



SAVANNAH DSA

MEMBERS HANDBOOK

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in collaboration with Savannah DSA membership

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Foreword

The Savannah Chapter of Democratic Socialists of America (Savannah DSA) is rooted in a long tradition of working-class struggle, racial justice, and collective care. We are part of a national movement to build a socialist future founded on democracy and equity, one that puts people and the planet over profit. From housing and labor to migrant solidarity and mutual aid, our work is guided by the belief that liberation for one is liberation for all.

In Savannah, our struggle takes shape in the fight against the displacement of historically Black communities like Yamacraw Village, against the exploitation of the working class, and in support of the labor movement and resistance to anti-migrant repression. These are not separate battles—they are part of one movement to reclaim power for the working class. We are anti-imperialist, anti-racist, anti-bigotry, anti-Zionist, and anti-capitalist at our core.

This handbook exists to orient members to our structure, values, and practical organizing culture. It is a tool to empower every comrade to participate, lead, and build power alongside others in struggle. Sections which describe rules and policy are binding, as they have been reviewed and approved by a majority vote of the chapter membership.

This handbook is a living document adopted by the membership of Savannah DSA. It may be amended by a majority vote of the membership at a General Meeting, following the same notice requirements as any resolution. The Steering Committee or a designated sub-committee shall review the handbook annually in conjunction with the Savannah DSA Convention and recommend updates to the Convention as needed to ensure consistency with the Bylaws and current practice. To reiterate, in the event of conflict, the Savannah DSA Bylaws take precedence.

Editorial, formatting corrections, administrative updates (ie. committee/working group names, contact info) may be made by the Steering Committee, provided they do not alter meaning or policy.

Welcome to Savannah DSA

Welcome to the **Savannah Chapter of the Democratic Socialists of America!** We are an incorporated, 501(c)(4) non-profit, member-led organization working to build collective power across Coastal Georgia. While DSA is a national organization, our chapter focuses on the unique challenges and opportunities of the South — from Savannah's deep labor history to its ongoing fights for housing, racial, and migrant justice.

Our members organize campaigns, run mutual aid programs, and build connections between workers, tenants, and neighbors who want a just and

democratic society. Every project we take on — whether a rally, a tenant meeting, or a study group — is an act of solidarity and a step toward that goal.

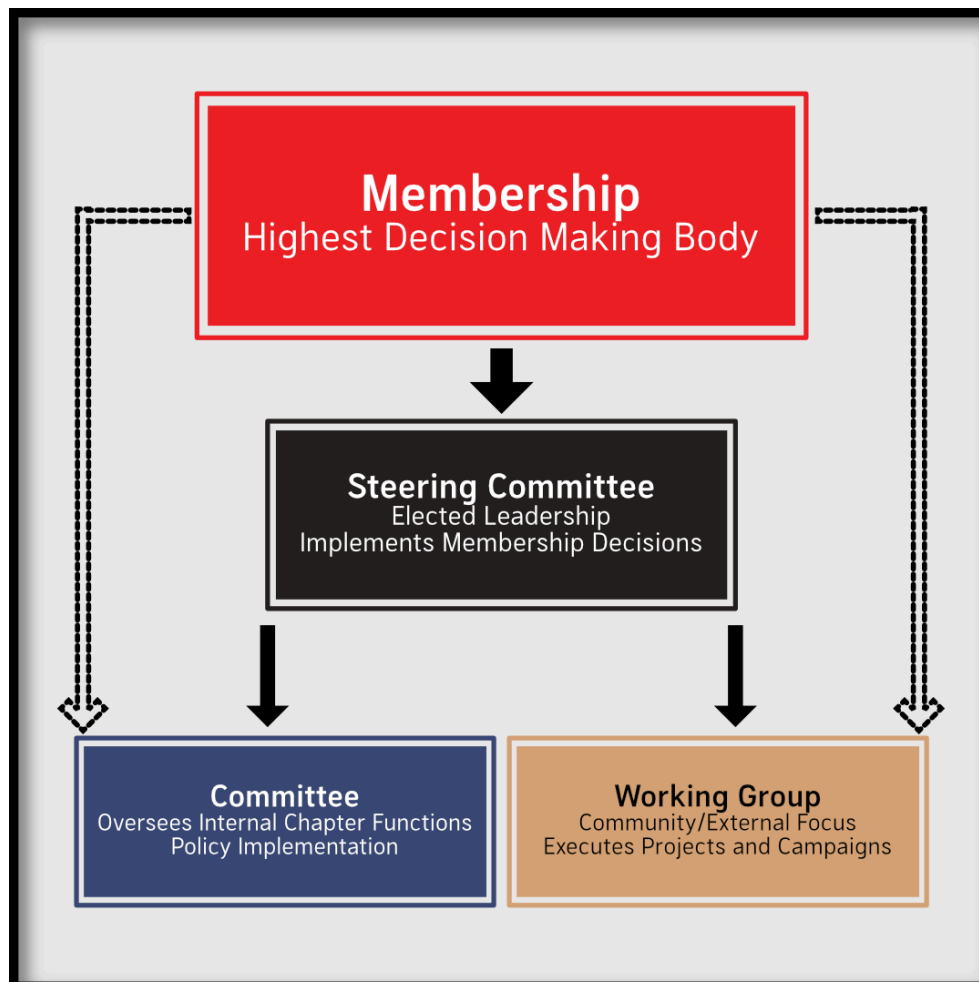
Savannah DSA is fully volunteer-run and democratic. Our members decide the chapter's direction through open discussion and collective action. We encourage you to participate, ask questions, and find the work that moves you most.

This guide is designed to help you find your footing as a member. It's organized into three main sections for easy reference:

1. **Chapter Structure** – An overview of how Savannah DSA works: how decisions are made, how leadership is chosen, and who you can turn to for support.
2. **Organizing and Participation** – A guide to the kinds of activities our chapter engages in, and how working groups, committees, and individual members fit into our structure. This section ensures that our political work is accountable to the membership, well-resourced, and positioned to succeed.
3. **Rules and Policies** – The governing framework of Savannah DSA. This section contains the rules, bylaws, and operational policies adopted by the membership. It defines how our chapter functions democratically, ensures transparency and accountability, and sets clear procedures for decision-making, finances, and conduct. These rules are binding on all members and committees.

1. CHAPTER STRUCTURE

1.1 How We're Organized



Savannah DSA operates democratically through our membership, Steering Committee, committees, and working groups. Every member has a voice in decisions that shape our direction. Each of these bodies will be discussed in more detail in section 3.

- **Membership:** The highest decision-making body, voting at General Meetings.
- **Steering Committee:** Elected officers who coordinate chapter operations and implement member decisions.
- **Committees:** Handle internal administration—e.g., policy, communications, education, finance.
- **Working Groups:** Organize external campaigns on housing, labor, migrant rights, and mutual aid.

