

**Northwest Debtors  
Anonymous  
Intergroup  
Service Handbook**



**Love. Grow. Serve.**

# Northwest DA Intergroup Service Handbook



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(with application to Northwest DA service)

# Northwest DA Intergroup Service Handbook



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(updated November 2016)

## **Northwest DA purpose, mission, and objective:**

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. In many instances, a group operating by itself cannot do this effectively.

Northwest DA is a gathering of DA members who represent DA groups throughout our geographic region, including Alaska, Idaho, Montana, Washington, and Oregon (whenever we can help). Our Intergroup meets, usually every 4th Saturday, to plan and provide services for the entire region. Our Intergroup plays a vital role in carrying the DA message to the still-suffering debtor. We are often the first source of recovery materials found by someone who is struggling with debting. Therefore, the primary purpose of our Northwest DA Intergroup is to support our regional DA meetings and to help direct newcomers to those meetings.

*Northwest DA Mission — Debtors Anonymous offers hope for people whose use of unsecured debt causes problems and suffering. We have come to learn that compulsive debting is a spiritual problem with a spiritual solution, and we find relief by working the DA recovery program based on the 12 step principles.*

*Northwest DA Bylaws, Article II — The object of Northwest DA is to serve the DA groups in the Northwest United States — including Washington, Alaska, Idaho, Montana, and Oregon (at their request) — in our common purpose of carrying the DA message to the compulsive debtor who still suffers.*

## **Northwest DA responsibilities and activities:**

Maintaining and distributing a current list of DA meetings — days, times, and locations.

Maintaining a website with relevant information for our DA community — DA events, free DA literature, meeting support materials, public information, and other resources.

Reaching out to and fielding inquiries about DA from the public and the professional community.

Purchasing DA and AA literature in bulk and selling it to groups.

Sponsoring workshops and special events.

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Disseminating communication to the regional DA membership from the General Service Office, the General Service Board, and the World Service Conference Committees.

~~Handling other inter-meeting communication, possibly but not necessarily including publication of a local Intergroup ezine.~~

~~Sponsoring an Intergroup Service Representative (ISR) to the World Service Conference if possible.~~

## **Intergroup Rep position description — Every group in our region is encouraged to send a representative to the Northwest DA Intergroup:**

Brief position description: The Intergroup Representative (IR) attends monthly Intergroup meetings and represents her or his home group in matters that affect our geographic region and the Northwest DA Intergroup's interests. The Intergroup Rep helps with decision making about and fulfillment of responsibilities like those listed on the previous page. This position is different from the Intergroup Service Rep (ISR).

FOR COMPARISON: The ISR serves as a link between our regional Intergroup and the World Service Conference (WSC). The ISR participates on a WSC committee and caucus, votes at the annual DA Convocation, and becomes a communication link between all DA groups, especially Intergroups.

More detailed tasks of the Intergroup Representative include:

Represents their group at the monthly Northwest DA Intergroup meetings (fourth Saturday of each month from 11am to 1:30pm with a potluck lunch midway) and reports back to their group on Northwest DA Intergroup's decisions and activities.

If unable to attend a monthly meeting, finds a replacement who can attend and vote on behalf of their group.

May hold a committee chair position, or serve as an officer, within Northwest DA. It is advisable but ***not*** necessary to give up one's IR position when one takes on an officer or committee position.

May join one or more Northwest DA committees, based on personal interests and the needs of each home group, and invites home group members to join Northwest DA committees, too.

All Northwest DA members — officers, committee chairs, IRs, and other interested DA members — share responsibility for Public Information (PI) activities and outreach throughout our region.

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Familiarizes themselves with the Northwest DA website at [northwestda.org](http://northwestda.org), so they may share available resources with their groups and members.

Ensures that home group members have access to meeting schedules and PRG / sponsor lists and know how to add themselves to the most current PRG / sponsor list.

Maintains an email and / or phone list of home group members for dissemination of information and service opportunities from Northwest DA, WSC, and GSB.

At the end of the service position, trains the next IR in all of the above areas.

**NOTE:** Intergroup Reps are doing group-level service and are generally looking for opportunities to serve their groups and group members via their Northwest DA participation. Intergroup officers and committee chairs are doing Intergroup-level service and must put the needs of the region above their individual groups' needs.

## **General suggested qualifications for Northwest DA members — officers, committee chairs, and IRs:**

Like all of DA, the primary purpose of members involved with Intergroup service is to carry the DA message to the compulsive debtor who still suffers. Working together, members of our regional Intergroup convey DA information to the media, helping professionals, the general public, and inward to our current DA members.

The first qualification for doing Intergroup service, or any other DA service work, is sound solvency. Intergroup Representatives, committee chairs, and officers should be familiar with the DA program and able to provide consistent and reliable service to the Fellowship. Previous experience in committee work settings is helpful.

A growing understanding of the Twelve Traditions, including a firm grasp of the Anonymity Traditions, is most important. This is often enhanced through Northwest DA studying basic PI materials together. The suggested starting point for becoming an officer or committee chair for Northwest DA, in service to Debtors Anonymous throughout our region includes:

Active membership and regular attendance at a DA or BDA home group.

Active engagement with a DA sponsor and in the process of living the Twelve Steps.

Freedom from incurring new unsecured debt for at least six months.

Experience in at least four Pressure Relief Meetings (PRMs) — at least two given and two received.

Desire to do the work of Northwest DA; the monthly meetings are a small part of the work we do together.

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Dedication and commitment to the health of DA and a personal desire to carry the DA message to the still-suffering debtor. This would include completion of the full term of at least one previous service commitment — either in your group or at Intergroup or for the Northwest DA Conference.

In addition, here is our vision for the shared characteristics of participants in service at Northwest DA. Few of us start Northwest DA service with the following qualifications in place. *We are all growing toward these traits through our work and fellowship together:*

Desire for an understanding of the 12 Traditions (for unity) and 12 Concepts (of service) which closely align with the 12 Steps (to recovery).

Successful completion of service commitments at many levels — PRGs, sponsorship, meetings, and Intergroup; keeping our commitments is key to our recovery.

Ability to work in harmony with others, even amid controversy.

Willingness to learn the difference between majority rule and group conscience and willingness to work within the group conscience.

Ability to maintain a flexible attitude while working with others.

Willingness to follow the spiritual principles by which Northwest DA operates (see the first item in this list) and to be led toward those principles by our fellows.

## **List of Northwest DA officer positions:**

Chairperson    Secretary    Vice Chairperson    Treasurer

## **List of Northwest DA committee chair positions:**

Intergroup Service  
Representative

Literature Chair

Web Guardian

Public Information Chair

Liaison from Northwest  
DA Conference

Special Events Co-Chairs

Vice Web Guardian

## **Others who attend Northwest DA meetings and activities:**

Intergroup  
Representatives  
(from groups)

Group Service  
Representatives  
(if interested)

All interested DA  
members are welcome!

