

# MARIN COUNTY COALITION TO END HUMAN TRAFFICKING

## BYLAWS

*(Original Bylaws adopted – February 1, 2016)*

*(Bylaws revision adopted by Steering Committee 1/10/2019;)*

*For Approval at MCCEHT Annual Meeting, 1/28/2019 - Adopted 1/28/2019*

### **Article 1 – NAME**

The name of this organization shall be the Marin County Coalition to End Human Trafficking, hereinafter known as the “Coalition.”

### **Article 2– ESTABLISHMENT AND MISSION**

Established in 2014, the Marin County Coalition to End Human Trafficking is a public/private partnership of county agencies, non-profit organizations, law enforcement, civic groups, and individuals whose aim is to develop a regional collaborative approach to end all forms of human trafficking. Our efforts focus on education, outreach, and advocacy. We identify resources that support survivors of human trafficking and help to hold offenders accountable.

### **Article 3 – MEMBERSHIP**

3.1 Members - Membership in the Coalition shall consist of Agency and Organization Members and General Members.

3.1.1 Agency and Organization Members on the Coalition may include:

- a. Service providers;
- b. Health and human service agencies;
- c. Law enforcement;
- d. Faith-based groups;
- e. Non-governmental organizations;
- f. Healthcare professionals; and
- g. Legal services.

3.1.2 General members are defined as individuals not associated with an agency or organization who meet the criteria stated in 3.1.3

3.1.3 All members of the Coalition shall live or work in Marin County and have an interest in and commitment to the mission of the Coalition. Those interested in joining the Coalition, shall submit an application online. All applications are reviewed, and membership is approved by the majority vote of the Steering Committee.

- 3.1.4 Each Agency or Organization Member shall designate one person as their official designee regardless of how many people from the Agency or Organization are involved in the Coalition. Each member agency or organization shall have only one vote in general coalition meetings and on sub-committees. Member agencies or organizations may re-designate their representatives with notice to the Steering committee.
  
- 3.2 Rights of All Members – Agency, Organization, and General Members of the Coalition shall be entitled to:
  - 3.2.1 Receive agendas, minutes, and all other materials related to the Coalition;
  - 3.2.2 Vote at coalition meetings; and
  - 3.2.3 Serve on no more than two Coalition Committees.
  
- 3.3 Responsibilities of All Members – Agency, Organization, and General Members of the Coalition shall:
  - 3.3.1 Support the mission and values of the Coalition;
  - 3.3.2 Abide by a victim-centered, trauma-informed response to trafficking survivors;
  - 3.3.3 Conduct themselves in a professional, responsible, and respectful manner;
  - 3.3.4 Demonstrate an interest in the prevention of human trafficking in Marin County, and commit to actively participate in the Coalition:
  - 3.3.5 Attend all quarterly meetings of the Coalition.
  - 3.3.6 Actively participate in at least one but not more than two Standing and/or Ad Hoc Committees (see article 6.4) exceptions are approved by the Steering Committee;
  - 3.3.7 Complete the Coalition’s membership application and sign and abide by the membership agreement and these Bylaws.

### 3.4 Termination of membership

- 3.4.1 Membership of an agency, organization, or individual may resign at any time by the agency, organization or individual with written notice to the Steering Committee.
- 3.4.2 The Steering committee may terminate the membership of any agency, organization, or individual upon written notice.
- 3.4.3 Members absent from 50% or more of the coalition meetings per year may be considered for removal.

## **Article 4 – MEETINGS**

- 4.1 General Meetings – The Coalition shall meet at least once per quarter during each calendar year. The Coalition shall announce the date, time, and location of each general meeting, and provide an agenda to all members at least one week prior to each meeting.
- 4.2 Special Meetings – Special meetings of the Coalition may be called by the Co-Chair(s) as needed. The date, time, and location of a special meeting, and an agenda shall be provided to all members at least one week prior to each special meeting.
- 4.3 Annual Meetings – The first General Meeting of each calendar year will be considered the Annual Meeting. The agenda for the Annual Meeting will be developed by the Steering committee and will include an annual fiscal report from the Steering Committee.
- 4.4 All General and Annual meetings of the Coalition shall be open to the public.
- 4.5 Minutes are required for all General, Special, Annual, and Committee meetings and committees may use the Committee Report form in lieu of more formal minutes.

## **Article 5 - VOTING**

- 5.1 Voting at all General, Special, Annual, and Committee meetings will be by members' show of hands or roll call. Voting by proxy will not be permitted and voting by email will only be permitted when preapproved and discussed by the Steering Committee. Decisions will be by majority vote (51%) of those present.