1.2 How We Make Decisions

Savannah DSA is a democratic, member-run organization. Every major decision from launching campaigns to approving budgets comes from the membership. All powers delegated to other bodies are delegated at the will of the membership body. This ensures that no committee or officer can act outside the will of the membership. Our power lies in our collective ability to deliberate, debate, and decide together.

1.2.1 Meetings

Meetings are the foundation of that democratic process. They are where members come together to discuss proposals, deliberate on political direction, and vote on the actions that guide our chapter. Each type of meeting plays a distinct role in ensuring both accountability and participation.

Note: The details of meeting procedures, voting, and governance will be explained further in Section 3: Rules and Policies.

Meeting types:

- General Meetings: Held monthly and open to the public. Dues-paying members in good standing (hereafter MIGS) may deliberate and vote on motions and campaigns.
- Special Meetings: Called when urgent or specific issues arise.
- Steering Committee Meetings: Held every other week for chapter administration and coordination. Open to observers, with minutes shared for transparency.

1.2.2 Dues-Paying Membership

Paying dues is both a material commitment to the movement and a statement of solidarity with comrades across the country. Only dues-paying MIGS may propose motions, vote, deliberate or hold elected office. This ensures those shaping the direction of the chapter are invested and active participants.

MIGS are those members of DSA who are current on their dues (or have an active dues waiver from DSA National).

If a comrade is not in the financial position to pay dues, they may request a dues waiver from National.

1.2.3 Motions and Resolutions

Any member in good standing may bring forward a motion or resolution for consideration. A motion is a specific action the chapter can take — for example,

approving an event, adopting a policy, or allocating funds. A resolution expresses the chapter's position or long-term direction on an issue.

Motions and resolutions are how members exercise democratic control over the chapter. They are the formal means through which the membership debates, directs, and holds accountable the work of Savannah DSA.

These procedures are discussed in greater detail in Section 3.4 (Motions and Resolutions) of this handbook.

1.2.4 Democratic Oversight

Decisions are made by the membership and then implemented by the Steering Committee. The Steering Committee does not have the authority to overrule decisions made by membership. Committees and Working Groups operate within the boundaries set by those decisions. This ensures that Savannah DSA's priorities always flow from the bottom up, not the top down.

2. Organizing and Participation

2.1 Committees and Working Groups (WGs)

Committees and WGs are the backbone of our organizing. They turn decisions into action and help members develop skills, confidence, and political clarity through collective work. Here are our current committees and WGs (Current as of: 10-15-2025):

- Steering Committee – Oversees chapter governance and compliance with bylaws.
 - External Mobilization (EXMOB) Committee – Coordinates logistics for actions and events (marshals, safety, accessibility).
 - Electoral Committee – Manages endorsements and candidate questionnaires with membership oversight.
 - Mutual Aid WG – Runs weekly food distribution, supply drives, and solidarity efforts.
 - Housing WG – Organizes tenants and supports housing justice campaigns like Yamacraw Village.
 - Migrant Rights WG – Leads ICE Watch, and anti-deportation rapid response.
 - Labor WG – Builds solidarity with workers, unions, and strike efforts across the region.
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2.2 How to Get Involved

1. Attend a DSA 101: This is held the 3rd Monday of every month at 5:45pm.
2. Attend a General Meeting: Our main decision-making body, open to all members.
3. Join a Committee or Working Group: Plug into the area of work that inspires you.
4. Volunteer with Mutual Aid: Help distribute food and essentials weekly.
5. Support Campaigns: Canvass, flyer, or help organize around housing, labor, and migrant rights.
6. Political Education: Join a study group or training to deepen your knowledge.
7. Socials: Attend our monthly social to get to know your comrades better. Keep an eye on our event calendar and socials for these!
8. Stay Connected:

- a) Discord: email info@savgadsa.org for the link to join.
 - b) Email updates and action notices
 - c) Instagram and Facebook for public events and announcements
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2.3 Starting New Projects or Campaigns

Any member can propose a campaign, event, or working group. To ensure accountability and democratic oversight, proposals must:

1. Be discussed in a relevant working group or committee.
2. Include a clear goal, timeline, and organizing plan.
3. Be submitted to the Steering Committee to be placed on the General Meeting agenda.

If approved, the campaign becomes an official Savannah DSA initiative. For long-term partnerships or electoral endorsements, a chapter vote is required.

2.4 DSA Guidelines for Respectful Discussion

1) Assume good faith in your fellow comrades

Assume good faith in each other. Please try to speak from experience, speak for yourself, and actively listen to each other. When someone makes a point, repeat what you heard, summarize, and ask clarifying questions like “did you mean X” or “what makes you say that” to get more information. Encourage yourself and others to maintain a positive attitude, honor the work of others, avoid defensiveness, be open to legitimate critique and challenge oppressive behaviors in ways that help people grow. We want to “call each other in” rather than calling each other out—in other words, if you are challenging someone’s ideas or behavior, do it respectfully, and if you are being challenged, receive it respectfully. Remember, mistakes will be made, nobody is perfect.

2) Know whether you need to “step up” or “step back”

Help create a safe and inclusive space for everybody. Please respect others by recognizing how often, much, and loud you’re speaking and whether or not you’re dominating conversation. Step back to leave space for others to voice their opinions and feelings. If the facilitator of the meeting asks you to wrap up, recognize that you should step back. This especially applies to participants who have privileged backgrounds. On the other hand, if you don’t often speak up, we encourage you to do so now!

3) Please ask yourself, “Why am I talking?”

We have a limited amount of time for discussion and to accomplish the tasks before us. When in discussion, please ask yourself “Why am I talking (WAIT)?” Consider whether or not what you want to say has already been said, whether what you want to say is on topic or if there’s a better time and place to say it, and other methods for showing how you feel about the conversation (nodding your head, etc.)

4) Please recognize and respect others’ feelings, background, and cultural differences

Many people have different levels of experience, knowledge, and feelings in social justice and radical activism and all participants should respect and embrace this diversity. Many people from different backgrounds have different definitions of what it means to be an “activist” or “radical.” While we all don’t have to agree on everything, we should respect our diversity of opinions. Recognize that everyone has a piece of the truth, everybody can learn, and everybody has the ability to teach and share something. Don’t use language that’s clearly oppressive or hurtful. Please, refrain from using acronyms or complicated language that could exclude others.

5) We have “one mic” so do not interrupt or speak while others are talking

Many of us will have different opinions on matters. However, speaking while others are talking or adding comments when they cannot respond appropriately does not build community. If you have a disagreement, wait for your turn to address it. This is basic politeness.

6) Respect the facilitator when they use Progressive Stack

Progressive Stack is a form of leading discussions which involves a facilitator keeping a list of names of people who wish to speak. The facilitator scans the group during discussion and if someone wishes to speak, they raise their hand and catch the facilitator’s eye. The facilitator nods and makes eye contact to indicate the person is now put on the list to speak, and then the person can put their hand down so it does not distract other discussion participants. However, the facilitator does not simply write a list of names in the order that people raise their hand. Rather, if someone who has not spoken raises their hand, they go to the top of the list. If someone who is of an oppressed group raises their hand, they go to the top of the list unless they have already contributed significantly to the discussion.