## **When filling open positions ... :**

# Northwest DA Intergroup

## Service Handbook



We hold annual elections in December of each year, for service the following year or two , depending on each position and its term of service. During elections, we use this guide — by reading information aloud and discussing details as necessary — to ensure that “service people [are] chosen with care and consideration, placing principles before personalities, for the welfare of the [Intergroup] as a whole.”

When positions are open during the year and must be re-filled, or trusted servants step down and need to be replaced during the course of the service year, we ask that interested volunteers — for Northwest DA officer and committee chair positions — come to at least two monthly meetings before making a commitment. During the month in between, we ask them to reach out to current Northwest DA members, look around the online resources we have available on our website at [northwestda.org](http://northwestda.org), and receive relevant training (when applicable) before making a commitment to complete the current term for the open position.

We then ask, if the person is still interested in taking on a Northwest DA position after this one-month waiting period, that they come to the Northwest DA meeting a second time to volunteer for the position or to be nominated. We want to encourage willing volunteers. Our minimum definition for willingness is attendance at two meetings in a row. A shared expectation in all roles is regular attendance at monthly meetings for the full period of service.

Our overall intention with these requests is to create the best possible success for Northwest DA and our Northwest DA members.

# Northwest DA Intergroup Service Handbook



## ***Chairperson:***

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Chairperson should have some volunteer leadership experience and success in service activities beyond the group level, ideally two or more years experience in DA Intergroup or WSC service. The Chairperson needs a sound understanding of the Steps, the Traditions, and the Concepts, along with a good fund of experience applying these guiding principles to previous service commitments. Communication skills, leadership qualities, and sensitivity to the wishes of Northwest DA members and groups throughout the regional service area are also important.

**TERM OF SERVICE:** 2 years

**DUTIES:** The Chairperson presides over committee meetings, encouraging all members to participate in discussions and decision making. The Chairperson prepares and distributes agendas, leads discussions, and guides healthy spending. The Chairperson facilitates the work of Northwest DA during the service term and is responsible for overseeing clear communication between Northwest DA officers / committees and the DA groups and members in our region. In addition to monthly meetings, here are some activities the Chairperson leads Northwest DA into and through:

Ensures that the meeting location is reserved and that meeting supplies are stocked

Annual elections each December for the following year and an Intergroup inventory each September in preparation for the annual elections. (via Chair and Vice Chair)

Clear, concise, and complete documentation of our Northwest DA meetings and activities. (via Secretary)

Healthy financial reports and activities, including an annual spending plan and at least two semi-annual PRGs. (via Treasurer)

Frequent two-way communication with the General Service Office, General Service Board, and World Service Conference, including the WSC Intergroup Caucus. (via Intergroup Service Representative)

~~Encourage participation, in terms of both service and attendance, at the Northwest DA Conference by regional DA and Northwest DA members. (via Liaison from Northwest DA Conference)~~

Maintain consistent inventory levels and effective distribution of DA books, pamphlets, and other written materials published by DA throughout our region. (via Literature Chair)

Support DA groups and members in fulfilling our threefold purpose: to stop incurring unsecured debt, to share our experience with newcomers, and to reach out to other debtors. (via Public Information Chair)

Host special events, sometimes as fundraisers for the ISR Fund, and sometimes not, as cooperative ventures by several or many regional groups and members. (via Special Events Co-Chairs)



# Northwest DA Intergroup Service Handbook



## *Northwest DA*

Ensure the active functioning of a Northwest DA web presence, while adhering to the 12 Traditions, especially the Anonymity Traditions. (via the Web Guardians)

Develop and communicate service opportunities for both groups and members. (via Intergroup Reps)

### **Northwest DA Chairperson – continued:**

Much depends on the Chairperson's ability to conduct smoothly functioning meetings and to guide a meeting toward group conscience decisions, which are not always the same as majority rule.

These suggestions should be helpful:

Agendas are ideally distributed by email a week before each meeting, with a request for input; final agendas usually get distributed three days out.

Meetings may be fairly informal, but the attention of the entire meeting should be on one subject at a time, without the disruptive influence of private conversations.

Each service rotation makes its own rules for functioning and decision making. If members want to make a change in the rules, it should be done *before* a decision is made or *before* a position is filled.

Keep the issues clear. If a motion is offered, be sure it is stated clearly and distinctly so that all know what they are voting for or against.

If the Chairperson has a sense that the members of the meeting will be in agreement, she or he may state the business at hand as clearly as possible and then ask for objections. If there are no objections, general consent has been reached, which is ultimately a unanimous decision.

If there are one or more objections, then the matter must be brought to a formal vote. To put the matter to a formal vote, this procedure must be followed:

- ~~1. Raise your hand to be recognized.~~
- ~~2. Make your motion.~~
- ~~3. Wait for someone to second the motion.~~
- ~~4. The Chair repeats the motion and asks for discussion, maintaining a positive atmosphere even during difficult topics.~~
- ~~5. The Chair calls the question and we vote, which may be a second call for objections.~~

To put the matter to a formal vote, we must follow this protocol:

- Raise your hand and be recognized.
- Make your motion.
- Wait for someone to second the motion.

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- The chair repeats the motion and asks if there is any discussion about the motion.
- The chair calls the question (vote).

At all times, please raise your hand and wait to be called on before speaking. Please do not repeat the comments of previous speakers. Our time is limited.

On simple matters, a majority vote is enough. If there is obviously remaining opposition to the decision just made, ask for someone who voted on the minority side of the motion to provide a minority opinion. Once heard, ask if anyone who voted with the majority has changed her or his mind as a result of the minority opinion. If no, the majority vote stands. If yes, the vote is taken a second time.

On sensitive issues, the group works slowly — discouraging formal motions and / or votes until a clear sense of the group’s collective view emerges.

The term “informed group conscience” implies that pertinent information has been studied and all views have been heard before the group votes. Some initiatives take several months to conclude.

## ***Vice Chairperson:***

**SUGGESTED QUALIFICATIONS:** Same as for the Chairperson, since the Vice Chair may be asked to step into the Chair’s role at any time. Shifts in leadership, whether short-term or long-term, should be relatively seamless.

**TERM OF SERVICE:** 1 year (usually a new Vice Chair is elected each December for the following year)

**DUTIES:** The Vice Chair assumes the responsibilities of the Chair when the Chair is unavailable. While the Vice Chair may step in as temporary Chair at any time, she or he should be elected, following normal election procedures, to the permanent Chair position if that ever becomes necessary. While it often happens, it is never assumed that the Vice Chair will be elected the next Northwest DA Chairperson. The Vice Chair also:

Helps set meeting agendas and assists in ensuring that Northwest DA meetings are conducted in an orderly manner, discussions stay on topic, and all eligible voting members participate in decisionmaking.

Knows or is rapidly learning Northwest DA’s policies, bylaws, and the duties of each trusted servant position. Supports and helps all Northwest DA committee chairs as requested.

Works with the Secretary and Web team to ensure that all records for Northwest DA are accurate and current and are retained for historical purposes.

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## ***Northwest DA***

Maintains a growing list of Northwest DA group conscience decisions as they're made from month to month.