## **Article 6 – GOVERNANCE AND COMMITTEES**

6.1 The Coalition operates through general meetings, special meetings, annual meetings, and committees required by these Bylaws. Between meetings, the Coalition's operations are ensured by the Co-Chairs and the Steering Committee.

### 6.2 Coalition Co-Chairs

6.2.1 There shall be two Co-Chairs of the Coalition. One of the Co-Chairs shall be the District Attorney of Marin County, and the second Co-Chair shall be selected from the coalition membership by the Coalition Steering Committee for a one-year term which begins at the time of selection and this Co-Chair may serve two one-year terms. Upon the resignation or departure of the Co-Chair refer to Art.6.6

6.2.2 The Co-Chairs shall:

- a. Be the official spokesperson(s) of the Coalition
- b. Preside at all general and special coalition meetings;
- c. Plan and carry out the agenda for all general and special coalition meetings;
- d. Represent the Coalition pursuant to decisions of the general membership and Steering Committee;
- e. Chair the Steering Committee;
- f. Ensure that each committee selects a Chair; and
- g. Correspond with coalition members and the public.
- h. Have the authority to act on behalf of the Steering Committee and the Coalition in a timely fashion.

### 6.3 Steering Committee

6.3.1 Membership of the Steering Committee shall consist of the Coalition Co-Chairs, the Chair or designee of each of the Standing Committees of the Coalition, and up to four members at large selected by the Steering Committee at its discretion.

6.3.2 The Steering Committee shall provide leadership in all aspects of the coalition's operation.

6.3.3 The Steering Committee shall be responsible for the operation of the budget and the assets of the Coalition including coordinating with a fiscal sponsor. The Steering Committee shall designate one Steering Committee member to maintain financial records. The Steering Committee is responsible for developing and implementing a fiscal plan. The Steering Committee shall present a fiscal report to the coalition membership at the Annual Meeting each year.

- 6.3.4 The Steering Committee shall designate one Steering Committee member, or their designee, to take minutes of all Steering Committee meetings. Minutes shall be made available to all Steering Committee members following each Steering Committee meeting. The official minutes shall be maintained in the Office of the District Attorney.
- 6.3.5 The Steering Committee shall maintain a membership list, including agency or organizational affiliation of all members. The membership list shall be made available to all Coalition members and updated annually by the Steering committee. The membership list is proprietary to the Coalition and may not be used for other purposes.
- 6.4 Standing Committees – A Standing Committee shall be defined as an on-going Committee with a designated purpose. The Coalition shall have as many standing committees as the Steering Committee deems appropriate. The Steering Committee shall approve standing Committee members. Active committees should have at least three members. See attached Addendum for Standing Committees.
- 6.4.1 Coalition members are expected to actively participate in at least one but not more than two Standing and/or Ad Hoc Committees unless excepted by the Steering Committee.
- 6.4.2 Each Standing Committee meets according to their own project schedule and shall meet no less than once per quarter during each fiscal year.
- 6.4.3 Standing Committee Chair/Co-chair - Each Standing Committee shall select its own chair or Co-chairs from among its members by majority vote of the Committee. The Committee shall review its leadership annually. The Coalition Co-chairs shall appoint an interim Chair in the event of a vacancy, see Art 6.6.
- Each Standing Committee Chair/Co-chairs, shall
- a. Schedule and preside at all meetings of the Standing Committee;
  - b. Plan and carry out the agenda for all meetings of the Standing Committee;
  - c. Be a voting member of the Steering Committee and submit a report of their Committee activities;
  - d. Report or designate a committee member to report on the Standing Committee’s activities at each general coalition meeting;
  - e. Maintain a committee roster and inform the Coalition Co-Chairs of any changes in committee membership;
- 6.4.4 Standing Committee Members – Members of each Standing Committee shall:
- a. Participate in committee activities and attend at least 50% of the committees scheduled meetings;

- b. Support the mission, values, and goals of the Coalition and the Committee;
  - c. Have one vote per organization, if multiple committee members represent one organization.
- 6.5 Vacancies - Any vacancy in any office shall be filled by a Steering Committee appointment to complete the unexpired term of the office made vacant.
- 6.6 Hoc Committees – The Co-Chairs may appoint such ad hoc committees as they determine are necessary from time to time to carry out the Coalition’s operations.

**Article 7 – SPONSORSHIP/USE OF COALITION NAME**

- 7.1 The Coalition shall only be listed as a sponsor or supporter of an event upon approval of the Steering Committee. Information about an event that the Coalition is sponsoring or supporting shall be posted on social media and reported at quarterly General Meetings.
- 7.2 Coalition members who communicate with the public, other than as an official representative of the Coalition, shall be responsible for indicating that their opinions are their own and are not representative of the Coalition.
- 7.3 Any use of the Coalition name or logo requires prior approval by the Steering Committee.