7) Have a sense of humor

Who said movement building can’t be fun? This is a great opportunity for people to get to know one another, building lasting friendships and relationships, to laugh, love, and build a movement.

And please inform organizers of inappropriate behavior immediately.

The following section, Rules and Policies, details how our meetings, finances, and accountability systems operate in practice.

3. Rules and Policies

3.1 Governance and Authority

Savannah DSA is a democratic, member-led organization. All authority flows from the membership, which is the highest decision-making body of the chapter. The structures and officers described in this handbook exist to carry out the will of the membership, not replace it.

3.1.1 Hierarchy of Governing Publications

1. National DSA Constitution, Bylaws, and Guidance (see [Appendix A](#))
2. Savannah DSA Bylaws (see [Appendix A](#))
3. Savannah DSA Members Handbook (this publication)

If there is ever a conflict between these documents, authority follows the order above.

3.1.2 Delegated Authority

The membership may delegate authority to elected officers, committees, or working groups for practical purposes (such as planning events, managing finances, or communicating on behalf of the chapter) but these bodies remain accountable to the membership.

The membership may revoke or amend ad-hoc delegated powers by majority vote at any General or Special Meeting. Any powers granted by bylaws are amended per established procedure.

All delegated powers must:

- Be clearly defined, time-limited when appropriate, and revocable by the membership;
- Include a requirement for transparency through meeting minutes, reports, or other records;
- Not contradict the chapter's bylaws or national constitution.

Any emergency decision made without a membership vote must be limited to actions strictly necessary to prevent harm or disruption to the chapter's operations, finances, or members. Such actions must be reported to the membership within seven (7) days and are subject to review or reversal at the next General Meeting.

3.1.3 Transparency and Accountability

All chapter bodies are expected to operate transparently and in good faith. MIGS have the right to:

- Access approved minutes and records of official meetings;
- Receive regular updates on decisions and expenditures;
- Bring motions or resolutions to clarify or reverse any delegated authority.
- Access non-confidential records of chapter decisions.

Any Steering Committee member or other responsible party must respond to such requests within a reasonable time frame, not to exceed ten (10) days.

3.1.4 Democratic Principle

Savannah DSA operates on the belief that collective decision-making produces stronger, more just outcomes than leadership by a few. Officers, committees, and working groups are empowered only insofar as they serve the membership's democratically expressed decisions.

The chapter's day-to-day coordination and execution of member decisions are entrusted to the Steering Committee. The following section defines the structure, duties, and limits of the Steering Committee's authority, ensuring that its work remains accountable to the democratic will of the membership.

3.2 Steering Committee

The Steering Committee is the elected executive body of Savannah DSA, responsible for coordinating chapter operations and carrying out the decisions of the membership. Its composition, meeting requirements, and general duties are defined in the Savannah DSA Bylaws (Article IV). This section supplements those bylaws with additional clarity on accountability, scope, and transparency.

NOTE: See Savannah DSA Bylaws, Article V, for an explanation of Steering Committee Officer roles and responsibilities.

3.2.1 Authority and Accountability

The Steering Committee administers chapter affairs only within the limits established by the membership and the bylaws. All powers exercised by the Steering Committee are delegated by the membership and may be revoked, amended, or reviewed at any General Meeting. Powers established in the bylaws may only be amended through the procedures outlined in Article XIV of the Savannah DSA Bylaws.

The Steering Committee acts collectively to represent and administer the chapter. No individual officer may bind or represent the chapter publicly, financially, or politically without prior authorization from the Steering Committee or the membership, except in the execution of routine duties defined in the bylaws or in this handbook.

Officers may take administrative or procedural actions necessary to fulfill their official responsibilities — for example, scheduling meetings, signing approved documents, filing required reports, or communicating logistics on behalf of the chapter — provided those actions remain within established policy and are reported to the Steering Committee.

3.2.2 Routine Powers

The Steering Committee may, without additional membership approval:

1. **Implement decisions** already approved by the membership;
2. **Oversee internal administration** and communications;
3. **Maintain chapter records** and financial documentation;
4. **Coordinate with committees and working groups** to ensure projects progress between meetings;
5. **Approve logistical expenditures** within the limits established in [Section 3.6](#) (Financial Policy);
6. **Call Special Meetings** of the membership when necessary;
7. **Enter into temporary collaborations** with external organizations for events, mutual aid, or educational purposes, provided such collaborations do not contradict existing chapter positions or involve formal endorsements. Any collaboration expected to extend beyond sixty (60) days or involve financial commitments must be approved by the membership.
8. **Issue official public statements** consistent with established chapter positions, provided they do not endorse or condemn any public official, candidate, government, or military conflict without a membership vote.
9. **Designate a spokesperson** or media representative for specific events, provided public statements remain within established chapter positions.

3.2.3 Emergency Powers and Limits

The Steering Committee may take immediate action only when delay would cause material harm to the chapter, its members, or its obligations (for example, compliance deadlines or urgent safety concerns). Emergency actions must be limited to what is strictly necessary to address the immediate issue. All emergency actions must be reported to the membership within seven (7) days and are subject to confirmation, amendment, or reversal at the next General Meeting.

The Steering Committee may not use emergency powers to permanently enter or dissolve partnerships, endorse candidates, or take public political positions without membership authorization.

3.2.4 Inter-Organizational Relationships

- Establishing or ending relationships, coalitions, or joint campaigns with other organizations requires a membership vote at a General Meeting.
- Steering may coordinate communications or logistics with partner organizations only to implement previously approved collaborations.
- In cases of conflict or misconduct by a partner organization, Steering may temporarily suspend active coordination but must bring a report and recommendation for resolution to the membership at the next General Meeting.

3.2.5 Reporting and Transparency

- Steering must publish approved minutes and summaries of its meetings to the membership within ten (10) days of approval.
- Any member in good standing may observe Steering Committee meetings except during executive sessions.
- An executive session is a private meeting where the Steering Committee discusses sensitive matters without the public present. They must be limited to discussions of personnel, safety, or legal matters. All discussions and information shared during the session are confidential and are not to be disclosed outside of session. The minutes to the meeting should note that the session occurred, state its purpose, and include decisions made during the session.
- Steering must present a summary of its activities at each General Meeting and a comprehensive annual report at the start of each fiscal year.

3.2.6 Continuity and Compliance

- The Steering Committee also serves as the Board of Directors for legal and compliance purposes, as specified in the bylaws.
- This designation is purely administrative and does not grant additional political authority beyond that approved by the membership.

The committees and working groups of Savannah DSA carry out the work of the chapter and ensure that member decisions translate into real-world organizing. The next section defines their structure, responsibilities, and accountability to the membership.

