

# **Destination ImagiNation, Inc**

## **Bylaws**

## DESTINATION IMAGINATION, INC. BY-LAWS

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### ARTICLE 1 OFFICES

#### SECTION 1. PRINCIPAL OFFICE

The principal office of the Destination ImagiNation, Inc. (the "Corporation") is located at 114 East High Street, Glassboro, New Jersey.

#### SECTION 2. CHANGE OF ADDRESS

The designation of the Corporation's principal office may be changed by resolution of the Board of Trustees.

#### SECTION 3. OTHER OFFICES

The Corporation may also have offices at such other places, within or without its state of incorporation as its business and activities may require, and as the Board of Trustees may, from time to time, designate.

### ARTICLE 2 NON-PROFIT PURPOSES

#### SECTION 1. ORGANIZATIONAL PURPOSES.

The Corporation is a membership organization operated exclusively for charitable and educational purposes or any other purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code and shall function according to the laws of New Jersey.

ARTICLE 3  
TRUSTEES

SECTION 1. GENERAL POWERS / NUMBER / TERM

- a) The affairs of the Corporation shall be managed by its Board of Trustees.
- b) The Corporation shall have a Board of Trustees consisting of up to seventeen (17) voting individuals who will be elected by a majority vote of the seated Trustees. Additionally, the Executive Director will sit on the Board as a non-voting member.
  - i. five (5) Trustee seats shall be filled from nominations provided by Destination ImagiNation Affiliate Directors (DIAD) group.
  - ii. in addition the DIAD President shall be seated as a voting member of the Board.
- c) Trustee Terms
  - i. Trustees shall be appointed to serve a term of no longer than four (4) years.
  - ii. Trustees shall serve a maximum of eight (8) consecutive years on the Board before having to take a minimum of a one (1) year hiatus from the Board with the following exceptions:
    - (a) Trustees seated as of August 2005 shall have only their current term considered for the limitation in Section 1.c.ii.
    - (b) The years 2006 and 2007 shall not be considered for the limitations in Section 1.c.i. and Section 1.c.ii.

The Executive Director shall serve as a non-voting member of the Board.  
The President of the Destination ImagiNation Affiliate Directors organization (DIAD) shall serve as a member of the Board.

SECTION 2. QUALIFICATIONS

Trustees shall be at least eighteen (18) years of age. The Board of Trustees shall develop and amend as needed a Trustee Qualification and Job Description which shall be available to all potential Board candidates in an election year.

SECTION 3. COMPENSATION

Trustees shall serve without compensation. They shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties, subject to policies adopted by the Board from time to time. A Trustee may, in addition to his/her duties as a Trustee, serve as a paid advisor/consultant to the Corporation in accordance with permission granted by the Board.

**SECTION 4. SELECTION**

Trustees shall be nominated for the Board in accordance with the provisions of Article 4, Section 18 hereof.

**SECTION 5. REMOVAL**

Trustees may be removed from office, with or without cause, as permitted by and in accordance with the laws of the State of New Jersey, but in no event shall a Trustee be removed by less than two-thirds vote of the then sitting Board and without having had the opportunity to be heard.

**SECTION 6. PLACE OF MEETINGS**

Meetings shall be held at the principal office of the Corporation or at such other place as may be designated from time to time by resolution of the Board of Trustees.

**SECTION 7. REGULAR MEETINGS**

Regular meetings of Trustees shall be held at least 2 times a year, or as deemed necessary by the Board of Trustees.

**SECTION 8. ANNUAL MEETING**

Annual meeting will be held within three (3) months of the end of the immediately preceding fiscal year of the Corporation.

**SECTION 9. SPECIAL MEETINGS**

Special meetings of the Board of Trustees may be called by the Chairperson of the Board, the Vice Chairperson, by any two Trustees, or the Executive Director of the Corporation.

**SECTION 10. NOTICE OF MEETINGS**

Unless otherwise provided by the Articles of Incorporation, these Bylaws or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Trustees:

- a) **Regular Meetings.**  
Notification and agenda of meetings shall be given no less than ten (10) days prior to the meeting.
- b) **Annual Meeting.**  
Notification and agenda of meetings shall be given no less than ten (10) days prior to the meeting.
- c) **Special Meetings.**  
Written notice stating the date, time, place and the purposes for which the meeting is being held shall be given at least seven (7) days before the date of the special meeting. Notice can be given by mail, fax or e-mail. Date of notice shall be date of postmark or transmission.

**SECTION 11. QUORUM FOR MEETINGS**

A quorum shall consist of a majority of the voting members of the Board of Trustees exclusive of any vacant trusteeships. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

**SECTION 12. VOTING**

Each member of the Board of Trustees shall have one vote on all matters which come before the Board. All matters requiring a vote of the Board shall be decided by a majority vote of Trustees voting thereon, unless otherwise provided under these Bylaws.

