



DRUG ADDICTS ANONYMOUS BYLAWS

These are the bylaws for Drug Addicts Anonymous USA (DAA USA). These bylaws serve to fulfill our legal obligation as a Non-Profit/Tax Exempt Organization and also serve as a guide for our successors.

STATEMENT OF PURPOSE

The purpose of the Corporation of Drug Addicts Anonymous USA (DAA USA) is to assist DAA groups in their common purpose of carrying the DAA message to the addict who still suffers and the administration and coordination of Drug Addicts Anonymous (DAA) activities common to the various groups comprising the Corporation's membership. (Motion passed May 12, 2012)

ORGANIZATIONAL STRUCTURE

- I. Name shall be Drug Addicts Anonymous USA (DAA USA). (Motion passed January 7, 2012)
- II. Mailing address for communication with outside parties, including the application for the EIN number, as well as all information related to DAA USA: (Motion passed December 14, 2013)

Drug Addicts Anonymous USA (DAA USA)
P.O. Box 570295
Dallas, Texas 75357-0295
- III. The records of DAA USA shall consist of all minutes of all meetings and any financial reports. (Motion passed December 11, 2011)
- IV. DAA USA accepts the wording of the 12 Steps and 12 Traditions as adopted by DAA Sweden with written authorized permission by AA World Service. (Motion passed June 9, 2012)

12 Steps

1. *We admitted we were powerless over narcotics and all other mind altering substances - that our lives had become unmanageable.*
2. *Came to believe that a Power greater than ourselves could restore us to sanity.*
3. *Made a decision to turn our will and our lives over to the care of God as we understood Him.*

4. *Made a searching and fearless moral inventory of ourselves.*
5. *Admitted to God, to ourselves and to another human being the exact nature of our wrongs.*
6. *Were entirely ready to have God remove all these defects of character.*
7. *Humbly asked Him to remove our shortcomings*
8. *Made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *Made direct amends to such people wherever possible, except when to do so would injure them or others*
10. *Continued to take personal inventory and when we were wrong promptly admitted it.*
11. *Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.*
12. *Having had a spiritual awakening as the result of these steps, we tried to carry this message to drug addicts and to practice these principles in all our affairs.*

12 Traditions

1. *Our common welfare should come first: personal recovery depends upon DAA unity.*
2. *For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants: they do not govern.*
3. *The only requirement for DAA membership is a desire to stop using narcotics and all other mind-altering substances.*
4. *Each group should be autonomous except in matters affecting other groups or DAA as a whole.*
5. *Each group has but one primary purpose - to carry its message to the drug addict who still suffers.*
6. *A DAA group ought never endorse, finance or lend the DAA name to any related facility of outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.*
7. *A DAA group ought to be fully self-supporting, declining outside contributions.*
8. *Drug Addicts Anonymous should remain forever nonprofessional, but our service centers may employ special workers.*
9. *DAA as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.*
10. *Drug Addicts Anonymous has no opinion on outside issues; hence the DAA name ought never be drawn into public controversy.*

11. *Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.*
12. *Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.*

TRUSTED SERVANTS

All DAA USA Officers, Group Service Representatives, and Standing Committee Chairpersons are considered Trusted Servants of DAA USA to serve solely in a leadership, advisory, and service capacity; they do not govern.

OFFICERS

- I. DAA USA shall be served by duly elected individuals from the membership groups who shall be designated as the following officers to each serve for 2 year terms: (Motion passed December 11, 2011)
 - a) CHAIRPERSON
 - b) CO-CHAIRPERSON
 - c) TREASURER
 - d) SECRETARY
- II. Each officer shall hold office until his/her successor has been duly elected and qualified. (Motion passed October 11, 2011)
- III. Co-Chairperson term is considered training period for serving as Chairperson. After fulfilling 2 year term as Co-Chairperson, a vote following election procedures will be taken to determine if Co-Chairperson will become Chairperson. Serving as Co-Chairperson does not guarantee promotion to Chairperson position. (Motion passed October 11, 2014)