3.3 Committees and Working Groups

Committees and Working Groups (WGs) are the core of Savannah DSA's organizing work. They translate member decisions into collective action, maintain

continuity between General Meetings, and provide spaces for members to develop skills, leadership, and political clarity.

All Committees and WGs are accountable to the membership and operate within the authority defined in the Savannah DSA Bylaws. Neither Committees nor Working Groups hold higher standing or additional autonomy within the chapter; each functions only within the scope defined by its charter as approved by the membership. Each serves the membership in distinct ways—Committees manage internal functions; Working Groups organize external campaigns and projects. Both are subordinate to the membership and bound by the decisions made at General Meetings.

3.3.1 Purpose and Role

Committees and WGs exist to coordinate organizing, campaigns, and internal administration on behalf of the membership.

- Committees focus on internal operations and chapter infrastructure—for example: finance, communications, education, or membership development.
- Working Groups focus on outward-facing campaigns and community work—for example: housing justice, labor organizing, migrant rights, and mutual aid.

Both exist to strengthen collective capacity, not to act independently of the chapter's political direction. Each body's work must advance priorities established through membership votes or reflected in the chapter's adopted goals and values.

3.3.2 Formation and Dissolution

Committees or WGs may be proposed by any member in good standing through a motion at a General Meeting. A proposal must include:

1. The group's name and purpose;
2. A written charter describing its mission, scope of work, and decision-making structure; and
3. The names of at least two members willing to serve as co-chairs.

The charter must accompany the resolution creating the committee or WG and be approved by majority vote of the membership. The Steering Committee may provisionally approve new or temporary groups between General Meetings when timely action is required. Such groups must present their charter for ratification at the next General Meeting. (A Template can be found in [Appendix B](#).)

Note: For any Committee or Working Group existing at the time of this handbook's adoption, a charter must be submitted to the membership for approval within thirty (30) days of the signed date of this publication.

3.3.3 Leadership and Structure

Each committee or WG shall elect or appoint two co-chairs, ideally reflecting the diversity of the chapter. Co-chairs must be MIGS. Co-chairs are responsible for convening meetings, maintaining records, and ensuring that the group's work aligns with chapter priorities. Co-chairs may be confirmed or replaced by membership vote at any General Meeting. If a vacancy arises between meetings, the committee or working group body may appoint a temporary replacement, subject to Steering Committee confirmation until the next meeting. Any such vacancy and appointment must be announced to the membership in advance of the next General Meeting for ratification.

Committees and WGs should meet regularly, at least once per month, and maintain an accessible record of attendance, decisions, and minutes.

3.3.4 Responsibilities

Committees and WGs are expected to:

1. Develop clear goals and plans consistent with membership-approved priorities.
2. Maintain open communication with the Steering Committee and other bodies.
3. Submit written or oral reports at General Meetings summarizing their work.
4. Record minutes and decisions in a shared drive or designated folder within seven (7) days of each meeting.
5. Seek membership approval for any new campaigns, expenditures, or public statements made on behalf of Savannah DSA.
6. Refrain from committing chapter resources or making endorsements without authorization.
7. Foster comradely culture, inclusivity, and collective leadership within their spaces.

3.3.5 Coordination with Steering and Membership

The Steering Committee provides administrative support, ensures transparency, and helps facilitate coordination among committees and WGs. Committees and WGs remain autonomous in developing tactics and day-to-day plans, provided they are consistent with membership-approved strategy. Reports from committees and WGs must be included in the agenda for each General Meeting. Steering may request additional updates or documentation as needed for compliance or planning purposes.

3.3.6 Temporary or Ad Hoc Groups

Members may form short-term project teams to carry out specific, time-limited tasks—for example: organizing an event, coordinating a solidarity action, or conducting research. Such groups must notify the Steering Committee upon formation, include at least two members, and state their expected end date or deliverable. Ad hoc groups expire automatically after ninety (90) days unless renewed or adopted as a permanent WG or committee by membership vote.

3.3.7 Transparency and Record-Keeping

Each committee and WG must store meeting notes, reports, and project materials in the designated chapter drive or other approved archive. Non-confidential materials — such as reports and educational resources — should be made available to all members through the chapter’s public or shared folders. Any information involving member safety, legal concerns, or HGO processes must remain confidential and accessible only to those authorized.

3.3.8 Accountability and Review

Committees and WGs that consistently fail to report, act contrary to membership decisions, or violate chapter policy may be suspended or restructured by a majority vote at a General Meeting. Committee or WG Co-chairs or other leads may be recalled by majority vote of their body or by membership motion.

The chapter shall review the structure and effectiveness of all committees and WGs at least once per year to ensure alignment with chapter priorities and resources. Committee and Working Group charters may be amended by majority vote of the membership upon recommendation from the group or the Steering Committee.

The chapter’s rules and policies extend beyond organizing structure to cover the systems that keep Savannah DSA transparent and accountable. The next section outlines communication standards and policies that ensure clarity, safety, and accessibility across all chapter work.

3.4 Motions and Resolutions

Motions and resolutions are how members exercise democratic control over the chapter. They are the formal means through which the membership debates, directs, and holds accountable the work of Savannah DSA. Every dues-paying member in good standing has the right to bring motions, propose amendments, and vote on matters before the chapter.

All procedural matters related to motions, debate, and voting follow Robert’s Rules of Order, Newly Revised (RONR), except where otherwise specified by the Savannah DSA Bylaws or this handbook.

3.4.1 Definitions

- Motion: A proposal for the chapter to take a specific action — for example, adopting a policy, authorizing an event, or allocating funds. May be debated.
- Resolution: A statement of political position or long-term direction — for example, supporting a campaign, setting priorities, or establishing a new working group. May be debated.
- Amendment: A proposed change to a motion or resolution currently under debate. May be debated.
- Point of Order: A request by a member to enforce meeting procedure or challenge a perceived breach of the rules. The chair must rule immediately on whether the point is valid. The point of order may not be debated, but an appeal of the chair's ruling may be debated.
- Point of Information: A request for factual clarification relevant to the discussion or motion at hand. Points of information are addressed to the chair, not to another member directly. A Point of Information may not be debated. If the chair rules it out of order, that ruling may be appealed and debated.
- Point of Privilege: A request related to the comfort, safety, or accessibility of members — for example, to adjust volume, address disruptive behavior, or clarify voting visibility. Not debatable.
- Out of Order: A ruling by the chair that a motion or comment violates procedure, exceeds the body's authority, or conflicts with existing rules. Appeals of the chair may be debated.
- Calling the Question: A motion to end debate and move directly to a vote on the matter under discussion. This motion must be seconded and passed by a two-thirds ($\frac{2}{3}$) majority before debate can close.
- Divide the Question (Call to Split the Vote): A request to separate a complex motion into distinct parts so each may be debated and voted on individually. The motion to divide is not debatable and decided by a majority vote unless the chair rules the division unnecessary.

