

Bylaws  
Of  
Capital Area Debtors Anonymous Intergroup  
Ratified July 23, 1988  
Amended June 26, 2004  
Amended March 25, 2006  
Amended May 17, 2008  
Amended December 19, 2015  
Amended October 15, 2016

The name of this organization shall herein be known as the Capital Area Debtors Anonymous Intergroup (hereafter referred to as CADA). CADA is the guardian of the Washington, DC area's service in Debtors Anonymous (DA). One of CADA's main purposes is to uphold the Twelve Traditions of Debtors Anonymous. When discussions come in conflict with any of the Traditions, the Tradition shall always prevail. No member of CADA shall ever be placed in a position of absolute authority over any other member. No committee action shall ever be personally punitive, or cause any incitement to public controversy. All important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity. It must be kept ever in mind that CADA's function shall be that of service, never government. Sufficient funds and a modest reserve shall be our prudent financial goal. CADA shall never align itself with any clubs or clubhouses, or is it ever to involve itself in any public controversy or give official recognition to any public or private project on debting.

I. PURPOSE OF THE ASSOCIATION

- A. The purpose of CADA is the coordination of DA activities common to the various groups, which CADA serves. Such activities include:
  - i. Furthering the DA program in accordance with the Twelve Traditions of DA.
  - ii. Maintaining communication between the groups of DA in the Washington, DC. Area.

II. MEMBERSHIP IN CADA

- A. Participation in CADA is open to any member of DA.

Ratified July 23, 1988  
Amended June 26, 2004  
March 25, 2006  
May 17, 2008  
December 19, 2015  
October 15, 2016

- B. The voting membership of CADA Intergroup shall consist of three categories:
- i. One (1) duly elected Group Representative from each registered Debtors Anonymous group, as provided for in section III;
  - ii. Four (4) Officers: Chairperson, Vice Chairperson, Secretary and Treasurer, as provided for in Section IV;
  - iii. The following service positions: Literature Coordinator, Service Coordinator, Telephone Coordinator, Web Coordinator, Where & When Coordinator, Special Events Coordinator, Public Information Coordinator and Intergroup Service Representative (ISR), as provided in Section V.

### III. ELECTION AND DUTIES OF GROUP REPRESENTATIVES AND ALTERNATES

- A. Each Group Representative is considered a member of the CADA Intergroup once duly elected by a local group of Debtors Anonymous, provided that such group has registered with the Secretary of CADA. A duly-elected alternate may represent a group in the event of the Group Representative's absence or inability to serve.
- B. While it is up to each DA Group to determine the recommended qualifications for its Group Representative and Alternate, the suggested requirements for a Group Representative and Alternate are:
- i. Continuous abstinence from incurring new unsecured debt for six (6) months; and
  - ii. Two (2) pressure groups.
- C. Each Group Representative shall serve for a period of one (1) year, or such term as agreed to by their meeting, subject always to recall by the DA group they represent. It is the responsibility of each DA group to elect its representative and Alternate and to elect new representatives when the period of service is interrupted or completed.
- D. The primary duty of the Group Representative or Alternate is to act as a liaison between the individual group and CADA, to communicate to CADA the wants and needs of the group and to carry CADA

information back to the group. In addition, the Representative may serve on a committee of CADA, or perform other duties as requested by the Chairperson.

- E. Each Group Representative or Alternate is responsible for regularly attending monthly meetings of CADA. It is the responsibility of the Group Representative to ask the Alternate to attend the meeting if he/she is not able to attend.
- F. It is the responsibility of the Group Representative or Alternate to provide his or her name, phone number, and proper mailing or e-mail address to the Secretary and Service Coordinator of CADA.

