

# Resources for DSA National Committees

## Committees, Working Groups & Commissions

*Special Note: this memo is continually updated for new items and clarifications. Please review in detail and include a pinned link to it in all places your steering committee often uses often*

**[Recording overview linked here \(use passcode: ++4m=\\$?S \)](#)**

### Quick Links

- [National Committee Criteria and Accountability Plan for 2022](#)
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- [National Email Blast Request Form](#)
- [Spoke Texting Campaign Request Form](#)
- [Training Request form](#)
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# Welcome!

## Introduction

Welcome to the memo for national priority committees, working groups and commissions. DSA is powered by the time invested by our active members and the resources, whether staff labor or digital tools, funded by the dues payments of over 95,000 members. As a national organization with big goals against capital, we need to reach maximum participation from our members (and bring in many new members) to win.

It's important to remember that *you are DSA!* A grassroots structure means that most of the organizing and problem-solving is up to you. To support you this memo walks you through the essential information about collectively funded resources available for coordination between national committees (whether priorities committees, working groups, commissions or national work committees like the National Tech Committee), the National Political Committee (NPC), and headquarters staff, and for your organizing.

The memo will be updated on an ongoing basis. Each time it is updated we will flag the updated sections. If you have questions not answered in this memo or a suggestion for a new section, email [groups@dsausa.org](mailto:groups@dsausa.org).

## National Committee Accountability to DSA

Following the adoption of [NPC Recommendation #3](#), the 2021-2023 National Political Committee (NPC) voted to develop a proposal for National Committee criteria, accountability, and an implementation plan. This proposal is derived from consensus criteria and accountability measures discussed during the October 2021 NPC meeting. The plan was approved by the NPC on November 3, 2021 and applies to both priority and non-priority committees, with the exemption of Budget and Finance, Growth and Development, and Personnel. All national committees were invited to a November 10, 2021 call to review the plan with members of the NPC. The recording was emailed out after the call.

## National Committee Criteria

1. National Working Groups, Committees, Commissions, and other official national bodies (which will be referred to as “National Committees”) must directly serve the objectives, goals, and/or internal functions of the Democratic Socialists of America (DSA).
2. National Committees must submit quarterly reports to the National Political Committee (NPC). Failure to provide reports for two consecutive quarters may result in dechartering.
3. Beginning in 2022, National Committees must develop and implement work plans with measurable goals, objectives, benchmarks, and timelines. National Committees must provide the NPC with an annual budget for approval, if applicable. NPC Liaisons and Co-Chairs will work with the National Committee to develop this plan.
  - a. Work plans and activities must prioritize convention mandates and direction from the NPC
  - b. National Committees will be accountable to their work plans and deadlines
  - c. Leadership and/or skill development of membership must be included in work plan goals
  - d. Recruitment to DSA must be an explicit goal for committees that are not focused on internal administration.
  - e. National committees must provide reflections on their major completed projects and campaigns, as well as an end-of-year reflection to be submitted no later than February of the following year.

4. Leadership will be elected or appointed at regular intervals. Committee leadership will adhere to 'job descriptions,' or descriptions and expectations for those serving in committee leadership, provided to candidates before elections or appointments, and approved by the NPC.
5. National Committees must create 'onboarding handbooks' with key materials for onboarding members or leaders to their committees
6. Election or appointment plans must be submitted to the NPC for approval, unless already specified in National Committee bylaws.
  - a. Calls for nominations must be open for a period of no less than 21 days.
  - b. Calls for nominations must be published in the Dispatch and emailed to all current committee members.
7. A regularly updated list of committee leadership must be provided to NPC Liaisons with the following information:
  - a. Name
  - b. Email address associated with DSA
  - c. Chapter
  - d. Term length
  - e. Their role in the National Committee
8. National Committee leadership must attend at least 2-3 organizer trainings, chosen by NPC. New leadership is expected to attend leadership trainings upon election or appointment.
9. National Committees must have regular meetings both among leadership and for the general committee body (if applicable).
10. National Committees must provide their bylaws to the NPC. Bylaws are subject to modification, as needed.
11. National Committees must have clear ways in which chapters and/or members can plug into the committee or its campaigns.
12. Membership in National Committees shall be open only to DSA members in good standing. National Committees should regularly check their membership list for membership expiration and will remind members who have expired to renew their dues, and remove members who are no longer in good standing.
  - a. National Committees are expected to have fair processes for membership admittance. NPC is permitted to intervene in cases of unfair or biased denial of membership or recurring incidents of this.
13. National Committees will use their DSA-provided G Suite account in at least the following ways:
  - a. National Committees must have a central Google calendar for all meetings, including steering, subcommittee, and membership meetings. This calendar must be shared with NPC members.
  - b. National Committees must use and regularly check email using their DSA-provided email address.
  - c. National Committees must have the following documents organized on their google drive, and shared with NPC members:
    - i. Meeting minutes and agendas
    - ii. Bylaws
    - iii. Proposals
    - iv. Reports
    - v. Onboarding handbook
14. National Committees must use their DSA provided email addresses to create social media accounts. Additionally, they must provide their login information to the DSA Communications Director.

