must have at least one year of abstinence; 2) that the Bylaws Committee is chaired by the Intergroup vice-chairperson; and 3) that the chairperson of the Public Information Committee is required to participate in training offered by the D.A. World Service Conference Public Information Committee on how to respond to news media requests. Qualifications can be waived by a majority vote of the intergroup.
- C. The terms of office are one year each, and each person may serve only two consecutive terms. Terms can be waived by a majority vote of the intergroup.
- D. All committee chairpersons are responsible for reading and becoming familiar with these bylaws.
- E. Each committee chairperson is responsible for conducting the financial transactions of that committee (if there are any). Each committee prepares a spending plan(s) for its activities and works closely with the Intergroup treasurer using bills, receipts and other documents to keep all committee expenditures within the DASWIG spending plan. A committee may ask for a change in its DASWIG spending-plan amount at a meeting of the full Intergroup.
- F. The Intergroup treasurer has the discretion to decide if a committee expense should be paid directly by the treasurer, paid by reimbursement after the expense, or paid by a cash advance to the committee chairperson.
- G. The Intergroup must review and approve any contracts or other legal documents required for committee activities before they are signed. This may be done by the full Intergroup or by a subcommittee of Intergroup members appointed by the DASWIG chairperson.

- H. D.A. members in all the DASWIG groups are welcome to join the committees. Each committee chairperson determines the number of people needed by that committee. Committee members must be currently attending D.A. meetings and must be working D.A.'s *12 Steps* and *Tools* with a sponsor.
- I. Each committee determines how to carry out its work within D.A.'s spiritual guidelines and following the suggestions, if they apply, in *The Debtors Anonymous Manual for Service*. Committee members are urged to talk with other D.A. members, (local and in other areas, including those serving on World Service Conference committees) who have experience in the same areas of service.
- J. All committees are responsible for including the entire area DASWIG serves in their work.
- K. Committee chairpersons are responsible for attending each DASWIG meeting and giving reports on their committees' work.
- L. If a committee does not do its work in a timely manner or in some way does not follow D.A. guidelines and principles in its activities, the DASWIG may ask the committee chairperson and members to attend an Intergroup meeting to discuss their actions and reach an agreement on what should be done to correct the situation. If an agreement is not reached, the Intergroup may, if it wishes, remove and replace the committee chairperson and/or members, stop funding the committee, or take any other action to preserve the integrity of the DASWIG and the D.A. program.
- M. There is further information on committee work in Appendix C and in the Debtors Anonymous Manual for Service and other D.A. literature.

Here are the committees and their purposes:

1. *Public Information Committee*: Spreads the Debtors Anonymous message of recovery to the general public by giving D.A. information to health-care, justice-system, educational, religious, and other professionals and the military. Responds to requests for information about D.A. from local news media within DASWIG's area of service. This committee also teaches D.A. volunteers how to speak with media members while observing D.A. principles and anonymity.
2. *Telephone Committee*: Ensures that the meeting list on the D.A. voicemail line is current and that all messages left are retrieved and answered in a timely manner.
3. *Workshop Committee*: Encourages D.A. groups and members to hold daylong events, short workshops, and other events that use D.A. topics and follow D.A. principles. This committee may organize and put on its own events. The committee also is responsible for keeping a calendar of D.A. events and sharing that information at DASWIG meetings, in the newsletter, and on the DASWIG web site.
4. *Literature Committee*: Helps spread the use of D.A. literature and audiotapes, CDs, and other material by donating literature to new D.A. groups and by selling literature and other material at D.A. events.

5. *Web Site Committee*: Maintains the DASWIG's web site with current information about Debtors Anonymous, the D.A. meetings, Intergroup meetings, and all special events. The committee also responds in a timely manner to all e-mails sent to the web site.
6. *Bylaws Committee*: Reviews these bylaws as needed, but at least once a year, to recommend to DASWIG any revisions necessary to reflect current Intergroup operations.

Article XI – Amending These Bylaws

These bylaws may be amended by a majority vote of the DASWIG whenever necessary, provided that the proposed amendments have been reviewed by the Bylaws Committee and sent in writing, by e-mail and/or postal mail, to the DASWIG's member D.A. groups at least 30 days before the DASWIG vote.

Amendments will take effect immediately after approval by the Intergroup.

Purely clerical changes to correct typing and spelling may be made at any time, subject to review and approval by the Intergroup at its next regular meeting.

Article XII – How to Disband DASWIG and Distribute Its Assets

If, due to lack of volunteers and/or money, the DASWIG decides that it cannot carry out its responsibilities, the Intergroup chairperson may call a meeting to consider disbanding the Intergroup. All D.A. groups within Arizona must be notified in writing by e-mail and/or postal mail about the time and place of the meeting 60 days in advance. The notice must include a description, approved by the Intergroup, of what difficulties have occurred and what would be needed to remedy them and continue operating.