#### IV. ELECTION AND DUTIES OF OFFICERS

- A. The voting members, at the annual Meeting of CADA, as provided for in Section VI C., shall elect the following officers: Chairperson, Vice Chairperson, Secretary, and Treasurer.
- B. The Officers of CADA shall be elected to a two (2)-year term and serve no more than one (1) consecutive term in that office. Elections for Chair and Secretary are held in even-numbered years and elections for Treasurer and Vice Chair are held in odd-numbered years.
- C. Each officer is responsible for notifying the Chairperson of his or her anticipated absence at a meeting, for submitting a report, as appropriate, to be read in that absence, and in the case of the Secretary, for arranging for a substitute to take the minutes.
- D. Chairperson:
  - i. Recommended qualifications for the office of Chairperson are:
    - a. Continuous abstinence from incurring new unsecured debt for the previous one (1) year;
    - b. Two (2) pressure relief meetings.
  - ii. Duties of Chairperson:

- a. Preside at all CADA meetings;
  - b. Be a signatory on all CADA bank accounts;
  - c. Be an ex-officio member of all CADA committees; and
  - d. Arrange for the presence of a parliamentarian at CADA meetings if necessary.
- iii. The Chairperson may not be a Group Representative or Coordinator concurrent with the officer position; the Chairperson may vote at CADA Meetings exclusively to create or break a tie, as provided for in Section VII.

E. Vice Chairperson:

- i. Recommended qualifications for the office of Vice Chairperson are:
  - a. Continuous abstinence from incurring new unsecured debt for the previous one (1 year); and
  - b. Two (2) pressure relief meetings.
- ii. Duties of Vice Chairperson:
  - a. Assume duties of the Chairperson in that person's absence.
  - b. Prepare the Agenda for all CADA meetings
  - c. Be a signatory on all CADA bank accounts;
  - d. Arrange for regular CADA meeting space, and serve as contact person for that space; and
  - e. Serve on CADA committees and/or perform other duties that CADA or the Chairperson requests.
- iii. The Vice Chairperson may not be a Group Representative or Coordinator concurrent with the Officer position; the Vice Chairperson has one (1) vote at CADA meetings, as provided for in Section VII. Service as Vice Chairperson does not preclude heading a committee.

F. Secretary:

- i. Recommended qualifications for the office of Secretary are:

- a. Continuous abstinence from incurring new unsecured debt for the previous one (1) year; and
  - b. Two (2) pressure relief meetings.
- ii. Duties of the Secretary are:
- a. Maintain accurate minutes and records of CADA meetings;
  - b. Distribute copies of the minutes to all CADA members at least five (5) business days before the next regular meeting;
  - c. Be responsible for all communications to the individual DA groups and General Service Board of DA as authorized by CADA or requested by the Chairperson;
  - d. Be responsible for keeping the history of CADA and its Archives;
  - e. Serve on committees, and execute other duties that CADA or the Chairperson requests.
- iii. The Secretary may not be a Group Representative or Coordinator concurrent with the officer position; the Secretary has one (1) vote at CADA meetings, as provided for in section VII. Service as Secretary does not preclude heading a committee.

G. Treasurer:

- i. Recommended qualifications for the office of Treasurer are:
- a. Continuous abstinence from incurring new unsecured debt for the previous one (1) year; and
  - b. Two (2) pressure relief meetings.
- ii. Duties of the Treasurer are:
- a. Be custodian of all funds received and disbursed by CADA;
  - b. Be a signatory on all CADA bank accounts;
  - c. Make monthly financial reports to CADA meetings, in written form;

- d. Maintain contact with Treasurers of individual DA groups for the purpose of informing them of CADA's financial status; and
- e. Serve on committees, and execute other duties that CADA, or the Chairperson requests.

iii. The Treasurer may not be a Group Representative or Coordinator concurrent with the officer position; the Treasurer has one (1) vote at CADA meetings, as provided for in section VII. Service as Treasurer does not preclude heading a committee.

H. Recall of Officers:

- i. All officers of CADA are subject to recall at any time, provided that the following stipulations are met:
  - a. There must be a petition requesting the recall of the officer, signed by at least one-fourth (1/4) of all local DA groups registered with the Chairperson and Secretary of CADA.
  - b. The recall vote must take place at the first regular monthly meeting after a thirty-day prior notice. Prior notice consists of written notice of the recall mailed or e-mailed to all voting members of CADA and an announcement posted on the CADA website.
  - c. A 2/3 majority of all voting members present is required for a recall.