15. National Committees must use their social media platforms in accordance with DSA's Social Media Policy for national bodies (when completed)
16. National Committees will work with the National Tech Committee to develop a regularly updated website hosted by DSA. National committees that use websites not hosted by DSA must provide national tech and comms staff accounts for any applicable applications.
17. National Committees must seek NPC approval for any campaigns, endorsements, and statements.

### **Accountability**

Given that National Committees require staff time, NPC's time, and member-funded resources, it is imperative that they remain accountable to the organization and serve its goals.

National Committees that meet the criteria (listed above) will have the opportunity to access resources (such as funding), promote activities through DSA channels, and utilize organizational tools (such as Action Network).

National Committees, and National Committee Leadership, that fail to meet the criteria or violate it, may be subject to accountability or disciplinary measures. NPC Liaisons and Co-Chairs will work with committees to help them meet the criteria, but repeated or serious violations could result in actions such as leadership replacement or dechartering of the National Committee.

### **Implementation**

NPC liaisons and co-chairs will meet with the leadership of their respective national committees to explain the new criteria and implementation plan. NPC liaisons/co-chairs will work with leadership to ensure they meet the criteria in accordance with the implementation timeline. The NPC Steering Committee will be responsible for ensuring that deadlines are met. All National Committees will be expected to fully meet criteria no later than August 29, 2022.

### **Timeline**

- November 2021:
  - NPC liaisons and co-chairs meet and explain the criteria and implementation plan to national committees
  - Committees turn in their annual budget proposals to the NPC
- December 2021: A memo on the updated criteria for National Committees will be included in the Dispatch and emailed to all National Committees
- January 14, 2022: National Committees will be expected to have completed the following:
  - Provide their NPC Liaison with a contact list for current leadership
  - Provide bylaws and/or governing documents
  - Update social media accounts to use their committee's DSA email address and provide login information to the national Communications Director
  - Create and share a Google Drive (folder/s) with the committee's bylaws, reports, meeting minutes, and ongoing documents. Share access with NPC liaisons or co chairs.
  - Create, use, and regularly update a National Committee Google Calendar, shared with NPC members and key staff
- March 18, 2022:
  - National Committees must submit bylaws for approval, if not previously provided. Bylaws should adhere to recommendations provided by NPC.

- National Committees that have not had regular meetings or elections/appointments must submit a plan for achieving this to the NPC
- National Committee leadership must have completed at least 1 organizer training
- **EXTENDED to May 31**
  - National Committees will submit their work plans (following a template provided by National) to the NPC for approval: [Committees Work Plan Template - Make a copy \(google.com\)](#)
  - Committees must be providing regular quarterly reports
- Throughout June 2022: NPC returns work plans with approval or requested modifications, National Committees resubmit work plans with requested modifications
- July 1 - 3, 2022: NPC votes to approve or disapprove work plans
- August 29, 2022:
  - National Committees will finish onboarding handbooks for new leaders and/or members
  - National Committee leadership must complete all organizer trainings by this date

### Structure of DSA Headquarters

DSA has a small national staff, about two-thirds of which are headquartered in NYC and the remainder around the country. The NPC has a Personnel committee that works with the National Director (ND) on staffing questions, and the ND ensures that staff as a whole carries out NPC decisions. Senior staff work directly with the NPC (Development Director, Fiscal Officer/Assistant to the ND, Operations Director, Organizing Director, and Communications Director).