## **Northwest DA Secretary:**

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Secretary should be organized and able to focus for long periods. Previous service in groups or Intergroup or World Service is useful. So is , a background in general office work, including moderate computer skills are useful. An effective Secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at a meeting. This job can be time-consuming and needs to be carried out on schedule.

**TERM OF SERVICE:** 1 year (usually a new Secretary is elected each December for the following year)

**DUTIES:** The Secretary is in a good position to act as liaison between officers and committee chairs, following up with Northwest DA members who miss monthly meetings and requesting reports from Northwest DA members ahead of time when relevant. The Secretary sends multiple announcements and invitations to Northwest DA meetings and events, helping to increase attendance and participation whenever possible. Most importantly, the Secretary:

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## *Northwest DA*

Emails the minutes to [Intergroup@northwestda.org](mailto:Intergroup@northwestda.org) within one week of each meeting for feedback, additions, and corrections. Updates the minutes as appropriate and resends them to [Intergroup@northwestda.org](mailto:Intergroup@northwestda.org) about a week prior to the next monthly meeting.

Works with Alternate Secretary to ensure minutes are taken whenever absent from Northwest DA meetings.

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## Northwest DA

### *Treasurer:*

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Treasurer should be responsible and able to maintain personal serenity during money discussions. She or he should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Otherwise, the person elected may need help in setting up a system, and possibly some clerical assistance. Firmness and diplomacy will help the Treasurer do the job. It is important to remember that the Treasurer is a trusted servant and a guardian of Northwest DA's solvency.

**TERM OF SERVICE:** 2 years (ideally staggered with the Chairperson's 2-year term for financial consistency)

**DUTIES:** The Treasurer is responsible for the Seventh Tradition and ISR Fund collections at each Northwest DA meeting, balancing the bank accounts, keeping accurate records of income and expenses, paying Northwest DA's expenses, and making contributions on behalf of Northwest DA (per the group's conscience) to other DA service bodies including the General Service Office (GSO). The Treasurer reports Northwest DA's financial activities and balances at monthly meetings, explains variances from expectations, and helps Northwest DA to make financial decisions. This participation at monthly meetings can be stressful. See below for specifics about each of these duties.

### Treasurer's Tasks Outside of Meetings

Reconcile checking and saving accounts with bank statements and keep accurate and up-to-date records of income and expenses.

Visit PO Box to collect 7th Tradition funds and other mail — 83rd & Greenwood, PO Box 30166, ~~keys in orange bag~~ (box key + door key).

Make deposits at bank (see Treasurer for account name, number, login, and password).

Run transfers online when needed.

Allocate available received 7th Tradition funds based on Northwest DA group conscience and PRGs (see next page).

Pay bills: PO Box (due Jan 1)

Rent (due Jan 1, Apr 1, Jul 1, Oct 1): Make checks payable to: Phinney Neighborhood Center, 6532 Phinney Ave N., Seattle, WA 98103, Attn: Emily

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## **Northwest DA**

Make monthly donation to GSB

Pay literature orders as requested and other Northwest DA-approved requests for funds.

Prepare report(s) for Northwest DA meetings according to standardized report format. ~~Bring 8 copies.~~

### ***Treasurer — continued:***

#### **PRGs and Spending Plan**

The Treasurer shall participate in a Pressure Relief Meeting every six months to review Northwest DA's finances. Following is the Northwest DA spending plan as determined by PRG January, 2016, and by group conscience:

<b>Income:</b>	155.00
<b>Expenses:</b>	
Rent*	10.00
Website	25.00
Post Office Box	13.00 (renewal due Jan 1)
Office Supplies	2.00
Literature	6.00
Scholarship	6.00
ISR	62.00 until June, 2016 and 31.00 thereafter
Prudent Reserve	6.00
Public Information	<u>25.00</u>

\*Rent (due monthly): ~~\$30 per quarter payable to:~~

\_\_\_\_\_  
Phinney Neighborhood Center  
\_\_\_\_\_  
6532 Phinney Ave N.  
\_\_\_\_\_  
Seattle, WA 98103  
\_\_\_\_\_  
Attn: Emily

Forty-five percent (45%) of the 7<sup>th</sup> tradition collected at Northwest DA meetings will be donated to the General Service Office (GSO). The GSO check shall be made out to "DA-GSB", and sent to:

General Service Office  
P.O. Box 920888

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## *Northwest DA*

Needham, MA 02492-0009

Literature might be purchased from the Seventh Tradition collections; the Treasurer usually transfers such funds to the Literature person as needed.

Other income (i.e., special events) shall be dispersed according to group conscience. One contribution especially noted in our manual is the John H. Scholarship Fund which supports GSRs whose groups need help paying their expenses for attending the World Service Conference.

### ***Treasurer — continued:***

#### **Record Keeping**

The Treasurer is expected to keep accurate and up-to-date records of the income and expenses for Northwest DA. The Treasurer and the Secretary each keep a copy of the income and expense record which is updated monthly.

#### **Funds Disbursement**

Disbursement of funds that fall within the guidelines established by Northwest DA's spending plan is left to the Treasurer's discretion. Other requests for disbursement outside the established spending plan, of \$30 or more, shall be approved by group conscience at a Northwest DA business meeting, using our standard funds disbursement request form. All Northwest DA members have discretion below \$30. We do not vote on financial matters via email.

Treasurer usually brings checkbook to Northwest DA meetings in order to distribute Northwest DA approved funds

#### **Safeguarding Funds**

Northwest DA funds are kept in a checking account and savings accounts at Sound Credit Union, the account number and password for which is to be passed on to and held in trust by the current Treasurer.

When a new Treasurer is elected she or he will be added as a signatory on the account and the previous Treasurer will be rotated off the account.

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***Northwest DA***

Note: The use of personal checks in Northwest DA transactions is not recommended.



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## *Northwest DA*

### Presenting the Treasurer's Report

The Treasurer will be allocated time at the Northwest DA meetings to present the monthly Treasurer's report. The report will usually cover the previous month's activity. It will consist of the amount and source of money collected and the amount and to whom money was disbursed during the month, and the balances in each of the bank accounts. The Treasurer might also discuss what upcoming expenses may need to be considered.

The Treasurer shall use whatever bookkeeping system works best for him/her. However, the presentation to the group shall be standardized and used from one Treasurer to the next.

### ***Intergroup Service Representative:***

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Intergroup Service Rep (ISR) should be a dedicated person, with a passion for DA's growth and healthy functioning. Per the DAMS, the ISR should have a minimum of one year without incurring new unsecured debt. She or he should have the stamina to stay focused for long hours during the busiest days of the World Service Conference; and willingness to follow the spiritual principles by which DA and the WSC operate.

**TERM OF SERVICE:** 3 years (may serve up to two consecutive three-year terms, best to elect in March)

**DUTIES:** The Intergroup Service Rep (ISR) acts as the primary link between Northwest DA and the Fellowship as a whole. The ISR assumes responsibility to perform service for the World Service Conference of DA. More specifically:

Attends and participates in monthly Northwest DA business meetings, shares news from DA WSC and GSO, and participates in special events and activities hosted by Northwest DA.

