

BYLAWS OF PARTNERS IN SKILLS A NJ NON PROFIT CORPORATION

A NEW JERSEY CORPORATION

Adopted as of September 1, 2017

1. PURPOSE AND POWERS

- a. Purpose.** The purpose or purposes of the corporation, Partners in Skills a NJ Non Profit Corporation, as established in the articles of incorporation, are exclusively for charitable and educational purposes as specifically designated in the Internal Revenue Code of 1986 Section 501(c)(3), as amended, or the corresponding section of any future federal tax law. The specific purpose of the corporation is as follows: Partners in Skills is a nonprofit organization that was founded with the mission to enable underemployed individuals to find suitable employment with wages that are competitive in the global marketplace. Most of our candidates possess high levels of motivation, and some also have advanced degrees and years of experience in their respective fields, but struggle to find employment that adequately compensates them for high level work, often due to family circumstances or geographic barriers. Given the diverse nature of our candidates' professional backgrounds, Partners in Skills adopts a multi-pronged approach to meet the needs of each candidate. These include: 1. Individualized recruitment assistance for candidates with highly specialized background, training, experience, and career paths. 2. Education and training aimed at raising awareness of the ability to find remote positions in a global economy, and personalized advisement to assist each candidate in their job search. 3. Acting as an umbrella organization for the formation of specialized outsourcing groups with transparent management and cash flow. 4. Providing job skills training for eventual employment within an appropriate outsourcing group in the organization.
- b. Powers.** The corporation has the power to do any and all lawful acts that may be necessary or convenient to affect the corporation's purposes. It has the power to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers may include, but are not limited to, the acceptance of contributions from the public and private sectors both financial and in-kind.

- c. **Limitations on Activities.** The corporation may not engage, participate, or intervene in any activities not permitted by a corporation exempt from federal income tax. The corporation may not endorse, contribute to, work for, or otherwise support or oppose a candidate for public office unless otherwise allowable by law. The assets and income of the corporation may not be distributed to or benefit the trustees, directors, officers, or other individuals, except that the corporation is authorized to pay reasonable compensation for services rendered.
- 2. **MEMBERS.** The corporation has no members. All rights and duties of members under any state law, if any, will be exercised by and belong to the Board of Directors.

3. **BOARD OF DIRECTORS**

- a. **Powers.** Subject to the provisions of any state law, federal law, the articles of incorporation, and the bylaws, the Board of Directors will manage all business and affairs of the corporation. All corporate powers will be exercised by or under the direction of the Board of Directors.
- b. **Standard of Care.** Each Director must exercise corporate powers and perform corporate duties loyally, in good faith, in a manner such Director believes to be in the best interest of the corporation, and with reasonable care using the ordinary prudence that a person in similar position would use under comparable circumstances. Each Director may be held accountable and subject to disciplinary action by the corporation as permitted by state and federal law for failure to meet the necessary standard of care towards the corporation.
- c. **Number and Qualification.** The authorized number of Directors is 3. The number of Directors may be changed by an amendment to the articles of incorporation or as permitted by law. Directors need not be members unless otherwise required by the articles of incorporation.
- d. **Election and Term of Directors.** The Board of Directors will be elected at each annual meeting. Each Director, including a Director elected to fill a vacancy, will hold office until both the expiration of the elected term and until a successor has been elected and qualified.
- e. **Vacancies.** A vacancy in the Board of Directors exists when there are fewer Directors holding office than authorized in the articles of incorporation as a result of death, removal, resignation, or disqualification. A vacancy may be filled by majority approval of the remaining Directors, although this may be less than a quorum or by a sole remaining Director.

- f. Resignation.** Any Director may resign effective upon giving written notice to the Secretary unless the notice specifies a later time for that resignation to become effective.
- g. Removal**
- i.** Any Director may be removed, with or without cause, by a majority vote of the Board of Directors then sitting unless otherwise restricted by law, the articles of incorporation, or the bylaws.
 - ii.** However, no Director may be removed without cause if the votes cast against the Director's removal would be sufficient to elect the Director under cumulative voting at an election of the entire Board of Directors.
 - iii.** No reduction of the authorized number of Directors pursuant to the articles of incorporation may have the effect of removing any Director before the Director's term of office expires.
- h. Meetings**
- i.** *Time and Place of Meetings.* Regular meetings of the Board of Directors will be held without notice at such time and place as may be determined by Board resolution. Absent such resolution, regular meetings will be held at the corporation's principal executive office. Special meetings may be held at any place designated in the notice of the meetings or, if not stated in the notice or there is no notice, at the corporation's principal executive office.
 - ii.** *Telephonic, Video or Electronic Transmission of Meetings.* Unless otherwise restricted by law, the articles of incorporation, or the bylaws, members of the Board of Directors and any committee designated by the Board of Directors may participate in any meeting by means of conference telephone, video communication, or other electronic transmission methods so long as all Directors or committee members can hear each other and have the capacity to propose or object to specific actions proposed to be taken by the corporation.
 - iii.** *Special Meetings.* Special meetings of the Board of Directors may be held for any purpose at any time by the Chairman of the Board, the President, any Vice President, the Secretary, or any two Directors.
 - iv.** *Notice of Special Meetings.* Notice of the time and place for special meetings must be given at least four (4) days before the date set for the meeting. Notice may be given personally, by first-class mail, by telephone