Other staff work with committees or NPC members depending on their areas of work. However, in order to manage competing priorities from around the organization, all *new* work assignments (not tasks related to projects you are already working on together) must be routed through direct supervisors rather than requested directly to staff you may work with - basically, respect the chain of command. At the same time, if you have a suggestion about a project you are working on with staff, reach out to them rather than other staff members who do not directly work on that project.

Staff are honored to work for this movement. But, staff are also workers and must be treated with respect. This means using basic politeness in interactions, as well as taking staff's perspectives seriously as the frontline workers carrying out the work with expertise. In the case of concerns about a specific staffer's work, please contact their supervisor if you work with them, or the ND.

Tips for working with staff as partners:

- When working with staff on a committee, make sure to consult with them prior to scheduling committee meeting times, to ensure they can be present. This is to respect their familiarity with the daily work but also to prevent asymmetries of information - if a meeting is held absent staff, the committee might make decisions or plans without adequate information from headquarters, which makes follow through more difficult.
- DSA workers are not expected to engage in debate in a DSA Slack or email lists and members need to maintain respectful boundaries.
- Those in political power will treat DSA workers with respect, keeping in line with our shared socialist values.
- All work for a staffer, other than senior staff, must be routed through their supervisor, to ensure a reasonable workload and clear priorities within the staffer's existing work plan.

[Click here to see a headquarters staff chart.](#)

## Building Power Nationally

DSA's unique structure allows members to build campaigns at a national scale as well as national networks for sharing best practices for local campaigns, largely through using digital tools and distributed organizing.

[Click here to see a national structure chart of DSA.](#)

Since we face a global enemy, our structure and these tools allow us to fight back effectively. Our theory of power is that a diverse working class base is our key strength, so we build grassroots chapters. As a national body, you can use our national digital tools to attract people, including at-large members, and bring them into the work, as well as to contact, coach, and learn from chapters to build strong structure-based organizing campaigns rooted in local communities that are part of national and international strategies.

In order for our national strength to be more than just the sum of our parts, it is important to, at minimum, be aware of each others' work across national committees and ideally coordinate together. This helps us find ways to align the work and the campaign escalations and make them mutually strengthening. It also helps prevent clashes like overlapping days of action (unless it's intentional).

National committees of DSA play a critical role in growing our movement and we encourage you to think about how you will do your part to help us become an organization with 100k members.

Beginning in 2022, National Committees must develop and implement work plans with measurable goals, objectives, benchmarks, and timelines. National Committees must provide the NPC with an annual budget for approval, if applicable. NPC Liaisons and Co-Chairs will work with the National Committee to develop this plan.

1. Work plans and activities must prioritize convention mandates and direction from the NPC
2. National Committees will be accountable to their work plans and deadlines
3. Leadership and/or skill development of membership must be included in work plan goals
4. Recruitment to DSA must be an explicit goal for committees that are not focused on internal administration.
5. National committees must provide reflections on their major completed projects and campaigns, as well as an end-of-year reflection to be submitted no later than February of the following year.

National Committees must seek NPC approval for any campaigns, endorsements, and statements.

## Infrastructure & Coordination

### Mass Calls Planning, Scheduling and Spreadsheet

**Scheduling: If possible**, please avoid scheduling calls on major federal holidays, religious holidays, dates during which DSA has national conferences and conventions, and during National Political Committee Meetings unless the topic of the call is directly related to, for example, a holiday.



**Set up your Zoom Meeting or Webinar on your shared Zoom Account:** All working groups and committees have access to a shared, paid Zoom account with a capacity for up to 500 participants on a meeting or webinars. The Zoom line has unlimited cloud storage to record Zoom calls. For any questions, concerns, scheduling conflicts or special requests, please contact [zoom@dsausa.org](mailto:zoom@dsausa.org).

**Set up your RSVP Page on Action Network:** Please create your RSVP page on Action Network and embed your Zoom Meeting or Webinar link in the response of the page.

- [Contact OrgTools here](#) if you need help setting up your Action Network.

**Plan and Launch a Successful Mass Call:** We strongly recommend you use the [“Best Practices” checklist](#) and read this [memo on Planning National Calls](#) before your next mass call. Review this [Red Rabbits Zoom Guide](#) for a safe and secure call.

