



Coalition By-Laws

Article I. Name of the Coalition: The official name of this organization is The North Texas Coalition Against Human Trafficking. It is also known by the acronym NTCAHT or referred to as the Coalition. The Coalition was formed in 2011.

Section I: Since 2011, the North Texas Coalition Against Human Trafficking has been funded by the Administration for Children and Families, Department of Health and Human Services, Office for Trafficking in Persons, Rescue and Restore Victims of Human Trafficking Regional Program.

Section II: The North Texas Coalition Against Human Trafficking is an official member of the North Texas Anti-Trafficking Task Force (NTATT). NTCAHT Executive Committee members may elect to attend NTATT meetings, however, general members of the NTCAHT are not representatives to the NTATT.

Section III: If a general member of the Coalition would like to represent the NTCAHT, either in a public or private forum, the member must gain permission to do so from Executive Committee members.

Article II. Mission of the Coalition: To educate and mobilize the community to work against human trafficking in the North Texas region and to empower survivors of human trafficking through specialized comprehensive social, medical, and legal services, advocacy, and extensive outreach.

Section I: The North Texas region includes Dallas, Parker, Wise, Denton, Collin, Rockwall, Kaufman, Ellis, and Johnson counties.

Article III. Goals of the Coalition: The North Texas Coalition Against Human Trafficking's goals are to:

- A) Identify and refer victims
- B) Raise awareness of human trafficking
- C) Develop an understanding of the local context (North Texas) of human trafficking by gathering data
- D) Provide resources, trainings, and materials to Coalition members and invited guests

Article IV. Membership: Members shall be individuals, agencies, or organizations that agree to and have fulfilled all terms of membership detailed in Sections I and II below and in the Membership Application and have been approved for membership by the Membership Committee.

Section I. Terms of Membership: The Terms of Membership are:

- Support the mission of the North Texas Coalition Against Human Trafficking
- Attend at least 50% of monthly meetings or not miss more than 3 consecutive monthly meetings
- Participate on one of the Coalition committees



- Pay the annual membership fee
- Adhere to the Coalition's policy regarding confidentiality

Section II. Membership Qualifications: Due to the nature of this Coalition and the sensitivity of the population that the NTCAHT serves, membership is principally for agencies and organizations that can identify and assist human trafficking survivors. Coalition membership is limited to individuals, agencies, and organizations that work directly with trafficking survivors or that are in a position where they may come in contact with a potential trafficking survivor. Individuals who work with or are affiliated with an agency or organization may apply for membership and will be asked to provide a reference from the associated agency or organization. Individuals will be accepted for membership on a case by case basis and as the Membership Committee determines the benefit of their collaboration.

The types of individuals, agencies, or organizations include, but are not limited to: Social Service Providers, Law Enforcement, Faith-based/Community-based, Healthcare/Medical Providers, Legal Assistance Providers, Advocates, Legislative Advocates, Researchers, Federal Agencies, State or Local Agencies, Academia, Child Welfare Agencies, Shelters, Nonprofits, and Survivors.

The Coalition encourages and invites member applicants that serve and/or represent U.S. Citizens/LPRs, foreign nationals, adults, minors, LGBTQ persons, sex trafficking survivors and labor trafficking survivors.

Section III. Non-Discrimination Policy: The Coalition and its members do not discriminate against anyone for reasons of race, color, religion (creed), gender, gender expression, age, nationality, ethnicity, citizenship, legal status, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Section IV. Confidentiality Policy: All Members and guests must sign the Coalition's Confidentiality Policy prior to attending general Coalition meetings. By signing this Policy, members and guests agree to maintain strict confidentiality of any sensitive information shared during regular meetings and/or committee meetings.*

*Sensitive information includes details regarding human trafficking victims, survivors, or the activities of law enforcement or social service agencies engaged in interventions and restoration.

Section V. Membership Acceptance: If selected for membership into the Coalition, the individual, agency, or organization will be placed on a 2 meeting introductory period. If the Membership Committee deems the membership acceptable, applicant will be inducted as a member and will receive a New Member Orientation Packet, which includes the Coalition's By-Laws.

Section VI. Membership Renewal: Membership shall be renewed by members annually by renewing the annual membership fee.

Section VII. Membership Dismissal: If the Membership Committee deems a member in non-compliance of the Terms of Membership, the Membership Committee will give the member one month advance notice of non-compliance. The member will then have the opportunity to meet with the Membership Committee to discuss circumstances leading to dismissal consideration. If the member continues to be in non-compliance with the Terms of Membership after this meeting, the Membership Committee has the ability to dismiss said member.



Section VIII. Membership Termination: Membership may be terminated and revoked by the Membership Committee for the following reasons. However, reasons for termination are not limited to this list:

- Violation of the Coalition's Confidentiality Policy
- Misrepresentation or false representation of the North Texas Coalition Against Human Trafficking or their role therein
- Violation of the Coalition's Terms of Membership
- Activities carried out by the member that undermines the Coalition's ability to function, such as, but not limited to, disorderly conduct or criminal records

Article V. Guests:

Section I: Guests: Invited guests must be accompanied by the member the first time they attend a general Coalition meeting. In addition, guests must sign the Coalition's Confidentiality Policy. Guests do not have access to membership benefits.

Article VI. Coalition Structure, Leadership, and Duties:

Section I. Coalition Structure: The Coalition includes an Executive Committee, comprised of a Chair, Coalition Co-Coordinators, and Committee Chairs, and four Committees. Only members of the Coalition may serve in these roles.

Section II. Executive Committee:

Chair: The Chair is the official Coalition representative at meetings, conferences, and events. The Chair is responsible for facilitating and running the general Coalition meetings and working with the Coalition Co-Coordinators to ensure the organized conduct of meetings. In addition, the Chair will work with other members of the Executive Committee to develop and approve the Coalition's annual report. The Chair will serve on the Executive Committee for a term of two years, but the term may be renewed in perpetuity.