Confirms — once a year — that Northwest DA's registration with the GSO is current and the information about Northwest DA is accurate and up to date. As primary contact, most mailings from the GSO will be sent to the ISR.

If a GSR Area Group exists, may — optionally — meet with GSRs from the region to discuss DA issues that affect DA as a whole or those that affect the area. (As an area grows, groups prosper, and more GSRs are elected, the GSRs are encouraged to form a GSR area group.)

Represents Northwest DA at the annual World Service Conference as a voting delegate, communicating Northwest DA's needs and opinions about crucial issues affecting the Fellowship.

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## ***Northwest DA***

Participates on a Conference committee throughout the year to carry out its Conference-approved action steps.

Participates on the WSC Intergroup caucus, an international gathering of ISRs, both at the Conference and during the service year that follows.

Encourages Northwest DA to participate in worldwide DA events, such as the annual World Service Month (April) and other special DA events at the national and regional level.

After attending the annual World Service Conference, reports on the activities and action steps of the Conference to help unify and guide the Fellowship's direction at the regional level.

Shares the results of the World Service Conference with Northwest DA when the WSC Report is received. The WSC Report includes the Convocation Minutes, complete results of the annual business meeting.

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## *Northwest DA*

### **Northwest DA Liaison from Northwest DA Conference:**

**SUGGESTED QUALIFICATIONS:** The qualifications of the NWDAC Liaison are an outside issue to Northwest DA.

**TERM OF SERVICE:** Varies (NWDAC usually goes dark from the summer conference until the end of the year)

**DUTIES:** The NWDAC Liaison is usually one of the conference co-chairs. She or he shares new information about the conference as details develop, registration counts and expectations, service opportunities, and communication materials for distribution both inside and outside of our region. The NWDAC Liaison sometimes asks Northwest DA members for their opinions about different aspects of the conference, but the position is generally more about providing information than requesting it. The NWDAC Liaison is a voting member at Northwest DA meetings.

### **Northwest DA Literature Chair:**

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Literature Chair should be responsible and able to remain polite, even when faced with the sometimes demanding approach of our regional DA members. She or he should be organized enough to keep good, clear records, and some inventory experience is useful. Delegation skills are also helpful to keep the flow of literature moving, both in and out of our inventory. Commitment and weekly availability will help the Literature Chair do the job.

**TERM OF SERVICE:** 1 year (usually a new Literature Chair is elected each December for the following year)

**DUTIES:** The Literature Chair maintains consistent inventory levels of DA books, pamphlets, bookmarks, and other written materials published by DA for our community of regional meetings and members, processing literature sales and orders as necessary. (The Literature Chair needs a safe place to store the literature inventory and money received as literature is sold.) The Literature Chair orders printed materials from the General Service Office as needed, securing checks from the Northwest DA Treasurer as necessary. The Literature Chair plans ahead for upcoming events and service opportunities, such as the Northwest DA Conference and workshops hosted by Northwest DA or local groups, as available and requested with advance notice. The Literature Chair reports on literature sales and purchases at monthly Northwest DA meetings. The Literature Chair assembles new meeting packets as defined by Northwest DA group conscience.

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*Northwest DA*

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## *Northwest DA*

### *Public Information Chair:*

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Public Information (PI) Chair should be enthusiastic and passionate about DA's 12<sup>th</sup> Step work. Although newer solvency may lend itself to more passion and energy for this "on the street" and "out in the community" form of carrying the message, the PI Chair is best served by a few years membership in the DA program. The PI Chair should be: organized enough to keep good, clear records and comfortable reporting progress at monthly committee and occasional group business meetings. Sales and management experience are both useful, but not necessary. Delegation skills are vital to the success of this position. Commitment and ongoing availability — we suggest an average of four hours per week — will help the PI Chair do her or his job.

**TERM OF SERVICE:** 2 years (usually a new PI Chair is elected every other December for the next two years)

**DUTIES:** Most importantly, the PI Chair develops outreach opportunities, whether by outreach to the media, helping professionals, or other organizations (see pages 15 and 16 for some outreach ideas). The PI Chair and Northwest DA PI Committee also invite DA members to participate in PI service, by outreach to groups and members throughout the Northwest DA service area. The PI Chair reports on progress at each monthly Northwest DA meeting, seeking help and guidance from other Northwest DA members. If she or he cannot attend, the PI Chair is asked to send an alternate from the Northwest DA PI Committee to report on her or his behalf.

The PI Chair's primary work is through the regional PI Committee and its members. The PI Chair's duties related to the PI Committee include: ensuring subcommittee leaders and members are giving and receiving leadership based on the committee's and Northwest DA's group consciences; receiving and giving support for the many tasks at hand; contributing to the archives of successful PI activities; using the PI Committee's financial resources wisely; and ensuring availability of necessary outreach materials for planned activities and events. Planning ahead and avoiding unnecessary urgency is in everyone's best interest.

Beginning in January 2016, the Northwest DA PI Committee has adopted a structure similar to those of the World Service Conference (WSC) PI Committee and of Northwest DA:

Four officers — Chairperson, Vice Chair, Secretary, and Treasurer

Four subcommittees — Media, Helping Professionals, General Public, and DA Membership at Large

Each subcommittee has an elected leader and volunteer members. PI Committee members can belong to more than one subcommittee. DA members can join a subcommittee without joining the Northwest DA PI Committee.

The PI Chair also works closely with fellow Northwest DA Committee Chairs, generally through participation at Northwest DA meetings, with the guidance of the Northwest DA Chair. They share successes and failures, brainstorm new opportunities and approaches, develop best-practice policies and procedures, share their

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volunteers across projects, and encourage one another to stay committed, engaged, and focused on carrying the message to the compulsive debtors who still suffer.

## **Northwest DA Public Information Chair — continued:**

The following list of websites has been prepared to simplify and support local and regional outreach to helping professionals and their organizations by Northwest DA Public Information participants and trusted servants. Northwest DA neither endorses nor is affiliated with these websites or their members. The list includes many of the recommended places for attracting new DA members on pages 12 and 13 of the Public Information Manual for DA, although often under other names or designations.

We have purposely chosen Web-based directories and databases that do not host banner ads or other advertising unrelated to their own organizations. If you come across one that has banner or other ads, please report it to [publicinformation@northwestda.org](mailto:publicinformation@northwestda.org), so it can be removed from the list.