**Request to Publicize Your Call on the DSA Calendar:** Please use this table to guide you when deciding whether or not to request to publicize your call on the DSA calendar. [Make the request here](#).

 Request to Publish on DSA Calendar:	 Do not Request to Publish on DSA Calendar:
<p><b>Mass Calls: All DSA Members and external audience</b></p> <ul style="list-style-type: none"> <li>• Public facing call</li> <li>• Large audience</li> <li>• Serves a public good for the organization</li> <li>• Reserved for <b>Priority Committees</b> and <b>National Political Committee</b></li> <li>• Examples of Mass Calls:               <ul style="list-style-type: none"> <li>• <a href="#">FREE ABORTION, ON DEMAND, NO APOLOGY Call</a></li> <li>• <a href="#">Recommitment Drive Launch Call</a></li> <li>• <a href="#">Solidarity is Brewing! Launch Call</a></li> </ul> </li> </ul> <p><b>Membership Only: All DSA Members</b></p> <ul style="list-style-type: none"> <li>• Member focused audience</li> <li>• For any Working Group, National Committee, or Priority Committee</li> <li>• Examples of DSA Membership Calls:               <ul style="list-style-type: none"> <li>• <a href="#">DSA Inside Baseball</a></li> <li>• <a href="#">Socialists and Movements</a></li> </ul> </li> </ul>	<p><b>Internal Calls/ Committee Meetings: Working Group or National Committee Members Only</b></p> <ul style="list-style-type: none"> <li>• Small or mid-sized audience</li> <li>• Internal facing call (for planning, coordinating, etc)</li> <li>• For any Working Group, National Committee, or Priority Committee</li> <li>• Regular meetings, trainings, workshops</li> <li>• Examples of Committee meetings / Internal Calls               <ul style="list-style-type: none"> <li>• <a href="#">DSA Archives Project Workshop</a></li> <li>• <a href="#">Fossil Fuel Power Mapping</a></li> </ul> </li> </ul>

### National Contact List

A regularly updated list of committee leadership must be provided to NPC Liaisons with the following information:

- Name
- Email address associated with DSA
- Chapter
- Term length
- Their role in the National Committee

Also notify staff, by emailing [groups@dsausa.org](mailto:groups@dsausa.org) with the subject line: "COMMITTEE NAME: New Leadership Roster".

Master Contact List of the working group, commission and priority committee leadership, official emails, NPC, and staff can be found [here](#).

To contact the NPC, please email [npc@dsausa.org](mailto:npc@dsausa.org). To see a list of the full National Political Committee Members, 2021-2023, visit [dsausa.org/about-us/structure/](https://dsausa.org/about-us/structure/).

### **Chapter Contact List**

If you are part of a national *priority* committee as voted on by the NPC, you can request and be provided access to the list of all DSA chapter officer email addresses. Simply make the request of the staff organizer who is assigned to your committee.

### **Recruitment and Membership Confirmations**

National Committees must have clear ways in which chapters and/or members can plug into the committee or its campaigns.

Each national commission and working group may propose a set of membership criteria and a membership application for the NPC to review and approve. Once approved, the membership criteria and application will be posted on the DSA national website so that members may apply to join them.

Headquarters staff can review (as often as weekly, upon request) lists of people who wish to become active in your committee to confirm their memberships. A designated person from your national body may email [groups@dsausa.org](mailto:groups@dsausa.org), subject line "Member Verifications Request: Working Group Name," and attach a spreadsheet of the members' first name, last name and email address for mass verifications.

Membership in National Committees shall be open only to DSA members in good standing. National Committees should regularly check their membership list for membership expiration and will remind members who have expired to renew their dues, and remove members who are no longer in good standing.

- National Committees are expected to have fair processes for membership admittance. NPC is permitted to intervene in cases of unfair or biased denial of membership or recurring incidents of this.

Any member of a commission or working group may be suspended or terminated from the commission through a majority vote of the Steering Committee of the committee if it is found that they do not meet the membership criteria or are found to be violating healthy norms of conduct or security. The Steering Committee shall notify the member in writing in advance of any disciplinary votes, citing the reason for their suspension or termination, and allow a period of 10 days for a written response before holding an official vote. Any member suspended or terminated from a commission may appeal the decision to the NPC.

### **Security Resources**

Please view - but do not share widely - this [DSA Security Resources Memo](#) put together by the Red Rabbits.