Coalition Co-Coordinators: The Coalition Co-Coordinators plan and coordinate all general Coalition meetings. Duties include: setting the general Coalition meeting schedule, updating and maintaining the Coalition's listserv, setting general meeting agendas, sending general meeting reminder emails, creating general meeting minutes, updating and maintaining the general meeting sign-in sheet, reserving general meeting rooms, managing and reporting the financial activities of the Coalition, arranging for snacks and beverages at general meetings, and updating and maintaining the Coalition's Membership Application and Confidentiality Policy. In addition, the Co-Coordinators will collaborate with other members of the Executive Committee to develop the Coalition's annual report. The Coalition Co-Coordinators will serve on the Executive Committee for a term of two years, but the term may be renewed in perpetuity.

Committee Chairs: Committee Chairs will chair each of the Coalition Committees for a term of two years, thereby leading the activities and operations of the Committees. The terms may be renewed in perpetuity. Each Committee Chair will serve on the Executive Committee and report any activities and operations of their Committee to the other Executive Committee members. In addition, Committee Chairs have the responsibility of collecting pertinent data and information for the Coalition's annual report, which will be submitted to the other members of the Executive Committee.



Together, the Executive Committee will develop and publicize the Coalition's annual report.

If a recommendation has been made by the Membership Committee to dismiss a Coalition member, the Executive Committee as a whole is responsible for dismissing said Coalition member by a simple majority vote.

Section III. Electing and Vacating the Executive Committee:

Electing: Executive Committee members may serve for two year terms, which may be renewed. While under the Department of Health and Human Services' (DHHS) Rescue and Restore grant, Mosaic Family Services staff will serve in the positions of Chair and Co-Coordinators. During any period in which DHHS funding is not provided to the Coalition, all members may be eligible for nomination for these positions by the general membership.

For the first two years of this grant, FY 2015 and FY 2016, the already established Working Group will nominate and appoint members for the positions of Committee Chairs.

For the third fiscal year, FY 2017, of grant funding and thereafter, the Executive Committee will nominate members to fill positions for the following years' Executive Committee. After nominations, general members will decide the Executive Committee members through a simple majority vote via general meetings, online surveys, or conference calls.

Vacating: Elected members of the Executive Committee will resign their positions when they, or by a simple majority vote of the Executive Committee, identify a justifiable cause. Members may continue their membership in the Coalition even if they have vacated this Committee.

Section IV. Committees:

Membership Committee: This Committee is responsible for recruiting new members, approving membership applications, conducting new member orientations, maintaining and updating Orientation Packets and Membership Applications, and making recommendations to the Executive Committee for member dismissal.

Internal Training Committee: This Committee is responsible for recruiting speakers and trainers on specific topics for general Coalition meetings, executing ad-hoc roundtable discussions as needed/wanted.

Public Awareness Committee: This Committee is responsible for providing basic human trafficking trainings for community members, managing any Coalition conferences and events, updating and maintain all NTCAHT social media, newsletters, and the NTCAHT website (ntcaht.org).

Data Committee: This Committee is responsible for gathering member data on Coalition referrals and collective Coalition outreach activities and measuring the Coalition's impact on North Texas.

Section V. Committee Placements: The Membership Committee shall determine the Committee interests of each member and that member's placement on a Committee.



Committee Members will be rotated annually, unless a Committee member prefers to remain on the same Committee.

Article VII. Meetings: The North Texas Coalition Against Human Trafficking's meetings shall be structured accordingly:

Section I: General Coalition Meetings: General Coalition meetings shall be held monthly, or at least held 10 times per year. General meetings are typically held on the third Thursday of each month, but are subject to change due to unforeseen circumstances.

Section II: Committee Meetings: Committee meetings shall be held as often as the Committee Chair and Committee Members deem necessary to complete the required activities or operations.

Section III: Working Group Meetings: Working Group meetings shall continue to be held as often as the Working Group Chair and members deem necessary to complete the required activities or operations.

Section IV: Meeting Locations: All meetings will be held within the Dallas/Fort Worth Metroplex, which is a central location in North Texas.

Article VIII. Election Voting Procedure: Only members will be eligible to vote. Each agency or organization shall have one vote. Multiple representatives from the same agency or organization will determine which representative will cast that agency or organization's vote. Individual members not affiliated with an agency or organization member will each be eligible to cast one vote. Multiple Members may not pay additional membership fees in order to obtain more votes. Voting may occur via general meetings, online surveys, or conference calls; the Executive Committee will determine which voting method to use on a case by case basis.

Article IX. By-Law Amendments:

Section I. Amendment Proposal Procedure: Only members are eligible to propose an amendment to the Coalition's By-Laws. If a member chooses to propose an amendment, the proposal must first be presented to the Executive Committee, which will review it and decide whether to approve or deny the proposed amendment(s).

Section II. Amendment Voting Procedure: If the proposed amendment(s) is approved by the Executive Committee, the Executive Committee shall present it to the Coalition general members for majority voting.

Section III. Revision Procedure: If an amendment proposal passes majority voting, the Executive Committee shall ratify it and amend the By-Laws, giving notice to Coalition members of the amendment.

Article X. Coalition Dissolution: If Executive Committee members decide that there is a significant lack of involvement or commitment to the Coalition by its members, the Executive Committee will put the dissolution of the Coalition before the general membership for ratification. After ratification of the Coalition's dissolution, the Executive Committee can dissolve the Coalition by a unanimous vote of said committee. If the Coalition is dissolved, all remaining Coalition funds will be given back to the North Texas community through donations to services for trafficking survivors.

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