Attorneys — bankruptcy, creditors' rights, criminal law, and family law

<http://www.nacba.org/find-an-attorney/>

[http://www.nationallist.com/industry\\_resources/state-creditor-bar-associations/](http://www.nationallist.com/industry_resources/state-creditor-bar-associations/)

[http://www.nacdl.org/impak/cms/members\\_online/members/findalawyer.asp](http://www.nacdl.org/impak/cms/members_online/members/findalawyer.asp)

<http://www.lawyers.com/family-law/find-law-firms-by-location/>

Bankruptcy courts

<https://www.bankruptcydata.com/courts.php>

Credit counseling agencies

<http://www.justice.gov/ust/list-credit-counseling-agencies-approved-pursuant-11-usc-111>

Credit unions

<https://www.checkingfinder.com/national-directory>

# Northwest DA Intergroup Service Handbook



## ***Northwest DA***

Crisis (suicide) hotlines

<http://www.suicide.org/suicide-hotlines.html>

## **Northwest DA Public Information Chair — continued:**

List of websites prepared to simplify and support local and regional outreach to helping professionals and their organizations by Northwest DA Public Information participants and trusted servants — continued:

Doctors and some mental health providers

<http://provider.fepblue.org/>

Eldercare service centers, services to senior citizens and their families

<http://www.eldercare.gov/Eldercare.NET/Public/Index.aspx>

Mental health — psychologists and therapists (especially marriage and family counselors)

<http://www.findapsychologist.org/> <https://therapists.psychologytoday.com/rms/>

Religious organizations — Buddhism and Christianity (more can be added later)

<http://www.buddhanet.info/wbd/index.php>

<http://www.churchfinder.com/christianchurches-united-states>

Tax preparers and accountants

<http://connect.nsacct.org/network/members>

Treatment centers and services

<https://findtreatment.samhsa.gov/>

# Northwest DA Intergroup Service Handbook



**Love. Grow. Serve.**



# Northwest DA Intergroup Service Handbook



## Northwest DA Local Public Information Representative:

### **SUGGESTED QUALIFICATIONS:**

1. Is an active member of Debtors Anonymous, attending meetings regularly with at least three months of not incurring unsecured debt. \*Requirement is one year of not incurring unsecured debt for working with the media.
2. Has an understanding of the Traditions, including a firm grasp of anonymity as discussed in Traditions 11 and 12
3. Has worked the Steps or is currently engaged in step work in the DA program
4. Has a sponsor in DA Responsibilities of a PIR
5. Report to his or her home group about PI activities
6. Commit to a minimum of one hour per month of service work
7. Attend DA speaker training and media training within the first year of service
8. Be a point person for requests from the media

**TERM OF SERVICE:** 3 months minimum. Anyone can stay longer.

### **DUTIES:**

1. Report to his or her home group about PI activities
2. Commit to a minimum of one hour per month of service work
3. Attend DA speaker training and media training within the first year of service
4. Be a point person for requests from the media

The primary purpose of the Public Information Representative is to carry the message of recovery to the still suffering debtor and to other people and groups who come in contact with debtors. We seek to be a credible community resource by providing information on DA Web sites and via other communications to the general public, the media, and helping professionals. We also provide information to institutions when there is no local hospital, institution and prison (HIP) committee. PIRs report to their Intergroup or home group meeting.

## Northwest DA Special Events Co-Chairs:

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Special Events Co-Chairs express the fun and gratitude we experience as a result of DA recovery. We do recommend co-chairs for this position. The responsibilities, depending on the timing and size of the event, can be huge, and leadership of those events should not be shouldered by one person alone. Event planning and volunteer management experience are both useful, but not necessary. Delegation skills are vital to the success of this position. Commitment and communication skills will help the Special Events Co-Chairs do their jobs.

# Northwest DA Intergroup Service Handbook



**TERM OF SERVICE:** 2 years (usually new Special Events Co-Chairs are elected every other December for the next two years)

**DUTIES:** As an opportunity to bring our entire regional DA fellowship together, the Special Events Co-Chairs plan and orchestrate our annual Northwest DA Gratitude Dinner the weekend before Thanksgiving, usually as a fundraiser for our ISR Fund. There are usually at least two or three additional Special Events, sometimes as fundraisers for the ISR Fund, sometimes not.

The Special Events Co-Chairs prepare and seek Northwest DA approval before moving forward with an event. Approval usually includes: date, time, and location; topic and name of the event; spending plan; flyer and outreach plan; and volunteer needs. The Special Events Co-Chairs also invite DA members to participate in service at events, by outreach to groups and members throughout the Northwest DA service area. The Special Events Co-Chairs report on progress at each monthly Northwest DA meeting, seeking help and guidance from other Northwest DA members.

The Special Events Co-Chairs contribute to an archive of successful events for possible replication in future years and use the Special Events Committee's financial resources wisely. In general, Northwest DA-hosted Special Events should:

Be open to all DA members, including newcomers

Offer something of value to the participants

Uphold the 12 Traditions

Share service responsibilities

Enhance fellowship

Not require that donations be mandatory, though they may be suggested

In keeping with the Fourth Tradition, it is suggested that an event not be represented as a "DA event" since that would imply it was approved by the Fellowship as a whole. An acceptable alternative example would be a "12Step Workshop hosted by the Northwest DA Intergroup of Debtors Anonymous."

Just as the Twelve Steps, Twelve Traditions, and DA Tools provide the path for our personal recovery, they also provide the framework for a successful event. DA members are creative and there is no limit to the breadth of topics and formats for Special Events.

## **Northwest DA Web Guardian:**

**SUGGESTED QUALIFICATIONS:** In addition to the suggested qualifications listed on page four, the Web Guardian should be outgoing, professional, and engaged in the fun and gratitude we experience as a result of DA recovery. Web marketing and social media experience are both useful, but not necessary. Delegation skills are vital to the success of this position. Commitment and efficiency will help the Web Guardian do her or his job. We suggest the Web Guardian plan on an average of one hour per week in this position, via phone and email, in addition to attendance at the monthly Northwest DA meetings.

# Northwest DA Intergroup Service Handbook



**TERM OF SERVICE:** 1 year (usually a new Web Guardian is elected each December for the following year, ideally the Vice Web Guardian from each year will be elected Web Guardian for the following year)

**DUTIES:** This is generally *not* a technical role; there are tech-savvy DA members who will happily fulfill the hands-on portion of managing the Northwest DA website. Most importantly, the Web Guardian works with Northwest DA to ensure the website functions within Northwest DA's group conscience decisions and DA's Traditions and Concepts. The Northwest DA website is intended to support carrying the DA message both to those who still suffer and those who have already found and are recovering in DA:

## **Public Outreach**

In keeping with our Eleventh Tradition, we use our website as our primary resource to spread the word about DA to local media (TV, radio, newspapers, Internet sites, etc.). In cooperation with the Northwest DA PI Committee, the website also includes information for helping professionals, as well as local churches, libraries, crisis hotlines, and other Twelve-Step Fellowships. We created a new website in 2015, with an emphasis on the "attraction" part of Tradition Eleven. This focus on attraction to our program and fellowship will hopefully continue into future years

## **In-Reach to the DA Fellowship and Northwest DA Community**

We use our website to inform the local, regional, national, and international membership of DA about our Northwest DA activities and events. These include retreats, workshops, meeting anniversary celebrations, days of sharing, etc. We accomplish this by maintaining active and accurate calendars of our meetings and events, including fliers and notices provided by regional meetings and other Intergroups. We also maintain robust resources for members and groups, including all available regional and national PI materials for members interested in outreach.