ELECTION PROCEDURES

- I. Nominations for every election to fill any DAA USA Officer position shall be made and seconded by any members of the DAA USA members who are present at the regularly scheduled business meeting of DAA USA. (Motion passed January 10, 2015)
- II. Each candidate for any of the above Officer positions must be physically present at the time and place of said elections. Any past or present Officers of DAA USA shall be eligible to run for a different elected position of DAA USA, but he/she must also be physically present at the time of the elections. (Motion passed January 10, 2015)
- III. Automatic and immediate removal shall occur, without any further action, if any Officer, Representative, Alternate Representative, Standing Committee Chairperson or any other agent of DAA USA uses narcotics or any other mind-altering substance during his/her term of office. (Motion passed January 10, 2015)

ATTENDANCE POLICIES

- I. A DAA USA Officer may not miss more than two [2] consecutive meetings without prior notification; they must have an alternate set up to take their place; and, provide the report for

which they are responsible, otherwise, they automatically lose their position. (Motion passed December 11, 2011)

- II. A DAA USA Committee Chair or Committee Sub-Chair may not miss more than two [2] consecutive meetings without prior notification; they must have an alternate set up to take their place; and, provide the report for which they are responsible, otherwise, they automatically lose their position. (Motion passed April 11, 2015)

GROUP SERVICE REPRESENTATIVES

- I. DAA USA shall be served by duly elected individuals from the membership groups who shall be designated as Group Service Representatives to Drug Addicts Anonymous USA. (Motion passed July 11, 2015)
- II. Each Group Service Representative shall faithfully reflect the "Group Conscience" of DAA USA and shall act as a liaison between DAA USA and his/her designated membership group. (Motion passed July 11, 2015)

ALTERNATE GROUP SERVICE REPRESENTATIVES

- I. DAA USA shall be served by duly elected individuals from the membership groups who shall be designated as Alternate Group Service Representatives to Drug Addicts Anonymous USA. (Motion passed January 9, 2016)
- II. Each Alternate Group Service Representative shall faithfully reflect the "Group Conscience" of DAA USA and shall act as a liaison between DAA USA and his/her designated membership group when Group Service Representative is not present. (Motion passed January 9, 2016)

BUSINESS MEETINGS AND ORGANIZATIONAL GUIDELINES

- I. All business meetings of DAA USA shall be governed per Roberts Rules of Order[®]. (Motion passed May 12, 2012)
- II. Regular business meetings of DAA USA shall be held every quarter in January, April, July, and October on the 2nd Saturday of the month from 10:00-12:00. (Motion passed December 14, 2013)
- III. Regular business meetings of DAA USA shall be no longer than two (2) hours in length, unless otherwise determined by a vote of the majority of those entitled to vote at a meeting of DAA USA. (Motion passed December 11, 2011)
- IV. The Co-Chair will maintain and distribute to all recognized DAA USA groups, Group Service Representatives, Alternate Group Service Representatives and Subcommittee Chairs a proposed agenda including action steps/follow-up list one week prior to the scheduled DAA USA meeting. (Motion passed January 12, 2013)
- V. Regular business meetings shall be presided over by the Chairperson of DAA USA and, absent the Chairperson, by the Co-Chairperson of DAA USA, and, absent both, by the Treasurer of DAA USA. (Motion passed April 11, 2015)
- VI. The Secretary of DAA USA or any designated alternate shall act as secretary of every business meeting. (Motion passed April 11, 2015)