## **Communications Support**

### **National Website(s)**



DSA's national website includes a [list of working groups](#) with links for members to sign up to learn more or go to a national body-specific site. To change the language or the form listed for your national body, please email [groups@dsausa.org](mailto:groups@dsausa.org), subject line "Website Change requested: Working Group Name."

National Committees will work with the National Tech Committee to develop a regularly updated website hosted by DSA. Please complete [this form](#) to set up your webpage. National committees that use websites not hosted by DSA must provide passwords to any applicable accounts.

### National Calendar

DSA keeps a calendar of events, both virtual and in-person, on the DSA website. Priority Committees and Working Groups are encouraged to submit events to be listed on the national calendar. Please fill out [this form](#) to submit an event.

### National Email Blasts

DSA has a large email list, but with over a dozen national working groups and priorities committees and many reasons to communicate with members, we must take care not to overwhelm them to the point where they unsubscribe. Remember, most are also in chapters and receive emails from them, too! We depend on them to open emails so they renew or see other membership-related matters and important organizational updates.

But sending emails is a crucial digital organizing method, so use best practices if you want to engage a large group of people. Please review in detail [tips on writing an action email here](#).

There are three ways you can email members on behalf of your national committee (once you have decided to do so using your own internal decision-making progress on the committee).

1. Submit an announcement for a **Dispatch or NPC newsletter**, which go out *approximately* every other week. The Dispatch goes out the first Thursday after the first Monday of the month, and the NPC Newsletter goes out two weeks after the Dispatch. To submit an announcement, which the NPC votes to approve on a rolling basis, [fill out this form no later than the Friday before the Dispatch or NPC Newsletter goes out](#). These deadlines are strictly followed.
2. Request a **rapid response action alert**, for instances when there is urgent and extreme need to mobilize. This could be national or geographically targeted to specific states. The criteria for approval of such requests include an urgency that could not have been predicted (such as when the US assassinated a foreign leader), clear action ask, and a strategic organizing plan up to and after the action. For rapid response emails, please email copy to [comms@dsausa.org](mailto:comms@dsausa.org) with subject line "RAPID RESPONSE BLAST, date needed, topic" in the subject line.
3. Send emails to a segment of members who have expressed interest in your specific work, either through a membership survey we administer from headquarters, because they opened related emails, or because they attended a mass call on your work. [You can request an email to this list here](#). **Requests must be submitted at least two weeks before the planned send date. The NPC must approve the email and final calendaring and email targeting is decided by staff based on our current email calendar.** You may request an email using this form *before* the email copy is ready, then send the copy to [comms@dsausa.org](mailto:comms@dsausa.org).
  - a. If the full copy is not included in the form, you must send finalized copy at least THREE DAYS before scheduled send (HARD deadline). Please email the copy to [comms@dsausa.org](mailto:comms@dsausa.org) with

COPY, the email send date, and the email topic in the subject line. Hard copy must be sent at least three days in advance for BOTH the initial email, and any follow up email you want sent after the event.

- b. All-member emails are available on an *extremely* limited basis for time-sensitive emails with a broad membership base.

Headquarters staff provides Action Network accounts for national committees, much like we provide them at no cost to chapters. This allows you to set up events, target emails, and more. To grow our membership we send periodic emails to any prospective members who sign up via these national Action Network accounts asking them to join.

Note on other email lists: some national committees maintain google groups. Those need to be transferred to national staff managed assets as per previous NPC decisions. Reach out to staff if this has not occurred yet with your committee.

### **National Social Media Policy and Support**

National Committees must use their DSA provided email addresses to create social media accounts. Additionally, they must provide their login information to the DSA Communications Director.

National Committees must use their social media platforms in accordance with [DSA's Social Media Policy for national bodies](#).

If your national committee has a social media account, you can direct-message the National DSA accounts from your committee's accounts to request something be retweeted or shared.

[DSA National Facebook](#)

[DSA National Twitter](#)

[DSA Instagram](#)

### **National Earned Media Support**

Headquarters can provide support for you to place op eds and Letters to the Editor on your topic. If you would like training for how to speak to the press or workshopping of talking points, press releases, pitches or written submissions, [fill out this form](#) to request a Comms Training for your committee.

For immediate media support from National staff, email [media@dsausa.org](mailto:media@dsausa.org).