## **Northwest DA Web Guardian — continued:**

Our ongoing Northwest DA website objectives (based directly on DA's Twelve Traditions) are:

1. To encourage unity between groups and members throughout our region.
2. To subtly (but surely) express the spirituality of our program and to provide resources for trusted servants to allow for better and more confident service work.
3. To embody DA's responsibility pledge: "I pledge to extend my hand and offer the hope of recovery to anyone who reaches out to Debtors Anonymous." Many people in our region have the desire to stop debting, but they haven't found us yet. Let's use the Northwest DA website to extend our hand to them — sometimes directly, sometimes through the media and professional advocates.

# Northwest DA Intergroup Service Handbook



4. To recognize the value of each group's autonomy, while also celebrating how much more we can accomplish when acting as a cooperating, collaborating group of groups. "The whole is greater than the sum of its parts."
5. To embody DA's statement of purpose: "In DA, our purpose is threefold: to stop incurring unsecured debt, to share our experience with the newcomer, and to reach out to other debtors." This threefold purpose provides many opportunities for service and outreach. Let's use the Northwest DA website to expand and support our membership.
6. To remain free of endorsement of related facilities and enterprises outside of DA avoiding problems of money, property, prestige, and other diversions that distract us from our threefold purpose.
7. To maintain our self-support and to encourage our groups and members to be self-supporting, too.
8. To create a professional presentation for Northwest DA, supporting PI (public information) efforts. The website is often the first impression we make on others; let's make it a good one.
9. To provide organized and easily findable information and downloads for visitors to the Northwest DA website.
10. To remain free of engagement with outside issues — avoiding public controversy. Goals of unity and common welfare should lead us to avoid private controversy, too.
11. To attract new members and professional advocates while avoiding promotion and to maintain the personal anonymity of our members, new and old and in-between.
12. To maintain the spiritual foundation of our DA service, especially in the public arena, remaining ever mindful of the need to place principles before personalities.

## **Northwest DA Web Guardian — continued:**

Our 2016 vision for the Northwest DA website includes:

~~Addition of a monthly full-color ezine entitled "Puget Sound Celebrates the DA Promises," beginning in March 2016. The guiding topic for each month will be the DA Promise of the same number. The focus of the ezine will be the joy and gratitude we feel in our DA solvency and recovery. The Northwest DA Web Guardian would maintain oversight of this new initiative, including working closely with the ezine editor, and would serve as creative director for the finished product, with the input and assistance of the Vice Web Guardian.~~

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Resolving details related to securing and offering DA speaker recordings from Northwest DA meetings and events.

Creating a more effective way for local members to update and download the current PRG list. One approach may be to require anonymous (not full names / not work related) email addresses. If all email addresses were anonymous we could publish the PRG list in the public space.

~~We would like to expand the PRG list to include members available to sponsor.~~

~~Creating opportunities for interactions between Northwest DA and regional DA members via our website. We offered our first online survey, ending December 31, 2015, which was a good test for getting people to the website when asked, and for working through technical difficulties and concerns about anonymity.~~

~~Creating a public space where we can upload a — possibly sanitized — version of our Northwest DA minutes for viewing by website visitors.~~

~~Creating a second email group, similar to [Intergruop@northwestda.org](mailto:Intergruop@northwestda.org), for anyone interested in receiving information and mailings from Northwest DA.~~

## Northwest DA Vice Web Guardian:

**SUGGESTED QUALIFICATIONS:** Same as for the Web Guardian, because the Vice Web Guardian may be asked to step into the Web Guardian's role at any time. Such shifts in leadership, whether short-term or long-term, should be relatively seamless.

**TERM OF SERVICE:** 1 year (usually a new Vice Web Guardian is elected each December for the following year, ideally each Vice Web Guardian will be the next year's Web Guardian)

**DUTIES:** The Vice Web Guardian assumes the responsibilities of the Web Guardian when the Web Guardian is unavailable. While the Vice Web Guardian may step in as temporary Web Guardian at any time, she or he should be elected, following normal election procedures, to the permanent Web Guardian position if that ever becomes necessary. While it often happens, it is never assumed that the Vice Web Guardian will be elected the next Northwest DA Web Guardian.

Additionally, the Vice Web Guardian would work most directly with whatever team members are performing web updates, proofreading and editing as necessary. The vice web guardian should learn how to physically perform at least the most basic technical elements of maintaining the website, including:

Minor edits and updates to any page.

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Updates to the DA meetings and DA events page. (The events page takes an average of 30 minutes each week.)

Change the forwarding addresses as Northwest DA members rotate in and out of officer and committee chair and Intergroup Rep positions.

Add free DA literature, to the DA literature page, as more becomes available.

Add new resources created and collected by DA members, to the relevant page, as more become available and are approved for uploading by Northwest DA at a monthly meeting.

Add new materials to the Public Information pages as they are created by GSB / WSC or our own Northwest DA PI committee.

Add simple surveys and forms when requested by Northwest DA committee chairs.

Depending on technical skills of the Vice Web Guardian, larger projects would likely be outsourced to web committee members, under the oversight of the Web Guardian, to ensure efficiency and error minimization as the Northwest DA website is further developed.

## **Generating Interest in Northwest DA Service:**

Most DA members are primarily interested in their groups, in their own solvency, and in helping other compulsive debtors one-on-one. And that is as it should be. While the work of Northwest DA has precisely the same objective — carrying the message to the compulsive debtors who still suffer — the connection is not always direct or obvious. Some stimulators are usually necessary to get the attention of DA members — to show them that Northwest DA service can add a rich dimension to their solvent lives and Twelfth Step work, and that their participation is vital to the future of DA.

When it comes to attracting members to Northwest DA work, communication has a tendency to break down. It can take hard work to get the attention of compulsive debtors, but with a creative approach, they can be encouraged to take time out from the nuts and bolts of recovery to think about another phase of their new lives. Once DA members are well informed about service, they often want to become involved and to take on their own service responsibilities.

The Northwest DA Officers, Committee Chairs, and Members can make themselves available to visit groups or group business meetings and talk about Northwest DA work. Workshops on various aspects of Northwest DA service are often an effective way of spreading the word of opportunities to be of greater service. Sometimes two or more Northwest DA committees will work together to sponsor a service in-reach or outreach event.

## **The Principle of Rotation:**

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## Service Handbook



Traditionally, rotation ensures that service positions, like nearly everything else in DA, are passed around for all to share. In addition to the Vice Chair and Vice Web Guardian acting as backup to their respective Chairs, we encourage everyone in service to Northwest DA to have an Alternate who can step into service positions if needed.

To step out of a DA position we love can be hard. If we have been doing a good job, if we honestly don't see anyone else around willing, qualified, or with the time to do it, and if our friends agree, it's especially tough. But it can be a real step forward in growth — a step into the humility that is, for some people, the spiritual essence of anonymity.

Among other things, anonymity in the Fellowship means that we forgo personal prestige for any DA work we do to help compulsive debtors. And, in the spirit of Tradition Twelve, it ever reminds us “to place principles before personalities.”

Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than any fame. With no DA “status” at stake, we needn't compete for titles or praise — we have complete freedom to serve as we are needed.

### **The General Warranties of Concept 12 (with application to Northwest DA service):**

*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.*

Concept 12 contains what are called the “General Warranties” of the Conference. They are, in essence, the accumulation of all the prior concepts. Even though they were developed to aid the business of DA, they can be applied within your groups and Intergroups.

Each of these warranties is related to fundamental ideas in our spiritual program of recovery:

**“We take care not to become powerful and wealthy,”** and always **“having sufficient operating funds with a prudent reserve”** — We've been powerless our whole lives, now we've been given power and wealth — what's likely to happen? We're not going to be very skilled at using it, it'll be exhilarating, and we might overuse it. The “look at me” sets in or the “look at what I have” prevails. This warranty helps us keep a check and balance on that use. Helps us remember who we are, and where we came from.

Our policy is also to have sufficient funds, with a prudent reserve. The reason for this is so we don't run out of money and do stupid things and become obligated to anyone. Prudent means being careful or

# Northwest DA Intergroup Service Handbook



wise in handling practical matters; exercising good judgment or common sense. So, we make sure we have enough for today and enough for tomorrow.

**“We have no authority over any other members,”** or *any* “unqualified authority” — Most of us have an issue with authority, so we have to make this distinction. Service descriptions, the charter, the bylaws, and / or tradition define all service in DA, and qualify or limit the authority given those servants. Things will come up during service that you need to make a decision about. Within certain parameters, that is exactly what your group [and Northwest DA] have given you the authority to do, even though no one knows what exact [questions] will arise. It is the living action of “Right of Decision” of Concept 3.

What about unqualified authority? At GSO, the Office Manager (GM) has the authority to hire and fire staff; however, neither the manager nor the DA Board will ever have the ability to fire a DA member, or tell a GSR they are not allowed to attend the Conference. Likewise, an Intergroup has no authority over the groups that support it — every group is autonomous, hopefully, according to our Traditions.

## **The General Warranties of Concept 12 (with application to Northwest DA service) — continued:**

**“Making important decisions by discussing and voting on issues wherever possible by substantial unanimity”** — This means that all important decisions will get the discussion they require, and we reach decisions by substantial unanimity “wherever possible.” We are black and white-type people by nature. It is going to be almost impossible to get everybody to agree. If we wait for 100% approval, we’ll never get anything done. That is why full discussion and, yes, debate, and the careful listening to the minority voice is necessary to get an informed opinion. Sometimes we may even need to discuss an issue at several [Northwest DA meetings] before we find a resolution, such as we had concerning [some of the pages on the] new website, etc. But, when we have at least 2/3 [Northwest DA attendance] in agreement, and have listened closely to all viewpoints it can help ensure that the full [group conscience] has been heard. This allows us to get things done.

**“Not acting in a punitive way”** and **“not inciting public controversy”** — These Warranties are basically saying we avoid retaliation and argument. And argument is different from healthy debate. This comes up fairly frequently at all levels of our service structure, as principles are often violated. But, no matter how much power we may have, when we don’t get our way, we don’t retaliate. For instance, when our copyrights are infringed, DA seeks to stop the infringement, as a protective action, but does not seek all the monetary damages to which it may be lawfully entitled. Besides being punitive, to do so might also create public controversy — which we avoid. We also have to remember, as a group or member [or Intergroup], we should never bring the DA name into outside issues. We can have our own opinions, but never attach them to our groups [or Intergroup] or DA as a whole.

Finally, we **“never perform any acts of government”** and **“always remain democratic in thought and action.”** — So, no government means no taxes or mandatory fees. The important part in this Warranty is democracy “in thought and action.” Democracy in action, but not thought, would mean we’d give time to a viewpoint we don’t like, but don’t really listen. We shut down or just go through the motions. Democracy in action and thought



# Northwest DA Intergroup Service Handbook



means we're open-minded to listen to the viewpoint, even if we don't like it, or the person speaking it. It is the action within the principle in the "spirit of mutual respect, even in disagreement."

Thank you for the service you are giving to our wonderful Fellowship. Sometimes [Intergroup] level service seems to be out of the primary purpose of DA, but, in essence, it is exactly what the Fellowship asks of us. Service, at this level, is our opportunity to make sure our groups and members have what they need to do their necessary 12-Step work. So, as you attend meetings and sit through presentations and reports, remember one thing. You are helping to ensure that the Fellowship of DA will not only be stronger today, but will also be here for the future of that still suffering debtor who has still not found us.

It is to make sure we have what we need today, and what we need tomorrow.

— *Adapted from a presentation by Pat B, friend of DA, non-debtor Class B trustee, at the 2015 WSC*

# NORTHWEST DEBTORS ANONYMOUS INTERGROUP BYLAWS

AMENDMENT XI  
AUGUST 2016  
(APPROVED UNANIMOUSLY)

## ARTICLE I.

Name

The name of this organization shall be the Northwest Debtors Anonymous Intergroup, abbreviated to Northwest DA, Northwest DA Intergroup, and Northwest Debtors Anonymous for the organization's website and other regional outreach materials.

# Northwest DA Intergroup Service Handbook



## ARTICLE II.

### Object

The object of this organization shall be to serve the D.A. groups in the Northwest United States — including Washington, Alaska, Idaho, Montana, and Oregon (at their request) — in our common purpose of carrying the D.A. message to the compulsive debtor who still suffers.

### Northwest DA Bylaws — continued:

## ARTICLE III

### Members

Section 1. Any and every registered D.A. group in the Northwest U.S. region shall be equally served by this organization.

Section 2(a). Any adult person who is eligible for membership in Debtors Anonymous shall be eligible for membership in this organization and shall become a Northwest DA Intergroup member upon being elected as an Officer, an Intergroup Representative, an Alternate Intergroup Representative, or a Committee Chair of this organization.

Section 2(b). Responsibility for maintenance of the organization rests with the regional groups; therefore, each group may choose from among its members one representative and an alternate to attend regular Intergroup meetings, both to be chosen however the regional group determines; each regional group should be represented by one of its two representatives at every monthly meeting and by both representatives at the Annual Meeting.

Section 3. Financial support by the regional groups is voluntary and not a condition of membership in keeping with D.A. Traditions.

## ARTICLE IV.

# Northwest DA Intergroup Service Handbook



## Trusted Servants

Section 1. The Officers of the organization shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The work of the Officers is supported by the election of Committee Chairs — Intergroup Service Representative, Liaison from Northwest DA Conference, Literature Chair, Public Information Chair, Special Events Co-Chairs, Web Guardian, and Vice Web Guardian. These Officers and Committee Chairs (Intergroup's Trusted Servants) shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the organization.

### **Northwest DA Bylaws — continued:**

Section 2. The Annual Meeting shall be held in December for the purpose of nomination and election of the Trusted Servants. Trusted Servants elected during any meeting other than the Annual Meeting in December shall be elected to complete the current service year, ending on the January 1<sup>st</sup> immediately following the next Annual Meeting.