I. Voluntary Officer Vacancy

- i. Should for any reason a vacancy occur in any officer position, a new election shall be held at the next regular meeting of CADA, and CADA voting members shall elect a new Officer from those nominated, to fill the position until the next Annual Meeting election.
- ii. The newly elected Officer shall serve the remainder of the term vacated. Should the period to be served exceed one-half (½) of the original term, it shall be considered a full term.

V. ELECTION AND DUTIES OF COORDINATORS AND INTERGROUP SERVICE REPRESENTATIVE (ISR):

- A. The voting members, at the annual Meeting of CADA, as provided for in Section VI B., shall elect the following positions: Literature, Service, Telephone, Web, Where and When, Special Events and Public Information Coordinators and ISR.
- B. Coordinators and ISR may also serve as Group Representatives but at no time may persons serving in dual roles have more than one (1) vote.
- C. Duties:
  - i. The ISR represents CADA's at the national level of DA. The ISR is a member of one national committee and reports national news to CADA at the monthly CADA meeting.
  - ii. The Literature Coordinator maintains the supply of literature and makes it available for sale at CADA meetings and events. The Literature Coordinator reports to CADA at the monthly CADA meeting.
  - iii. The Service Coordinator maintains the list of all CADA service positions (including officers, committee chairs and group representatives), documenting recommended qualifications, lengths of service, current position holder and his/her starting and ending dates. The Service Coordinator reports monthly to CADA on the status of all service positions, highlighting those for which new trusted servants will soon have to be elected or appointed.
  - iv. The Telephone Coordinator maintains the information line and responds to questions and requests made by callers. The Telephone Coordinator reports to CADA at the monthly CADA meeting.

- v. The Web Coordinator maintains the website and regularly provides web statistics. The Web Coordinator reports to CADA at the monthly CADA meeting.
  - vi. The Where and When Coordinator maintains and regularly publishes the list of meetings in the Capital area. The Where and When Coordinator reports to CADA at the monthly CADA meeting.
  - vii. The Special Events Coordinator is responsible for CADA-sponsored events, including Fellowship Days, Long-Timer Share-a-Thons, and any other events approved by CADA. The Coordinator prepares a written spending plan for each event, submits it for CADA approval, and manages the event and service requirements, as well as preparing flyers and public announcements. A written report after each event is submitted by the Coordinator including lessons learned and actual spending and income.
  - viii. The Public Information Coordinator serves as the outreach coordinator for CADA to bring the message of DA to the community at large. The Public Information Coordinator reports to CADA at the monthly CADA meeting.
- D. Coordinators and the ISR are elected by CADA voting members. The Coordinators shall serve for one (1) year from the time of the general election, and shall serve for no more than two (2) consecutive terms. The ISR shall serve for three (3) years from the time of the general election, and shall serve no more than two (2) consecutive terms.
- E. Coordinator and ISR Vacancy
- iii. Should for any reason a vacancy occur, a new election shall be held at the next regular meeting of CADA, and CADA voting members shall elect a new Coordinator or ISR from those nominated, to fill the position until the next Annual Meeting election.

- iv. The newly elected Coordinator or ISR shall serve the remainder of the term vacated. Should the period to be served exceed one-half ( $\frac{1}{2}$ ) of the original term, it shall be considered a full term.
- F. To be eligible for election as a Coordinator or ISR, a person should at the time of election:
- i. Be a regular member of a registered Debtors Anonymous Group;
  - ii. Have abstained from incurring new unsecured debt continuously for at least the previous six (6) months;
  - iii. Have had two (2) pressure relief meetings; and
  - iv. Be available to attend CADA meetings.
- G. Coordinators or the ISR who miss three (3) consecutive meetings without just notification or cause may be subject to recall by a simple majority without prior notice.