From time to time, we want to place a story or we are approached by a journalist about a specific story, in which case staff may approach you if we need a spokesperson on your issue.

### **Earned Media Trainings**

1. [Developing a press strategy](#)
2. [Talking to the press - how to do an interview](#)

### **National Design Support**

While National Committees are encouraged to recruit and retain their own designers, National can support priority campaigns with design needs. Examples of design projects include designing merch, logos, and social media graphics. Website design is currently not available. Note that capacity is limited based on volunteers' efforts whose availability fluctuates with time. Please email [design@dsausa.org](mailto:design@dsausa.org) for requests.

Please refer to this [DSA Design Guide](#) to help make designing high-quality visual materials easier for DSA members and volunteers at any skill level. The guide makes basic elements like logos, colors, and fonts, freely available and offers easy-to-follow instructions on how to use them to achieve professional results. Please take full advantage of all the style guide's resources and support. You may also use images from the [NDC Resource Folder](#) for your committee.

All National Committees also have access to a paid, shared Canva Pro Account to create materials for their committee. Here is a short [Canva tutorial video](#) with basic tips and advice from the DSA Comms Team. After watching the tutorial, please e-mail [rachel@dsausa.org](mailto:rachel@dsausa.org) to request your login information.

## Organizing Support

National Committee leadership must attend at least 2-3 organizer trainings, chosen by NPC. New leadership is expected to attend leadership trainings upon election or appointment.

### Tracking Demographic Information

When your committee interacts with the wider membership, it is a good opportunity to collect data on key demographic points, including race. Please use the categories listed on the [DSA Membership Survey](#) to ensure that the information you collect can be aligned with information tracked elsewhere.

### Recorded Trainings + Resources

Many of these national trainings are relevant not just to chapters but to national committees who are seeking to most effectively organize. To that end, we strongly recommend the following trainings as resources:

1. [The 3 part No Shortcuts series with Jane McAlevey](#)
2. [Structured Organizing Conversations](#)
3. [Strategic Campaigns Part 1](#) and [Part 2](#)

As well as the associated [COVID-19 Campaign Guide](#) and [Campaign Planning Template](#).

### Request a Training via the DSA Training Library

Through the [DSA Training Resource Library](#), our national committees have access to standardized educational and skill-building resources. A number of trainings are currently available, such as Building a Mass Working Class Organization, Building Capacity & Developing Leaders, Strategic Campaigns, How to Hold Meetings, and more. [If you're interested in scheduling a training for your group, please fill out the form on the resource library page.](#) Many other trainings are in development and testing, so if there is a training your committee would like to see, be sure to note that in the form's suggestion field.

### Email Accounts and Google Suite

Headquarters provides a G Suite account for every priority committee and working group. This includes a full working inbox with an [@dsacommittees.org](#) email and an [@dsausa.org](#) alias.

National Committees must have a central Google calendar for all meetings, including steering, subcommittee, and membership meetings. This calendar must be shared with NPC members.

National Committees must use and regularly check email using their DSA-provided email address. This [guide to keeping track of your inbox](#) should help you more effectively maintain it.

It is recommended to follow all the best practices in our [Action Email tips document](#), which have proven to increase open and click rates. Specifically, we encourage:

- Start subject lines with “response requested by DATE: TOPIC” so people can see at a glance what you need (you can also use “approval requested” or “vote requested” or “FYI” etc.)
- Open the email with one or two sentences to provide context, such as “we discussed X at our last meeting. To follow up I wanted to mention/ask/suggest Y.”
- It’s helpful to end on a question or requested action.
- Make specific questions or key points **bold** so they are easy to see in the email.
- Include links to any relevant docs to make it easy for people to reference.

## Google Drive & Minutes

National Committees must have the following documents organized on their google drive, and shared with NPC members:

1. Meeting minutes and agendas
2. Bylaws
3. Proposals
4. Reports
5. Onboarding handbook

Each national working group and priority committee has their own Google Drive, as part of their @dsacommittees.org account, to keep meeting minutes, documents, the back end of membership forms for your national body, and this memo, for easy reference and to ensure national organizational assets are collectively and democratically owned. This is because we have had several unfortunate situations over the years where individuals who set up accounts for work committees disappeared for either political or personal reasons and we lost access to critical information or assets.