Note: Appeals of the chair's rulings are permitted except when frivolous, dilatory, or clearly contrary to the bylaws or these rules. At which point the chair may refuse to entertain the appeal.

3.4.2 Submission and Notice

Members are **encouraged** to submit motions and resolutions to the Steering Committee at least three (3) days before a General Meeting. This allows time to review language, ensure clarity, and circulate materials to the membership. Late or unscheduled motions may still be introduced from the floor during a General

Meeting at the discretion of the chair, provided time allows and the motion does not violate the bylaws or previously adopted rules.

The Steering Committee may recommend clarifying edits for grammar or structure but may not alter the political content of a motion without the consent of the mover. Steering must include all properly submitted motions in the published agenda for each General Meeting and ensure that members are aware of how to submit motions in advance.

3.4.3 Procedure and Debate

Once a motion or resolution is introduced:

1. The member presenting the motion (“the mover”) reads or summarizes it.
2. Another member must second the motion for debate to begin.
3. The chair recognizes speakers in order, ensuring balance and fairness.
4. Members may propose amendments, table discussion, or move to vote.
5. Debate concludes by a vote to close discussion or by time limit, if one has been set.
6. The chair restates the motion before calling for a vote.
7. The motion passes with a simple majority of members present and voting, unless otherwise required by the bylaws.

Note 1: A simple majority means more than half of the votes cast by members present.

Note 2: When calculating two-thirds or three-fourths majorities, fractions are always rounded up to the next whole number.

3.4.4 Floor Motions

- Floor motions may be introduced during a meeting without prior notice.
- If a motion is complex, unclear, or requires significant deliberation, members may instead move to table or postpone it to the next meeting for further study.
- This ensures that important issues receive proper debate without limiting members’ right to raise new business.

3.4.5 Emergency Motions

- Emergency motions may be introduced when an urgent event occurs after the agenda has been published.
- The chair or Steering Committee may accept such motions if delay would materially hinder the chapter’s ability to respond.

- Emergency motions must be narrowly tailored to address the specific issue and reported in the minutes with justification for their urgency.

3.4.6 Amendments and Reconsideration

- Any member may propose an amendment to a motion or resolution under discussion. Amendments require a second and majority vote to be adopted.
- Once a motion has been passed or rejected, it may not be reconsidered for ninety (90) days unless a majority of members present agree to reopen it for new information or changed circumstances.

3.4.7 Record and Implementation

- The Secretary or designated note-taker must record the exact wording and results of each motion and resolution in the meeting minutes.
- The minutes shall include the mover, seconder, vote count, and final disposition of each motion.
- Passed motions become binding chapter policy or action directives.
- Steering and relevant Committees or Working Groups are responsible for implementing the decisions of the membership.
- Steering must track the implementation of passed motions and include updates in its regular reports.

3.4.8 Transparency and Accessibility

- All members must have easy access to prior motions, resolutions, and votes through the chapter's shared drive or other designated archive.
- Steering shall maintain a "Record of Decisions" document summarizing all active policies, campaigns, and mandates passed by the membership.
- New members must be informed of their right to make motions and the process for doing so as part of chapter onboarding.

3.5 Communications and Conduct

Savannah DSA's strength depends on the trust, solidarity, and respect shared among its members. This section defines how members communicate, both internally and publicly, to maintain a culture of comradely accountability and transparency. These rules apply to all chapter spaces—meetings, digital platforms (including Discord, email, and shared drives), public events, and social media used for chapter business.

3.5.1 Code of Conduct and Effective Communication

Savannah DSA is committed to creating a safe, inclusive, and harassment-free environment for all members. Our organizing depends on solidarity, respect, and accountability across lines of race, gender, class, ability, and experience.

Our expectations for comradely discussion and engagement are detailed in [Section 2.4](#) (Effective Communication). Those principles apply to all chapter activities and are reinforced here as enforceable conduct standards.

Members are expected to:

- Assume good faith and challenge ideas, not people.
- Step up if you haven't spoken; step back if you've spoken often.
- Listen actively and avoid interrupting others ("one mic").
- Respect cultural, linguistic, and experiential differences.
- Avoid oppressive or exclusionary language and behavior.
- Recognize and correct harm when it occurs; accept critique in good faith.
- Maintain a sense of humor and humility—building a movement should also build camaraderie.

Harassment, discrimination, or sustained disruptive conduct will not be tolerated. Such behavior may be referred to the Harassment & Grievance Officers (HGOs) in accordance with the National DSA Harassment and Grievance Policy (HGP).

3.5.2 Internal Communications Platforms

Chapter communication tools exist to facilitate coordination, decision-making, and community among members.

- Discord serves as the primary space for discussion, announcements, and coordination. Members are expected to follow moderator guidance and maintain comradely tone.
 - Discord Moderators must document any removals or restrictions and report them to Steering within seven (7) days.
- Email lists and group chats are used for official notices, meeting reminders, and workgroup coordination.
- Shared drives house internal records, minutes, and materials accessible to relevant members.

Misuse of these spaces—including personal attacks, excessive "pings", unauthorized sharing of internal documents, or harassment—may result in moderation, loss of access, or referral to HGOs. Moderators must document any removals or restrictions and report them to the Steering Committee.

3.5.3 External Communications and Social Media

Public communication reflects the political voice of Savannah DSA. Members are encouraged to share, discuss, and promote the chapter's work, but official statements must follow the procedures below:

- Only the Steering Committee or members authorized by it may issue official statements or press releases on behalf of the chapter.
- Individual members may speak publicly about their experiences but must clarify when views are personal rather than chapter positions.
- Public posts, interviews, or press comments that involve chapter-related work should align with adopted positions and values.
- No member may endorse or condemn any candidate, public official, organization, or military conflict in the name of Savannah DSA without a membership vote.

3.5.4 Confidentiality and Data Protection

Savannah DSA respects the privacy of its members and the confidentiality of internal discussions. The chapter also maintains strong digital security practices to protect records, communications, and sensitive information.

Confidentiality

- Membership lists, contact information, and personal data may not be shared outside the chapter or used for non-DSA purposes.
- Sensitive information—including member grievances, disciplinary cases, and safety concerns—must be handled discreetly and stored securely.
- Access to administrative accounts, shared drives, or internal records is limited to members with assigned responsibilities.
- Violations of confidentiality undermine organizational trust and may result in disciplinary action.

Authorized Platforms

- Google Drive serves as the official archive for chapter records, including minutes, bylaws, charters, and financial documents.
- CryptPad is used for encrypted storage of sensitive data.
 - Sensitive data includes any information that would be a detriment to the safety of the chapter's members including, but not limited to Personally Identifiable Information. For example:
 - Full Legal Name
 - Home/Mailing Address

- Personal Email Address
- Government ID Numbers
- Bank Account Numbers
- All accounts must remain under chapter control—never personal accounts—and folder access must follow Steering-approved permissions.