## VI. MEETINGS OF CADA

- A. CADA will meet at least monthly. Definition of a quorum and voting procedures are provided for in section VII.
- B. One meeting per year, usually in June, shall be considered the Annual Meeting of CADA. At this meeting, regular elections for Officers, Coordinators and the ISR shall take place.
- i. All elections must be announced thirty (30) days prior to the Annual Meeting.
  - ii. Nominations will be taken at the beginning of the meeting, and the vote will be taken.
- C. Roberts Rules of Order (current edition) shall be the authority governing all CADA meetings, except when in conflict with the Twelve Traditions of Debtors Anonymous or CADA Bylaws. If in conflict, the Traditions and/or Bylaws have precedence.
- D. Each meeting of CADA should be conducted with the help of a Parliamentarian whenever possible. The Parliamentarian need not be a member of Debtors Anonymous.

- E. A special meeting may be called at any time by the Chair or by a majority of the voting members. A quorum for a special meeting will be a majority of voting members of CADA, as provided for in section VII.
- F. Any member of DA may participate in any meeting of CADA or any committee meeting. Any member of DA may speak at a CADA meeting if recognized by the Chairperson.

## VII. VOTING PROCEDURES FOR GROUP REPRESENTATIVES

- A. Only those persons listed under Membership, Section IIB may vote to implement policy or enact decisions for CADA. No person serving in two voting positions (Group Representative and Coordinator or ISR) shall have more than one (1) vote.
  - i. At a regular CADA meeting held upon reasonable notification, a quorum shall consist of at least two (2) officers, two (2) Group Representatives, and one (1) Coordinator or the ISR. A majority shall govern for voting purposes, except for withdrawal of funds from the reserve account which shall require a two-thirds (2/3) approval.
  - ii. At a special CADA meeting, a quorum shall consist of a majority of all voting members of CADA. A majority shall govern for voting purposes, except in the particular cases outlined in other sections, namely,
    - a. Voting to amend the Bylaws as provided for in section IX, and recall of Officers as provided for in section IV.
  - iii. Each Group Representative or Alternate shall have one (1) vote. No individual shall have more than one vote, and may not represent more than one DA group.
  - iv. The Vice Chairperson, Secretary and Treasurer of CADA shall each have one vote per motion raised. The Chairperson shall not vote, except to create or break a tie.
  - v. Each Coordinator and the ISR shall have one vote.

## VIII. FINANCIAL SUPPORT OF CADA

- A. The activities of CADA shall be financed primarily by the contributions of its member groups and secondarily from such occasional projects or activities as may be authorized by CADA.

- B. CADA may accept donations from individual DA members conforming to the general practice and Traditions of Debtors Anonymous and of the General Service Office of DA.
- C. The acceptance of donations from any outside source, or bequests of any kind, is prohibited.
- D. CADA shall not accept the responsibility of Trusteeship or enter into the distribution or allocation of funds set up outside of CADA.
- E. None of the earnings of CADA shall ever be distributed to its members, trustees, officers or other private persons, except that CADA shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

## IX. AMENDMENTS TO THE BYLAWS

These Bylaws, representing our table of organization, may be amended at any time by two-thirds (2/3) majority vote of the voting members of CADA present at any regular meeting of CADA. A copy of such proposed amendment shall be submitted to each voting member at least thirty (30) days before the meeting at which action is to be taken on the amendment. Any proposed amendment to the Bylaws shall be posted on the CADA website. Changes of a purely clerical nature (e.g., spelling or grammatical errors) may be made without a vote.

## X. BENEFITS AND DISSOLUTION

Upon the winding up and dissolution of the Association, after paying or adequately provided for the obligations of the Association, the remaining assets shall be distributed to a non-profit fund, association, foundation or corporation, which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; namely Debtors Anonymous General Service Board, if still in existence, or its heirs or assignees.

## XI. DEFINITIONS

For purposes of these bylaws, “reasonable notification” is defined as communication with CADA members via either e-mail or, in the absence of e-mail, telephone, as well as posting on the CADA website.