We are currently working to make sure that, unless absolutely necessary, DSA documents are restricted to specific people instead of “Anyone with the link can edit.” **Please practice good information security and change the sharing status on any sensitive document carefully, when you initially set it up, to ensure that any membership information, sign up forms, or strategic planning documents are private only to relevant committee members and/or staff.** This can be done in the upper right corner of any Google document.

Your official email address will be shared on a folder on the Google Drive for you to keep or link to the official minutes of your committee’s meetings, using the template provided, to be shared with the NPC on a quarterly basis.

National Committees must submit quarterly reports to the National Political Committee (NPC). Failure to provide reports for two consecutive quarters may result in dechartering.

## Meetings: Technical and Organizing Guidance on using your Zoom Account

National Committees must have regular meetings both among leadership and for the general committee body (if applicable).

National staff maintains a number of Zoom accounts for use by chapters and national committees. These accounts can be used for everything from mass calls with up to 1000 people, to small planning calls with 2-3 people. [Click here to learn the different uses for the accounts and how to reserve a line for a call.](#)

While we offer a Zoom account for national working groups to use for planning internal meeting calls, broader audiences and public Mass Calls can also be set up by staff using this [Mass Calls Request Form](#). This activates a series of publicity support from headquarters as well as ensures we don't double book.

## Using National Tech Tools

[You can find everything you need for your organizing tool needs here:](#)

- **Spoke for Text Banking:** If you have a list of phone numbers and the capacity to have texters ready to contact and respond to people about important items - from attendance on calls to an organizing ask - you can use the [DSA Spoke Request form](#) to submit a Spoke "campaign" request to headquarters. Please email [orgtools@dsausa.org](mailto:orgtools@dsausa.org) for more information and questions.
- **Action Network for Digital Organizing:** Action Network groups (as part of our paid, national plan) are available to all national committees and can be used for things like sending emails, signing people up for the working group, petitions, etc. To grow DSA we will send periodic emails to any *prospective members* who sign up via these national Action Network accounts asking them to join. [Click here to see an Action Network 101 training](#) (originally done for chapters but useful for national committees.) Also as a reminder, it's good to follow these [tips on writing an action email](#). You can [request an Action Network group here](#) or email [orgtools@dsausa.org](mailto:orgtools@dsausa.org) for more information and questions if you are not already using this national tech tool. Please note that if you're a subcommittee of a national body, you must request your group get these tools through your primary committee.
- **Scale to Win for phone-banking:** To request funds for Scale to Win use, email the B&F committee at [budget@dsacommittees.org](mailto:budget@dsacommittees.org) with ideally two to four weeks advanced notice. If you are interested in using Scale to Win for phonebanking, email [orgtools@dsausa.org](mailto:orgtools@dsausa.org) to learn more. If you intend to use Scale to Win on an electoral campaign, please first contact [compliance@dsausa.org](mailto:compliance@dsausa.org) ASAP to confirm that it is legal to do so and that you include any required disclaimers in your call script.

## Member List Requests

If your working group wants a special membership list, count of members, or report, please email [orgtools@dsausa.org](mailto:orgtools@dsausa.org) with subject line "WG list request" and the following information:

- Name of your working group
- Email for your working group
- What you are requesting
- Why you are requesting it

We will get back to you with information about the feasibility of fulfilling your request and an estimated timeline. This is not to be confused with the membership confirmation process outlined earlier in this memo.

## Congressional District Information

Once a quarter, we will update this [list of the number of DSA members in every congressional district](#) in the country. This can be helpful for estimating our strength if you need to target a particular member of the House for a pressure campaign. Also, It's important to note that these raw numbers contain inaccuracies for a variety of reasons (members mismarking new/renew or renewing with different email than they previously used and therefore creating a duplicate in our system, etc.) and should not be shared publicly.

## Financial Requests and Reimbursement

During the course of the year, any approved external expenses must be submitted to the DSA headquarters *within 3 weeks of the expense*. [Further details and the Reimbursement Request Airtable are in this memo.](#)

The NPC requests an annual budget proposal from each committee and YDSA and then allocates funds as part of the national budget. Any requests for spending exceeding a yearly allotted amount will be first made to the National Budget and Finance Committee. The National Budget and Finance Committee will make a recommendation regarding financial feasibility to the Steering Committee of the NPC, which will then determine if the funds should be expended. To request funds, email the B&F committee at [budget@dsacommittees.org](mailto:budget@dsacommittees.org).