At the DASWIG meeting, a motion to disband will pass if it is approved by a three-quarters vote of all member groups, provided that representatives from at least a simple majority of all groups active at the time vote on the motion.

If the DASWIG votes to disband, the Intergroup officers and committee chairpersons will be responsible for paying all outstanding bills and expenses, closing all bank accounts, and terminating any outstanding contracts, such as for web site hosting and voice mail services.

All money remaining in DASWIG accounts after bills and expenses are paid will be donated to the Debtors Anonymous General Service Board.

Article XIII – Spiritual Evaluation

In the spirit of D.A.'s Step 10, which suggests that we evaluate our own actions in light of spiritual principles, we ask that D.A. members consider spiritual principles when thinking about these bylaws, service work, and the activities of the DASWIG. We are including a list of some of the spiritual principles that come to life within these bylaws in Appendix B.

Appendix A

Suggested Meeting Format for Difficult Situations: Seeking a Spiritual Solution

1. Serenity Prayer
2. Introduction of members who are attending
3. *A spiritual approach* (please read): “We come to Debtors Anonymous in pain from the effects of the devastating disease of debting. The spiritual process we practice in this program teaches us that we can work through difficult situations and grow in strength and serenity as individuals and as D.A. members. Today we have an opportunity to face problems together and support each other in our recovery. Every person is asked to contribute their best understanding of fairness, compassion, and common sense to the discussion.”
4. Determine the facts of what happened and what the situation is now, if it has changed. All sides involved in a situation are encouraged to give their accounts. Speakers are encouraged to keep it simple and stick to the facts, rather than drifting into emotions, apologies, accusations, or any other statements that could distract the group.
5. Discuss possible solutions until there is a general consensus, and ask for a motion (or motions) that will put the solution into action. The motion needs to be clear about who will do what, when.
6. Vote on the motion.
7. Thank everyone at the meeting for doing their best to create a spiritual solution.
8. Serenity Prayer

This is a simple format that can be adapted to many different situations. If you would like to read more, there is very helpful information on spiritual problem solving on pages 103-104 of the *Debtors Anonymous Manual for Service* that is highly recommended.

Appendix B

How Spiritual Principles Are Woven into the Writing of These Bylaws

Debtors Anonymous offers a program of spiritual recovery from the disease of compulsive debting. These bylaws are written with spiritual principles in mind because acting according to program principles while performing service work is essential to our recovery and to our efforts to help still-suffering debtors.

In general, the bylaws are written in the present tense whenever possible, because they always apply to what we are doing now. They also try to use positive, instead of negative, descriptions, to describe healthy behaviors that we want to use. Steps 6 and 7 remind us not only to identify our character defects, but also to identify the opposite, healthy behaviors that our Higher Power can help us learn.

Here are a few examples of how spiritual principles are included in the writing of this document. (All references to the Concepts are based on *The Debtors Anonymous Manual for Service*, 2011 edition, pages 128-142):

Article II – Purpose: Tradition 5 says that the primary purpose of every DA group is to carry its message to the debtor who still suffers. DASWIG is a registered DA group. It is important to state DASWIG’s primary purpose so we can stay focused on what we are doing. This section also uses the principle of Clarity, by stating specifically the geographic area the Intergroup serves.

Article III – Spiritual Guidelines: The Steps, Traditions, and Concepts describe spiritual ways to live as individuals and as members of groups. Step 12, Tradition 12, and Concept 12 tell us that it is important to use these suggestions.

Article IV – DASWIG Membership, Attendance, and Voting:

(c) - Tradition 2 and Concepts 1 and 8 remind us that DASWIG does not have any authority to tell DA groups what to do or how to do it. We may make suggestions, but groups have different memberships and vary in the number of volunteers willing to give service.

(d) – Concept 4 says that all members are equal, so each DASWIG member has one vote, no matter their position.

Article V – Financial and Volunteer Support of DASWIG Activities: Debtors Anonymous has suggestions for how contributions can be made to allow DASWIG to function (pages 122 and 123 of the *Manual for Service*). These guidelines allow us to follow Tradition 7.

Appendix C

Detailed Descriptions - Committees & Chairperson Responsibilities

A. TELEPHONE COMMITTEE:

1. Purpose:
 - a. To retrieve phone messages and return calls for persons who wish to be called back. This is an information line, not a hot line. Messages are retrieved every other day. We answer general questions about Debtors Anonymous (i.e. that it is a 12-step program, the meetings last 1 hour typically, and that there is no requirement for membership other than a desire to stop incurring new unsecured debt), give directions to meetings and confirm that a meeting is still active.
 - b. We may also refer callers to our local website or the national web-site where they can get more detailed information about D.A.
2. Chairperson Responsibilities:
 - a. To either retrieve the messages and return calls, or get volunteers from Debtors Anonymous to retrieve messages and return calls.
 - b. Typically a volunteer may do this service work for one month, two months, or more if they wish.
 - c. The Chairperson should be available to volunteers who may need guidance with regards to caller's inquiries.
 - d. The Chairperson also updates the outgoing message, which lists all Debtors Anonymous meetings, with addition of new meetings, deletion of canceled meetings, changes in meeting locations or meeting times.