Access and Permissions

- The Steering Committee determines and documents who has access to specific folders or files based on role and necessity.
- Public materials (e.g., bylaws, charters, public statements) shall be placed in the Public Library folder on Proton Drive for sharing.
- Sensitive or confidential files (e.g., HGO materials, internal communications, or financial ledgers) are restricted to relevant officers.
- Access changes must be logged by the Secretary within three (3) days.

Record Retention and Backup

- Permanent records must follow the retention standards in Section 3.6.8 (Documentation and Record Retention).
- CryptPad documents that are finalized for long-term use must be exported to Proton Drive.
- No chapter documents shall be permanently stored on personal devices or third-party platforms not authorized by the Steering Committee.

Privacy and Data Ethics

- Savannah DSA only collects data necessary for chapter operations and will include a clear notice of purpose, access, and retention period whenever member data is collected.
- Members may request removal of their personal data from non-essential records.

3.5.5 Reporting Misconduct or Harm

Members who experience or witness harassment, discrimination, or other harm may:

1. Contact the Chapter Harassment & Grievance Officers (HGOs) directly at savannah.hgo@savgadsa.org, or
2. Submit a report to the National DSA Harassment & Grievance System (more information on this process National site, [Harassment, Bullying and Conflict Management in DSA](#)), or

3. Notify the Steering Committee if the issue involves procedural or non-personal misconduct.

Reports may be made verbally or in writing. HGOs must acknowledge receipt within seven (7) days and follow national procedures for investigation and resolution. Retaliation against anyone filing or assisting with a grievance is strictly prohibited.

3.5.6 Enforcement and Accountability

The chapter prioritizes restorative and educational approaches to conflict resolution. When possible, conflicts should be addressed through dialogue, mediation, or comradely correction before formal action is considered.

For conduct issues covered by the National DSA Harassment & Grievance Policy (HGP), cases are handled by the Harassment & Grievance Officers (HGOs) in accordance with that policy. Nothing in this section supersedes the Savannah DSA Bylaws or the HGP.

Administrative steps the chapter may take without invoking disciplinary procedures include:

- Temporary moderation of digital platforms (muting, channel restrictions, or time-limited removal) to stop ongoing disruption;
- Meeting facilitation measures (warnings, loss of speaking time, or removal from a meeting for cause), recorded in the minutes;
- Referrals to HGOs for matters that fall under the HGP;
- Referrals to the Steering Committee for process issues not covered by the HGP.

Any sanction beyond temporary platform moderation or meeting-room facilitation (e.g., suspension or removal from roles, membership discipline) must follow the procedures and due-process requirements in the Savannah DSA Bylaws (e.g., notice, opportunity to respond, and voting thresholds), and, when applicable, the HGP. Steering may recommend such actions but may not impose them unilaterally.

All actions taken under this section must be documented and reported to the membership in summary form to maintain transparency while protecting confidentiality.

3.5.7 Accessibility and Inclusivity in Communications

Savannah DSA commits to accessible, multilingual, and inclusive communication.

- All official announcements and meeting materials should use clear, plain language and, when possible, provide translation or interpretation.
- Events must include accessibility details (e.g., wheelchair access, ASL interpretation, virtual options).

- Members should make reasonable efforts to accommodate disability, childcare, and scheduling needs when organizing events or meetings.

Accessibility is a collective responsibility and an essential component of democratic participation.

3.6 Financial Policy

Savannah DSA manages all chapter finances in accordance with principles of transparency, accountability, and democratic control. Financial decisions must reflect the priorities of the membership and comply with all requirements established by DSA National and the Savannah DSA Bylaws. The Treasurer and Steering Committee are responsible for maintaining clear financial records, preventing misuse of funds, and ensuring that all expenditures are approved through proper procedure.

3.6.1 Fiscal Management Principles

Savannah DSA maintains fiscal controls to ensure accuracy, reliability, and integrity in all financial matters.

- All financial records and decisions must be transparent to the membership.
- The Steering Committee and Treasurer act as fiduciaries for the chapter's funds but remain accountable to the membership.
- All financial policies must align with DSA National's compliance and reporting standards.
- Any updates to these policies require approval by a majority vote of the membership.

3.6.2 Accounts and Signatories

The chapter shall maintain a bank account and any necessary third-party merchant accounts (e.g., Venmo, PayPal), all linked directly to the chapter bank account—not to any personal accounts.

All officers of the Steering Committee may serve as signatories for the chapter's accounts. There shall be no fewer than two active signatories at all times, one of whom must be the Treasurer. Signatory access shall begin and end with the officer's term of office. Signatories may be temporarily suspended by Steering Committee vote in cases of misuse or legal concern.

3.6.3 Budgeting and Fiscal Year

The Treasurer shall prepare an annual operating budget no later than two (2) months prior to the start of each fiscal year.

- The chapter's fiscal year runs from January 1 through December 31, consistent with DSA National.

- The proposed budget shall project income, expenses, and a reserve fund, and shall be circulated in advance for membership review.
- The membership shall approve the annual budget by majority vote at the final General Meeting of the year.
- The Treasurer shall monitor actual income and expenses quarterly.
- Adjustments to the budget may be proposed by the Treasurer and approved by a majority vote of the Steering Committee.
- Savannah DSA shall maintain a reserve fund equal to at least six (6) months of recurring expenses, not less than \$500.

3.6.4 Income and Deposits

All income must be deposited into the chapter bank account within a timely manner, ideally within the same month received.

- Funds collected through Venmo, PayPal, or similar platforms must be transferred to the chapter bank account monthly.
- Cash collected at events must be kept in a secure lockbox and counted in a private, secure location.
- The Treasurer shall record all cash inflows and outflows in the financial ledger, with receipts or documentation attached.
- Cash custodians must document beginning and ending balances, transaction totals, and event details.
- Members borrowing the cash box must complete the approved check-out form listing their name, contact, and event details, and return the box and funds within two (2) weeks.

3.6.5 Spending and Appropriations

All spending must be pre-approved and properly documented. Individuals may not authorize payments to themselves.

Approval thresholds:

- Up to \$50 – may be authorized by the Treasurer and one Co-Chair;
- \$50.01 to \$300 – must be approved by a majority vote of the Steering Committee; and
- Over \$300 – must be approved by a majority vote of the membership.

Purchase requests may be made using the Purchase Request Form at www.savgadsa.org/prf. All purchase requests must include:

- Description and purpose of purchase;
- Vendor and estimated cost;
- Budget category or project to be charged;
- Documentation of approval.

Purchase requests should be submitted at least seven (7) days before needed. Emergency purchases may be approved retroactively with justification at the next Steering Committee meeting.

3.6.6 Reimbursements

Reimbursements should be rare and used only when pre-approval was not possible.