### **Tech Support**

If your working group or committee needs technical support and would like to request volunteer help from the National Tech Committee, please email [rebecca@dsausa.org](mailto:rebecca@dsausa.org) with your request and we will attempt to pair your national body with volunteers.

## **Governance**

### **Elections and Appointments**

Leadership will be elected or appointed at regular intervals. Committee leadership will adhere to 'job descriptions,' or descriptions and expectations for those serving in committee leadership, provided to candidates before elections or appointments, and approved by the NPC.

Election or appointment plans must be submitted to the NPC for approval, unless already specified in National Committee bylaws.

- Calls for nominations must be open for a period of no less than 21 days.
- Calls for nominations must be published in the Dispatch (monthly DSA newsletter) and emailed to all current committee members.

Headquarters will provide **access to OpaVote** for a national committee to hold an officers election once a year using a voter roll of members current as of one month prior to the election. To access this support for OpaVote, please fill out [this form](#) and staff will get back to you.

Once elected, steering committees of commissions and working groups should elect a chair from within their own ranks as soon as is realistically possible but no later than their second meeting. Steering committees must report the name and contact information of newly elected chairs to the Steering Committee of the NPC within a month of the vote to ensure the NPC can communicate with them when needed, as well as notify staff by emailing [groups@dsausa.org](mailto:groups@dsausa.org) with the subject line: "COMMITTEE NAME: New Leadership Roster".

National Committees must create 'onboarding handbooks' with key materials for onboarding members or leaders to their committees.

National Committees must provide their bylaws to the NPC. Bylaws are subject to modification, as needed.

### **Quarterly Reports to the NPC and Required Submission of Minutes**

National committees must share your minutes (using [this reports template](#)) with the NPC on a quarterly basis. Failure to turn in minutes at least one week prior to NPC meetings for two consecutive quarters shall lead the NPC to dissolve the body.

Meeting minutes shall not serve as a substitute for reports to the NPC. Should national groups in DSA require material resources or strategic input from the NPC, such questions should be raised in reports submitted for



discussion at NPC meetings (using [this minutes template](#).) The deadline for reports varies from meeting to meeting but are commonly one to two weeks in advance. Reports can be sent to your committee's NPC liaison, the NPC steering committee chair, or [groups@dsausa.org](mailto:groups@dsausa.org).

National Committees, and National Committee Leadership, that fail to meet the criteria or violate it, may be subject to accountability or disciplinary measures. NPC Liaisons and Co-Chairs will work with committees to help them meet the criteria, but repeated or serious violations could result in actions such as leadership replacement or dechartering of the National Committee.

### **Resources and Protocols Related to Grievances and Expulsions**

DSA has a National Harassment and Grievance Officer (NHGO) who supports chapter HGOs to handle local grievances and who then hears any appeals to the national level. Grievances here are specifically defined to mean cases where harassment is alleged to have occurred because of membership in a protected class such as race or gender. The NHGO also has a process to investigate and handle grievance cases involving more than one chapter or involving online behavior. In addition to NHGO handles expulsion case appeals. [Click here to read more about these two protocols and access resources.](#)

### **Access to Member Data - Data Usage Agreements**

DSA uses Data Usage Agreements to protect member and non-member information. These agreements can only be issued with permission from the NPC and will specifically name the restricted data. Please request issuance via an email to [groups@dsausa.org](mailto:groups@dsausa.org) with subject line "Data Usage Agreement request" as soon as the need is identified as the approval process can take up to a week.

## **Key NPC Resolutions**

November 2021	<a href="#">National Committee Criteria and Accountability Plan for 2022</a>
August 2021	<a href="#">NPC Recommendation to National Convention on Adopting Standardized Guidelines for National Committees and Working Groups</a> (adopted at convention)
July 2020	<a href="#">Spending Proposals Resolution</a> (modified by future resolutions)
June 2020	<a href="#">Committee, Working Group, and Commission Minutes</a> (modified by future resolutions)
April 2020	<a href="#">Campaigns Council</a> (modified by future resolutions)
October 2019	<a href="#">Guidelines for National Committees, Commissions, and Groups</a> (modified by future resolutions)