B. WORKSHOP COMMITTEE:

1. Purpose:
 - a. The purpose of the DA Southwest Intergroup Workshop Committee is to encourage a variety of day-long events, workshops, meeting anniversaries, and events that will build the many and varied resources of the group.
2. Chairperson Responsibilities:
 - a. Prepares an annual plan which includes a schedule of events meant to promote fellowship, reach prospective members, raise funds, grow the fellowship, or a variety of other purposes
 - b. May but is not required to chair or co-chair the annual DA Southwest Intergroup Share-A-Day.

- c. Obtains volunteers as needed to organize and put on Intergroup, regional, or meeting level day-long events, workshops, meeting anniversaries, and events.
- d. Encourages groups to raise funds in order to send a World Service Conference delegate, a General Service Representative (GSR), from that group.
- e. Attends Intergroup meetings and reports on the activities of the Committee.
- f. Prepares an annual Spending Plan for the committee and presents it at the Treasurer's spending plan meeting.

C. LITERATURE AND TAPE COMMITTEE:

- 1. Purpose: Keeping print and audio resources in supply for Debtors' Anonymous groups in the Southwest.
 - a. Maintain a library of books, pamphlets and related indicia sufficient for the needs of start-up groups and re-stocking supplies of current groups as indicated by each group.
- 2. Chairperson Responsibilities:
 - a. Shall purchase literature from the DA General Service Office and resell it to group delegates for their group's use and distribution.
 - b. Shall be custodian of funds received and dispersed for literature.
 - c. May request additional funds from DASWIG, as needed to supply the groups with literature.
 - d. Maintain monthly reports and spreadsheets of all literature income and expenses during his/her term of office.
 - e. Make a Bi-Monthly sales, inventory and financial report to the DASWIG.

D. PUBLIC INFORMATION COMMITTEE:

- 1. Purpose: Local public information committees have the following responsibilities:
 - a. To know and understand the Traditions
 - b. To contact the GSO in Needham, MA, with all matters pertaining to public information that may have an impact on a national level.
 - c. To notify the local Intergroup and be prepared to handle additional inquiries when notified by the PI Committee that an action of the international committee or GSB may prompt an influx of new inquiries.

- d. To answer all inquiries from media, professionals, institutions, and the general public in the local area, and refer all requests from outside of the area to the PI committee or GSB.
 - e. To work with the GSB on any issues needing clarification.
2. Chairperson Responsibilities:
- a. Assures that the DA message is presented in a spirit of attraction, rather than promotion, to schools, media and the public.
 - b. Educates the public by speaking and training other DA members to speak at non-DA meetings; developing public service announcements; appearing at schools, health fairs and other non-DA events; and working with the media to explain our tradition regarding anonymity.
 - c. Uses the public information manual of the World Service Office as a guide in carrying out responsibilities of the position.
 - d. Distributes meeting schedules and DA literature to various locations in the DASWIG region and works with our answering service and website coordinator to best serve DA as a whole.

E. WEBSITE COMMITTEE:

1. Purpose:
- a. The purpose of the Website Chair is to update and maintain the DA Southwest Intergroup website as an accurate resource for DA members and potential members. The information on the web site includes information concerning DA as a 12 Step program, and information allowing members and potential members to locate DA meetings. In addition, the chair sees that emails to the DA Southwest Intergroup email addresses are responded to in a timely manner.
2. Chairperson Responsibilities:
- a. Maintains the DASWIG website as a current, accurate resource for DA member access.
 - b. Responds promptly to requests for website updates.
 - c. Verifies information regarding DA as a whole is accurate and up-to-date.
 - d. Ensures DA meeting information is current and accurate.
 - e. Checks DA Southwest Intergroup e-mail boxes and responds to requests for information. This task may be performed by a volunteer other than the Chairman.

F. BYLAWS COMMITTEE:

1. Purpose:
 - a. Perform regular annual and ad-hoc reviews and revisions of the DASWIG Bylaws so as to keep them current with the needs of the Intergroup.
2. Chairperson Responsibilities:
 - a. On an annual basis in August, or as needed when a question or conflict arises with regard to the Bylaws, organize a committee to review and revise the bylaws as necessary.
 - b. Present the revised Bylaws to the Intergroup during the next regular Intergroup meeting (regularly in October).
 - c. Facilitate Intergroup Representatives as they announce/distribute the proposed revisions to the Bylaws to their respective meetings and come prepared to the next Intergroup meeting with their group's feedback and/or acceptance of the revised Bylaws for vote at the next regular intergroup meeting (regularly in December).