Section 3. The Trusted Servants shall be elected by ballot to serve for one year, unless otherwise specified by group conscience (see Northwest DA Service Handbook), and their term of office shall begin on the January 1<sup>st</sup> immediately following the Annual Meeting at which they were elected.

Section 4. No Trusted Servant shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5. An Intergroup Trusted Servant holding a service position (Officers and Committee Chairs) may not miss more than two consecutive meetings, even if they've sent substitutes. A third consecutive missed meeting is automatically accepted as a resignation of the position held.

## **ARTICLE V.**

### Meetings

Section 1. The Regular Meetings of the organization shall be held monthly unless otherwise called to meet by the Chair or Vice-Chair.

Section 2. The Annual Meeting shall be held in December for the purpose of electing Officers and Committee Chairs, receiving reports of Officers and Committee Chairs, and for any other business that may arise. The entire regional community should be invited to the Annual Meeting, with details distributed at least two months in advance of the meeting date.

# Northwest DA Intergroup

## Service Handbook



Section 3. Special meetings can be called by the Chair or Vice-Chair or shall be called upon the request of a majority of the Intergroup members, ten days' notice being given; and for an emergency meeting at least three days' notice shall be given.

### **Northwest DA Bylaws — continued:**

Section 4. Four (4) voting members shall constitute a quorum. Voting members are comprised of the officers, committee chairs, and representatives of the groups served by this organization. No proxies are permitted. Members must be present (in-person or by phone — depending on the chosen meeting medium) to vote. Chair may call for a vote by email as long as the decision at hand is not related to finances.

If a voting member holds more than one position with a voting privilege — such as a member holding an Intergroup Officer position and an Intergroup Representative position for her or his home group — that member, when casting votes, shall have only one (1) vote. If a member should be the voting representative of more than one group, only one (1) vote will be allowed for that member.

## **ARTICLE VI.**

### Parliamentary Authority

The rules contained in the current *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt. Following the lead of D.A.'s GSB and WSC, we make decisions via substantial unanimity (at least 2/3 of voting members present), whenever possible, rather than simple majorities.

## **ARTICLE VII.**

### Amendment of the Bylaws

These Bylaws can be amended at any regular meeting by a three-fourths majority, provided that the amendment has been submitted in writing at the previous regular meeting.

## **Proposed Changes to Handbook (Updated 11-23-16)**

General Guidelines:

# Northwest DA Intergroup

## Service Handbook



- Northwest DA is a fragrance-free meeting. (Jun '15)
- If you have a decision to be made at the next Northwest DA meeting, please provide documentation and details by email at least 1 week out (ie: 11am the 3rd Saturday of the month) before the IG meeting. (Dec '15, unanimously)
- Feedback, input, edits, changes, questions, and other discussion back to sender by email midweek to facilitate efficient decision making at our meetings. (Dec '15, unanimously)
- Please bring 8 copies of your reports and documents to meetings. (Dec '15, unanimously)

### Financial Policy for Officers and Committee Chairs (Oct '13) plus later additions:

1. Create funds disbursement request for an event or activity, including all relevant expenses, using our approved form for funds disbursement. (Form changed in Oct '16).
2. Check against your approved spending plan. If you are working within your committee's spending plan, this process is simply for accountability. If you are working outside of your committee's spending plan, this process is for seeking approval. The basic steps are the same.
3. Check with Northwest DA Treasurer or most recent Treasurer's Report to ensure your specific Committee savings account balance is sufficient to cover your request.
4. If money is available, report planned spending to Northwest DA prior to acting on it.
5. If money is not available, revise plan to match resources, create a fundraiser to raise money, or create a request for additional funding from Northwest DA, to be addressed in New Business section of monthly agenda. Financial decisions are never made by email.
6. Present to Northwest DA for review prior to making any purchases — see item 2 above.

**NOTE 1:** All Northwest DA members have discretionary spending under \$30; policy above applies to spending of \$30 or more. (Mar '15)

**NOTE 2:** Copies for Northwest DA business meetings are charged to office supplies rather than to committee-specific expenses. (Sep '15)

### Decisions related to specific service roles/committees:

All – Northwest DA has assigned potluck contributions by first name, A-L and M-Z. One group brings entrees and the other brings salads or desserts. See current month agenda for which is which. (Jun '15)

Literature – Offer “New Meeting Packet” as a gift with up to a \$25 cost to new meetings for their first attendance at Northwest DA Intergroup. (Oct '13) Reminded all that PI funds new meeting packets, rather than literature. (Jul '16)

Literature – Sales to groups will be marked up 9% to cover our shipping costs. (Oct '13)

Literature – Northwest DA set prices for new 12 & 12 & 12 books at \$12 soft cover and \$19 hard cover. Prices include a small mark-up for increasing literature stock. (May '16)

# Northwest DA Intergroup

## Service Handbook



### Northwest DA Suggested Guidelines — continued:

**Protocol for Elections (Jan '14 with updates from service handbook approval in Mar '16; this protocol is in alignment with our current bylaws):**

- We hold annual elections in December of each year, for service the following year or two, depending on each position and its term of service. During elections, we use our Northwest DA service handbook — by reading information aloud and discussing details as necessary — to ensure that “service people [are] chosen with care and consideration, placing principles before personalities, for the welfare of the [Intergroup] as a whole.”
- Review general qualifications for service at Northwest DA.
- Review suggested qualifications, term of service, and duties as each position is being filled.
- Ask for nominations per position; discuss waivers for individual qualifications if necessary.
- We are inclusive, not exclusive. If someone doesn't meet the suggested guidelines, the group conscience may decide to elect that person anyway. A principle to consider is: Are they able to perform the service position as needed and described?
- If there are no nominations, we use the “Third Legacy” procedure to ask who feels available and willing to serve for each position.
- If there are two people nominated for a position, we ask that they leave the room for discussion and voting process, then ask them to return to hear the results.
- If no one is interested in a specific service position, it remains open until filled. Other Northwest DA members will do their best to fulfill necessary tasks until then.
- The details above are not yet in the handbook. The details below are in the handbook already: ○ When positions are left open at the annual election or become open during the year and must be re-filled, or trusted servants step down and need to be replaced during the course of the service year, we ask that interested volunteers — for Northwest DA officer and committee chair positions — come to at least two monthly meetings before making a commitment. During the month in between, we ask them to reach out to current Northwest DA members, look around the online resources we have available on our website at [northwestda.org](http://northwestda.org), and receive relevant training (when applicable) before making a commitment to complete the current term for the open position.
  - We then ask, if the person is still interested in taking on a Northwest DA position after this one-month waiting period, that they come to the Northwest DA meeting a second time to volunteer for the position or to be nominated. We want to encourage willing volunteers. Our minimum definition for willingness is attendance at two meetings in a

# Northwest DA Intergroup Service Handbook



row. A shared expectation in all roles is regular attendance at monthly meetings for the full period of service.

- Our overall intention with this election protocol is to create the best possible success for Northwest DA and our Northwest DA members.