- Members must obtain Steering Committee approval before making any purchase intended for reimbursement.
- Requests must include receipts and a completed reimbursement form, submitted within thirty (30) days of purchase.
- The Treasurer will issue reimbursement within fourteen (14) days of Steering Committee approval, provided funds are available.
- Reimbursements are limited to necessary and reasonable expenses directly related to chapter activities.
- The Steering Committee may deny reimbursement for unapproved or inappropriate expenses.

3.6.7 Petty Cash Fund

The chapter may maintain a petty cash fund for incidental expenses. No more than \$200 and no less than \$50 will be in the petty cash fund. It is the Treasurer's responsibility to make the appropriate adjustments should the amount fall outside of those limits.

- The fund shall be kept in a secure location accessible only to the Co-chairs and/or Treasurer.
- The Treasurer must maintain a log of disbursements and receipts.
- When the fund balance falls below the approved threshold, it shall be reconciled and replenished.
- Any excess cash beyond the approved amount shall be deposited in the chapter bank account.

3.6.8 Documentation and Record Retention

The Treasurer shall maintain accurate, organized financial records in both digital and, when necessary, physical form. Every transaction must have a corresponding receipt, invoice, or contract. All records must be backed up regularly in a chapter-controlled digital archive (not a personal account).

Minimum retention periods:

- Donation and bank records: 10 years
- Disbursements and receipts: 5 years
- Third-party merchant records: 10 years
- Incorporation and IRS filings: Indefinitely
- Property or equipment records: 3 years after disposal

Financial records must be available to the Steering Committee and any MIGS upon reasonable request.

3.6.9 Reporting and Oversight

The Treasurer shall present quarterly financial reports to the Steering Committee and membership, including income, expenses, and balances. Bank and third-party accounts shall be reconciled quarterly. An annual financial summary shall be included in the chapter's annual report. All reports must be archived in the shared financial drive for membership access.

Savannah DSA shall comply with all DSA National reporting requirements, including submission of ledgers, statements, and incorporation documents as needed.

Appendices

Appendix A – Governing Documents and other publications

The following resources provide the foundational framework for Savannah DSA's governance, accountability, and organizing practice.

In the event of any conflict between this handbook and the governing documents listed below, the latter shall prevail.

Savannah DSA Bylaws

[Savannah DSA Bylaws - Approved 04-15-2025](#)

DSA National Constitution and Bylaws

[DSA Constitution & Bylaws - Democratic Socialists of America \(DSA\)](#)

DSA Harassment and Grievance Policy (Resolution 33)

[Harassment Policy \(Resolution 33\) - Democratic Socialists of America \(DSA\)](#)

DSA Treasurer Compliance and Financial Policies

[Treasurer Resource Library - Democratic Socialists of America \(DSA\)](#)

Harassment, Bullying and Conflict Management in DSA

[Harassment, Bullying and Conflict Management in DSA - Democratic Socialists of America \(DSA\)](#)

Appendix B – Committee and Working Group Charter Template

All committees and working groups must maintain an approved charter that defines their purpose, scope, and structure.

To create a formal committee or working group in Savannah DSA, members must draft a charter and have it approved at a membership meeting. A charter should explain:

- what the group’s purpose is
- what the group should be doing
- how it will operate
- what the group needs, especially if money is involved

No group receives an indefinite charter. This ensures the chapter can hear from each group about what it has done and decide whether to renew, revise, or dissolve it. Committees and working groups will never extend past one year or the annual Savannah DSA Convention, whichever comes first, without a new charter being approved.

Below is an example of a committee or working group charter

TEMPLATE

Instructions: Replace all [BRACKETED] text with your specifics. For things that have options, delete what you do not use.

Savannah DSA

[NAME] Committee / Working Group Charter

1. Purpose

1.1 The [Name] [Committee / Working Group] (“[Short Name]”) is a body of the Savannah Chapter of Democratic Socialists of America Inc. (Savannah DSA) established to [briefly describe the main work and issue area of this body, e.g. “coordinate chapter communications” or “organize around housing justice”].

1.2 The purpose of [Short Name] is to:

- [Goal 1 – e.g., “advance Savannah DSA’s work around tenant organizing / Medicare for All / labor, etc.”]

- [Goal 2 – e.g., “support chapter campaigns and priorities adopted by the General Membership.”]
- [Goal 3 – optional, specific to the group]

1.3 [Short Name] operates in accordance with Savannah DSA’s bylaws, standing rules, and policies. Nothing in this charter may override governing documents.

2. Scope of Work

2.1 [Short Name] is responsible for work in the following areas (adapt/trim these to your group):

- Campaigns and organizing: [e.g., outreach, canvassing, tabling, town halls, direct action planning]
- Political education and materials: [e.g., fact sheets, zines, graphics, talking points, trainings]
- Internal support: [e.g., supporting other committees/working groups when their work touches this issue]
- External outreach: [e.g., coalition work, public events, media, or community partnerships related to this issue]

2.2 [Short Name] may propose guidelines or policies related to its work (for example: communications, messaging norms, safety practices) for adoption by the General Membership, but may not set chapter policy on its own.

2.3 [Short Name] may not make new political endorsements or adopt new chapter positions on its own. Endorsements and new political positions follow the procedures in the bylaws and relevant resolutions.

3. Membership and Leadership

3.1 Membership

- Membership in [Short Name] is open to all Savannah DSA members in good standing (MIGS) who wish to participate in its work.
- Active members will be kept on a roster by the group secretary or chair.

- An active member of [Short Name] is a member who has attended at least [2] meetings or events of the group in the past [6] months.

3.2 Leadership

[Pick the structure you want and delete the rest.]

- [Short Name] shall elect from among its members:
 - Co-Chairs: responsible for convening meetings, coordinating work, and serving as primary liaisons to the Steering Committee.
 - [Additional positions as necessary] A Secretary, responsible for minutes, records, access credentials, and basic reporting.

3.3 Elections and Recall

- Committee / working group co-chairs are elected at a regularly noticed meeting of [Short Name] and must be Savannah DSA MIGS.
- Terms are one (1) year, unless the bylaws specify otherwise.
- Officers are recallable by a majority vote of members present at a meeting of [Short Name], subject to chapter grievance or conflict-resolution procedures.

4. Meetings, Accountability, and Decision-Making

4.1 Meetings

- [Short Name] shall meet at least once every [month / two months]. Additional meetings may be called as needed by the Co-Chairs or at the request of [X] members.
- Meetings are open to all Savannah DSA members, except when confidentiality is required by the Harassment & Grievance process or other adopted policies.

4.2 Decision-Making

- [Short Name] will make decisions democratically.

- By default, decisions are made by a simple majority of members present at a properly noticed meeting.
- The group may adopt additional internal procedures (for example, quorum rules, consensus norms, or online votes) so long as they are consistent with chapter bylaws and standing rules.