- VII. Secretary's minutes must be written and distributed within two (2) weeks following the last DAA USA meeting date to all recognized DAA USA groups, Group Service Representatives, Alternate Group Service Representatives and Subcommittee Chairs. (Motion passed January 12, 2013)
- VIII. Each committee will provide a formal report to the Chairperson five (5) days prior to the regularly scheduled DAA USA business meeting in order to be included on the Agenda. A committee report will be given by the committee representative during the regular business meeting of DAA USA. (Motion passed June 9, 2012)
- IX. A quorum of the voting members must be established at the beginning of each DAA USA meeting. Minimum voting quorum would be the Chair plus two (2) voting members comprised of one (1) officer and one (1) member; or two (2) members from separate groups; or two (2) officers. Chair must also be present in case of a tie. (Motion passed April 11, 2015)

VOTING QUORUM

- I. Each group in attendance is allowed one (1) vote by either the Group Service or Alternate Representative or their temporary designated proxy until a Group Service Representative can be elected for the group. (Motion passed May 12, 2012)
- II. Group Service Representatives, or Alternate Representatives if Group Service Representatives are not present, as well as elected officers, Co-Chair, Treasurer, and Secretary, will each have one (1) vote. Chair will have one (1) vote if necessary to break a tie. (Motion passed August 11, 2012)
- III. Should a Group Service Representative for a membership group serve as Alternate Chair during a DAA USA business meeting and no Alternate Group Service Representative is present for said membership group, a Proxy may be designated to ensure every group present gets one (1) vote. (Motion passed December 11, 2011)
- IV. If a Group Service Representative or designated alternate is elected to the Chair position, they would lose their position as their groups Group Service or Alternate Representative and would be unable to vote on any motions, unless necessary to break a tie. (Motion passed December 11, 2011)

FINANCES – GENERAL GUIDELINES

- I. Maintain a business checking account through Wells Fargo (Simple Business Checking Account) for DAA USA that includes a debit card for deposit purposes only. (Motion passed February 9, 2013)
- II. All DAA USA checking accounts shall require two signatures. Each DAA USA bank shall maintain as a signatory the following DAA USA persons: Chairperson and Secretary. (Motion passed February 11, 2012)
- III. Treasurer will not be a signer on the account or any future accounts. Treasurer will have physical possession of the DAA USA check book. (Motion passed February 11, 2012)
- IV. A Prudent Reserve shall be determined by a vote of informed DAA USA members. As of July 13, 2013, Prudent Reserve is set in the amount of \$275. (Motion passed July 13, 2013)
- V. Every check drawn on any DAA USA checking account for personal reimbursement of expenses shall only be written out when submitted with copies of receipt(s) or invoice(s) attached and with

respect to any check drawn on the main DAA USA account, must bear the signature of the DAA USA Chairperson. All expenses for reimbursement must be approved by a majority vote of the membership present before reimbursement is paid. (Motion passed October 13, 2012)

- VI. Payment in full must be received prior to any inventory distribution. (Motion passed January 12, 2013)
- VII. All funds of the DAA USA not otherwise employed shall be deposited from time to time to the credit of the DAA USA. All monies received from any event or purpose shall be promptly deposited into any applicable bank account. (Motion passed October 10, 2015)
- VIII. Treasurer will keep copies of all receipts and checks for records. (Motion passed April 13, 2013)
- IX. Upon approval by a majority vote of the membership, any contract entered in the name of and on behalf of the DAA USA must be executed by two (2) persons who shall include the Chairperson of the standing committee responsible for the activity involved in the applicable contract, and either the DAA USA Chairperson, Co-Chairperson, or Treasurer. (Motion passed October 10, 2015)
- X. The Officers of DAA USA shall not be personally liable for the debts, liabilities, or other obligations of DAA USA. (Motion passed October 10, 2015)
- XI. There shall be no compensation other than reimbursement for expenditures approved by a majority vote of the membership for any services provided by the Officers, Representatives, Alternate Representatives, or Standing Committee Chairpersons; all services are donated and voluntary. (Motion passed April 9, 2016)

Approved by three-quarters of members eligible, represented, and present to vote at a business meeting of Drug Addicts Anonymous held on April 9, 2016.