(including voice messaging system), by facsimile, by electronic mail, or by any other means as permitted by law. The notice need not specify the purpose of the meeting nor the place if the meeting is to be held at the principal executive office of the corporation.

- v. *Waiver of Notice.* Any deficiency in the notice of a Board meeting can be waived by attending the meeting without objecting at the commencement of the meeting, by written waiver before or after the meeting filed with the corporate records, or by an approval of the minutes of the meeting.

i. Quorum and Voting

- i. A majority of the total number of Directors constitute a quorum for the transaction of business at a Board meeting. The act of a majority of Directors present at any Board meeting where a quorum is present will be considered the act of the Board of Directors, except as may otherwise be provided by law or by the articles of incorporation.
- ii. If a quorum is not present at any meeting of the Board of Directors, the Directors present may adjourn the meeting without notice other than an announcement at the meeting until a quorum is present.
- iii. A meeting where a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors if any action taken is approved by at least a majority of the number of Directors required to constitute a quorum for that meeting.

- j. **Directors Acting by Unanimous Written Consent without Meeting.** Unless otherwise restricted by the articles of incorporation or these bylaws, any action required or permitted to be taken at any meeting of the Board of Directors, or of any committee thereof, may be taken without a meeting if all members of the Board or committee consent in writing or by electronic transmission. A record of the unanimous written consent must be filed with the corporate records. Notwithstanding the foregoing, a Board of Directors constituting less than the full number of authorized Directors may act by written consent according to procedures established herein to fill vacancies.

- k. **Fees and Compensation.** Unless otherwise provided by law or the articles of incorporation, Directors and members of a Director's committee may not receive compensation for their services and may receive reimbursement for expenses. The Board of Directors has the authority to fix the compensation and approve reimbursement of expenses, if any, by resolution. Any Director or committee

member may serve the corporation in another capacity, for instance as an officer, employee, or otherwise, and may receive compensation for such services.

- i. Committees.** The Board may appoint committees by resolution passed by a majority of the whole Board, committee membership and composition subject to rules and procedures as permitted by law and the articles of incorporation. Each committee has such powers as may be expressly delegated to it by resolution of the Board except those powers expressly non-delegable by law or the articles of incorporation.

4. OFFICERS

- a. Principal Officers and Tenure.** The principal officers of the corporation will be a Chairman of the Board or a President or both, a Secretary who may also be called a Clerk, and a Treasurer who may also be called a Chief Financial Officer. The principal officers will be chosen by the Board of Directors and each will serve at the pleasure of the Board of Directors until a successor is duly appointed and qualified or until the officer's death, resignation, or removal as provided by these bylaws, subject to any contractual employment rights that may apply. One person may hold multiple officer positions.

- i. *Chairman of the Board.*** The Chairman of the Board, if such an officer is elected, will

- A.** preside at all meetings of the Board of Directors;

- B.** exercise and perform such powers and duties as may from time to time be assigned by the Board of Directors or prescribed by the bylaws; and

- C.** exercise and perform such powers and duties prescribed to the President if no President exists.

- ii. *President/Chief Executive Officer.*** Subject to the supervisory powers that may be given by the Board of Directors to the Chairman, if such an officer is elected, the President will

- A.** have general supervision, direction, control, and management of the business and affairs of the corporation;

- B.** preside at all meetings of the members, if any;

and will perform such duties as are provided in the bylaws or as the Board of Directors may determine from time to time. Additionally, in the absence or disability of the principal officer for which they assist and support, the subordinate officers will perform all the duties and have all the powers and restrictions of their principal officer.

- c. **Standard of Care.** Each principal and subordinate officer must exercise corporate powers and perform corporate duties loyally, in good faith, in a manner such officer believes to be in the best interest of the corporation, and with reasonable care using the ordinary prudence that a person in a similar position would use under comparable circumstances. Each officer may be held accountable and subject to disciplinary action by the corporation as permitted by state and federal law for failure to meet the necessary standard of care towards the corporation.
- d. **Removal and Resignation**
 - i. *Principal Officer.* Subject to any contractual employment rights that the principal officer may have, any principal officer may be removed, with or without cause, by a majority of the Directors at the time in office at any regular or special meeting of the Board.
 - ii. *Subordinate Officer.* Subject to any contractual employment rights that a subordinate officer may have, any subordinate officer may be removed by the President, with or without cause, as the business of the corporation may require.
- e. **Vacancies in Office.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause must be filled in the manner described in the bylaws for regular appointments to such office.