4.3 Accountability and Reporting

- [Short Name] is accountable to the General Membership and Steering Committee, and is responsible for implementing democratically adopted chapter positions and priorities, not setting them unilaterally.
- [Short Name] shall provide brief written or oral reports to each General Meeting summarizing:
 - recent work
 - upcoming plans
 - any proposals needing a membership decision

5. Finances and Resources

5.1 All funds for [Short Name]'s work (for example: printing, materials, subscriptions, venue costs) are held in and disbursed from Savannah DSA's regular accounts under the supervision of the Chapter Treasurer, in line with chapter financial policies.

5.2 [Short Name] may:

- submit budget requests to the Treasurer and Steering Committee, and
- recommend communications- or campaign-related expenditures to the Steering Committee or General Membership, which retain final authority over chapter finances.

5.3 Any fundraising explicitly for [Short Name]'s projects is conducted through normal chapter processes. Funds raised remain the property of Savannah DSA.

6. Implementation, Term, and Review

6.1 Upon adoption or renewal of this charter, [Short Name] shall:

- hold an organizing meeting to elect its co-chairs; and
- agree on initial priorities and a basic work plan, to be reported to the General Membership or Steering Committee.

6.2 This charter is valid until the earlier of:

- one (1) year from its adoption, or
- the next Savannah DSA Convention,

after which the group must seek renewal or reauthorization through a new charter or resolution, consistent with chapter bylaws.

6.3 Before the end of its term, [Short Name] shall present a brief report and recommendation (renew, revise, sunset) to the Convention.

Appendix C – Resources and Contact Information

The following tools and templates are used for administrative, financial, and organizational purposes.

Current versions of these forms are available in the Savannah DSA shared drive or at the links provided below.

Administrative and Financial Forms

- Purchase Request Form – www.savgadsa.org/prf
- Reimbursement Request Form – www.savgadsa.org/prf

Email Contacts

- General Inquiries – info@savgadsa.org
- Steering Committee
 - Co-Chairs: cochair.1@savgadsa.org, cochair.2@savgadsa.org
 - Treasurer – treasurer@savgadsa.org
 - Secretary – secretary@savgadsa.org
 - Membership Coordinator: membership@savgadsa.org
- Chapter Harassment and Grievance Officer (HGO) - savannah.hgo@savgadsa.org

Digital Spaces

- Website – <https://www.savgadsa.org>
- Discord (members only) – Request access via info@savgadsa.org
- Instagram – [@savannahdsa](https://www.instagram.com/savannahdsa)

Mailing Address

Savannah Democratic Socialists of America
1305 Barnard St. #2008
Savannah, GA 31401

Telephone #: (912) 712-6904

Glossary of Terms

A reference guide for key terms used throughout this handbook and in Savannah DSA organizing.

Ad Hoc Group: A short-term project team created for a specific purpose or event, dissolved automatically after completing its task or reaching 90 days.

Amendment: A formal change proposed to a motion, resolution, or document currently under consideration. It is debated and voted on before the main motion or resolution is decided.

Appeal the Chair: A motion that challenges a ruling by the meeting chair; requires a $\frac{2}{3}$ vote to overturn.

Call to Split the Vote / Divide the Question: A motion to separate a complex proposal into distinct parts for individual debate and votes.

Chair: The member presiding over a meeting, responsible for recognizing speakers, maintaining order, and enforcing rules.

Charter: A document that defines a committee's or working group's mission, scope, and structure; must be approved by the membership.

Committee: A body focused on internal operations such as communications, finance, education, or membership development.

Co-Chairs: Elected or appointed joint leads of a committee or working group who share facilitation, record-keeping, and coordination duties.

Consensus: General agreement among members; Savannah DSA uses voting rather than consensus for binding decisions.

Emergency Motion: A motion introduced after an agenda is published to address urgent or unforeseen matters; must be reported in meeting minutes.

Executive Session: A closed portion of a meeting used to discuss confidential matters such as personnel, safety, or legal issues.

Fiscal Year: The 12-month accounting period used for chapter finances; January 1 – December 31.

Floor Motion: A motion introduced during a meeting without prior written notice.

General Meeting: The regular meeting of all members; the highest decision-making body of Savannah DSA.

Harassment & Grievance Officer (HGO): An officer responsible for receiving and resolving complaints under DSA's harassment and grievance policy.

Members Handbook: This document; outlines Savannah DSA's structure, policies, and operational guidance.

Majority Vote: More than half of members present and voting.

Meeting Minutes: The official written record of a meeting's actions, motions, and votes.

Member in Good Standing (MIGS): A dues-paying member who is current on payments and not under disciplinary action.

Membership Body: The collective body of all dues-paying members of Savannah DSA; the highest authority in the chapter.

Motion: A formal proposal requesting that the chapter take a specific action or adopt a policy.

Mutual Aid: Solidarity-based, community-driven support work that meets people's needs without hierarchy or charity.

Out of Order: A ruling by the chair that a motion or comment violates procedure or exceeds the body's authority.

Petty Cash: A small cash fund kept for incidental chapter expenses.

Point of Information: A request for factual clarification relevant to a discussion or motion.

Point of Order: A motion raised to correct a breach of procedure or enforce meeting rules.

Point of Privilege: A motion addressing comfort, safety, or accessibility needs during a meeting.

Quorum: The minimum number of members required to conduct official business; defined in the Bylaws.

Ratification: Formal approval by the membership or relevant body of a decision or policy previously made on a provisional or interim basis.

Resolution: A written statement expressing the chapter's political position, direction, or long-term goal. Often introduced as a formal motion for debate and vote.

Reserve Fund: Money set aside to cover six months of recurring expenses or emergency costs.

Robert's Rules of Order (Newly Revised) (RONR): The parliamentary guide that governs Savannah DSA meetings.

Rules of Order: Procedural rules for meetings, based on RONR.

Savannah DSA: The Savannah Chapter of the Democratic Socialists of America Inc., operating across Coastal Georgia and parts of South Carolina.

Secretary: An officer responsible for records, minutes, correspondence, and internal communication.

Simple Majority: More than half of votes cast by members present.

Special Meeting: A meeting convened outside the regular schedule to address urgent or specific business.

Standing Rules: Ongoing operational policies established by the chapter; subordinate to the Bylaws.

Steering Committee: The elected executive body of Savannah DSA, responsible for administration and implementing member decisions.

Subcommittee: A smaller body formed under a committee or WG to handle a specific task.

Suspension: Temporary removal of a member, committee, or working group power pending membership review.

Table / Postpone: A motion to delay debate or a vote until a later time.

Temporary Collaboration: A short-term partnership with another organization for a specific event or project, limited to 60 days unless renewed by membership vote.

Treasurer: The officer responsible for managing finances, maintaining records, and reporting to the membership.

Two-Thirds Vote ($\frac{2}{3}$): A supermajority vote required for certain procedural motions, such as closing debate. When calculating, fractions are rounded up to the next whole number.

Working Group (WG): A member-led body that conducts external organizing or campaigns; accountable to the membership.