**Article 8 – FISCAL**

- 8.1 All proposed Coalition expenditures shall be submitted to the Steering Committee for prior approval.
- 8.2 When the Coalition applies for funding for a Coalition event or to support operational expenses, the Steering Committee shall:
- 8.2.1 Discuss and vote whether to apply for funding; and
  - 8.2.2 Discuss and determine which agency or organization will manage the funding or be the fiscal agent, if applicable.
- 8.3 All Coalition funds shall be held by a non-profit organization that has agreed to serve as the Coalition’s fiscal sponsor and has been approved by the Steering Committee.
- 8.4 Any contracts required in the course of conducting Coalition business shall require the signature of one of the Coalition Co-Chairs and the signature of a representative of the non-profit organization serving as Coalition’s fiscal sponsor.

8.5 All donations made to the Coalition shall be considered unrestricted donations, unless otherwise specified by the Steering Committee.

**ARTICLE 9 – STANDING RULES**

9.1 The Coalition may in its discretion adopt Standing Rules governing the conduct of its business, provided that such Standing Rules shall not be in conflict with these Bylaws or any applicable rules of any governmental authority or agency having jurisdiction over the Coalition. Such Standing Rules may be adopted, amended, modified, or repealed by majority vote of the Coalition members present at any duly called and constituted meeting of the Coalition.

**ARTICLE 10 – EFFECTIVE DATE AND AMENDMENTS**

10.1 Effective Date – These Bylaws shall be provided to the general membership 30 days in advance of Bylaws approval. These Bylaws shall be effective upon their adoption at a regularly scheduled General meeting of the Coalition and shall supersede any and all Bylaws previously adopted by the Coalition and all resolutions adopted by the Coalition which may be in conflict with the provisions contained herein. No adoption, amendment, deletion, modification, or ratification of these Bylaws shall be effective unless approved by a vote of two-thirds (2/3) of the Coalition members present at a duly called and constituted regularly scheduled meeting of the Coalition.

10.2 Amendments – Proposed amendments to these Bylaws shall be submitted in writing to the Co-Chairs within 15 days prior to the General meeting. Amendments shall be reviewed by the Bylaws Committee and, in turn, will present the amendment recommendations to the Steering Committee. Bylaws amendments shall be approved, notwithstanding any provision to the contrary contained herein, and in accordance with Art 10.1.

**CERTIFICATE OF CO-CHAIRS**

THIS IS TO CERTIFY:

That we are the duly qualified and acting Co-Chairs of the Marin County Coalition to End Human Trafficking and the above and foregoing Bylaws were adopted as the Bylaws of said Coalition on the *(date)* day of *(month and year)*.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## ADDENDUM A

### Addendum to the Bylaws of Marin County Coalition to End Human Trafficking

#### Standing Committees

Education and Public Awareness Committee – The purpose of the Education and Public Awareness Committee is to raise awareness of human trafficking and to assist in the prevention of human trafficking by educating the public and providing resources to the community at large.

Law Enforcement Committee – The purpose of the Law Enforcement Committee is to serve as an information round table for committee members; recommend, obtain, and/or provide training for law enforcement; and provide support for human trafficking operations. Membership on the Law Enforcement Committee is subject to the approval of the Steering Committee after receiving recommendations from the Committee Chair.

Policy and Legislation Committee – The purpose of the Policy and Legislation Committee is to research and identify model legislation, policies, protocols, and programs that can be recommended for replication in Marin County. This committee will also recommend and advocate for the passage of current state and federal legislation that aligns with the Coalition's mission and objectives.

Social Media and Website Committee – The purpose of the Social Media and Website Committee is to produce a functional coalition website that is accurate and relevant, and to ensure that the website and social media sites are maintained and updated in a timely manner.

Victim Services Committee – The purpose of the Victim Services Committee is to develop and maintain a listing of resources available in Marin County and the surrounding area for those affected by human trafficking. The Committee will identify gaps in services and propose solutions. This Committee will also participate in coalition community outreach and education efforts.

#### Ad hoc Committees:

Development Committee – The purpose of the Development Committee is to research funding sources and develop and implement fundraising events, grant opportunities, and contributions.

The Bylaws Committee – The purpose of the Bylaws Committee is to review any proposed amendment(s) and make recommendations to the Steering Committee for approval to be added to the General Meeting agenda for General Membership approval. The Bylaws Committee is appointed, as necessary, by the Co-Chairs to review the Bylaws, as appropriate

This Addendum to the Bylaws is hereby adopted, effective as of \_\_\_\_\_, 2020.