5. INDEMNIFICATION

- a. **Directors and Officers.** The corporation must indemnify its Directors and officers to the extent permitted by law, the articles of incorporation, and the Directors' or officers' individual contracts against expenses (including attorneys' fees), judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that such person is or was a Director or officer of the corporation.
- b. Irrespective of the foregoing, the corporation may not be required to indemnify any Director or officer in connection with any proceeding (or part thereof) initiated by the Directors or officers themselves unless

bind the corporation by any contract or engagement or to pledge its credit or render it liable for any purpose or to any amount.

- e. **Conflicts of Interest.** The following conflict of interest policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibilities. All Directors or officers have a duty to disclose the existence of any actual or potential conflict of interest, whether personal or financial in nature, and to disclose all relevant material facts to the Directors to enable them to consider whether a conflict exists and whether the proposed transaction or arrangement is in the best interests of the corporation. Upon disclosure of an actual or potential conflict of interest, and after the interested person has had a full opportunity to disclose the relevant facts, the interested person must leave the meeting and the remaining Board members will decide if a conflict of interest exists. Whenever the Board determines that a Director or officer has an actual or potential financial or personal interest in any matter coming before the Board of Directors, the Board must ensure the following:
 - i. The financial or personal interest of such Director or officer is fully disclosed with all relevant material facts to the Board of Directors;
 - ii. No interested Director or officer may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board of Directors at which such matter is voted upon;
 - iii. Any transaction involving the Director's or officer's financial or personal interest must be duly approved by disinterested Directors in the best interest of the corporation;
 - iv. Payment must be reasonable and must not exceed fair market value; and
 - v. The minutes of meetings at which such votes are taken must include a record of such disclosures, abstention, and rationale for approval.
- f. **Amendments to Bylaws.** The bylaws may be adopted, amended, or repealed by the Board of Directors.
- g. **Dissolution**
 - i. Except as otherwise provided by statute or the articles of incorporation, the nonprofit may be dissolved only with authorization of a majority vote of the Board of Directors given at a meeting called for that specific purpose.

- ii.** Upon dissolution of the nonprofit, assets will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or will be distributed to the federal government or to a state or local government, for a public purpose.
- h. Offices.** The registered office of the corporation is located at 30 6TH STREET, LAKEWOOD, New Jersey 08701 or as otherwise designated by the Board of Directors. The Board of Directors may at any time and place establish offices as required where the corporation is qualified to do business.
- i. Governing Law.** The bylaws will be governed, construed, and interpreted by, through, and under the laws of New Jersey.
- j. Corporate Seal.** The Board of Directors may adopt a corporate seal, which may be altered from time to time with majority Board approval. The seal may be used by causing it, or a facsimile thereof, to be impressed or affixed or reproduced in any other manner.
- k. Additional Terms.** The additional terms stated in Exhibit A, attached hereto, are hereby incorporated by reference.

EXHIBIT A: ADDITIONAL TERMS

This EXHIBIT A: ADDITIONAL TERMS is hereby incorporated into the BYLAWS of PARTNERS IN SKILLS A NJ NON PROFIT CORPORATION adopted as of August 28, 2017. The following terms apply to the bylaws:

1. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article One above. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
2. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

CERTIFICATION OF ADOPTION

I, Lea Honigwachs, hereby certify the following:

I am the Secretary of Partners in Skills a NJ Non Profit Corporation, a New Jersey corporation;
and

The foregoing bylaws are a true and correct copy of the bylaws of the corporation as duly adopted
by approval of the Board of Directors of the corporation by unanimous written consent on
September 1, 2017.

Signed: Lea Honigwachs

Secretary: Lea Honigwachs

NOTARY ACKNOWLEDGMENT

State of NY

SS.

County of Kings

On 6 Sept 2017 (date), before me, Celia Goldberg (notary), personally
appeared Lea Honigwachs who proved to me on the basis of satisfactory evidence to be the persons
whose names are subscribed to within the BYLAWS OF PARTNERS IN SKILLS A NJ NON
PROFIT CORPORATION adopted as of September 1, 2017, acknowledging to me that
he/she/they executed the same in his/her/their authorized capacity(ies) and that by affixing
his/her/their signature(s) on the instrument so executed the instrument.

I certify under PENALTY OF PERJURY that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Print: Celia Goldberg

Commission Expires: 4/24/18

Sign: Celia Goldberg

[Affix seal]

CELIA GOLDBERG
NOTARY PUBLIC, State of New York
No. 01G08040478
Qualified in Kings County
Commission Expires April 24, 2018