**SECTION 13. MAJORITY ACTION AS BOARD ACTION**

Every act or decision of a majority of the Trustees present at a meeting duly held at which a quorum is present is the act of the Board of Trustees, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

SECTION 14. CONDUCT OF MEETINGS

- a) Meetings of the Board of Trustees shall be presided over by the Chair of the Board or, if no such person has been so designated or, in the Chair's absence, the Vice Chair of the Board or, in the absence of each of these persons, by a Chair chosen by a majority of the Trustees present at the meeting. Meetings shall be governed by such informal rules of order as the Board may adopt from time to time.
- b) **Electronic Meetings.**  
Trustees may participate in meetings of the Board of Trustees by any electronic means approved by the Board of Trustees by which all persons participating can hear or read the words of each other at the same time to the extent permitted by law, and participation by such means shall constitute presence in person at such a meeting.
- c) **Action Without Meeting.**  
Any action of the Board of Trustees may be taken without a meeting if a consent in writing setting forth the action so taken signed by all of the Trustees is filed in the minutes of the Board of Trustees. Such consent shall have the same effect as a unanimous vote.

SECTION 15. VACANCIES

Vacancies on the Board of Trustees shall exist (1) on the death, resignation or removal of any Trustee, and (2) whenever the number of authorized Trustees is increased. Any Trustee may resign effective upon giving written notice to the Chair of the Board. No Trustee may resign if the Corporation would then be left without a duly elected Trustee or Trustees in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this state. Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the Board may be filled by the Board of Trustees. If the number of Trustees then in office is less than a quorum, a vacancy on the Board may be filled by a majority of the Trustees then in office or by a sole remaining Trustee. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Trustees or until his or her death, resignation or removal from office.

**SECTION 16. DUTIES OF CHAIR**

The Chair shall:

- a) Be elected by a majority of the Board
- b) Be the Chief Elected Officer
- c) Perform all duties incident to that office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Trustees.
- d) Be present at all meetings of the Board of Trustees and at all meetings of the members.
- e) Serve as spokesperson and representative of the Corporation and its Members.
- f) Not hold any other office in the Corporation.
- g) Appoint a Parliamentarian to advise the Chair on rules of order in conformance with law and custom.

**SECTION 17. DUTIES OF VICE CHAIR**

The Vice Chair shall:

- a) Be elected by a majority of the Board
- b) In the absence of the Chair, or in the event of the Chair's inability or refusal to act, shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair.
- c) Have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Trustees.

SECTION 18. BOARD COMMITTEES

The Corporation shall have the following standing committees:

Nominations Committee:

- a) The Nominations Committee shall consist of a minimum of five (5) Trustees appointed by the Chair. The Nominations Committee shall prepare a slate of nominees for the Trustee election process. The Chairperson of the Nominations Committee will be appointed by the Chair of the Board of the Corporation. Members of the Nominations Committee may be Trustees or members. Current members of the Nominations Committee may not also be candidates for election or re-election to the Board of Trustees.
  
- b) Finance/Audit Committee:  
The Corporation will undergo an independent audit of its financial transactions, processes and controls on an annual basis. Additional independent audits will be conducted at the discretion of the Board. The committee will include at least three (3) members of the Board. The committee's members and its chairperson will be appointed by the Board on an annual basis. The duties of the Finance/Audit Committee are:
  - i. Ensure all audits are conducted in an efficient and cost-effective manner;
  - ii. Oversee the financial systems and internal controls of the Corporation;
  - iii. Recommend the approval of the annual financial statements to the Board;
  - iv. Recommend the appointment of the external auditor and the appropriate fee;
  - v. Other duties as assigned by the Board.
  
- c) Other Committees:  
The Board of Trustees may create other committees and task forces as needed.

SECTION 19. NONLIABILITY OF TRUSTEES

The Trustees shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

SECTION 20. INDEMNIFICATION BY CORPORATION OF TRUSTEES AND OFFICERS

The Trustees and officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of the State of New Jersey. The Corporation shall not be obligated to indemnify Board members for criminal, fraudulent, morally reprehensible, or other behavior which the Board finds is a breach of fiduciary duty, harms the organization, or harms the members.

SECTION 21. INSURANCE FOR CORPORATE AGENTS

Except as may be otherwise provided by law, the Board of Trustees may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a Trustee, officer, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

ARTICLE 4  
OFFICERS OF THE CORPORATION

SECTION 1. DESIGNATION OF OFFICERS

- a) The officers of the Corporation shall be the Executive Director of the Corporation, Vice President (s), Treasurer and Secretary.
- b) The Executive Director, Vice President and the Treasurer are corporate officers appointed by the Board, the Secretary shall be appointed by the Board to serve at the will of the President
- c) The Executive Director may assume the Title of "President" when necessary to carry on the business of the Corporation.

SECTION 2. QUALIFICATIONS

No voting Trustee may serve as an Officer of the Corporation.

SECTION 3. ELECTION AND TERM OF OFFICE

Officers shall be appointed by the Board of Trustees at the annual meeting for a term to be decided by the Board. Each officer shall hold office until the officer resigns or is removed or is otherwise disqualified to serve, or until the officer's successor shall be elected and qualified, whichever occurs first. In the event that no vice President is elected by the Board, said position shall be deemed vacant unless and until the Board acts to fill the vacancy.

**SECTION 4. REMOVAL AND RESIGNATION**

Any officer may be removed, either with or without cause, by the Board, except that a two-thirds (2/3) vote of the Trustees is required to remove the Executive Director without cause. Any officer may resign at any time by giving written notice to the Chair. Any such resignation shall take effect at the date of receipt of such notice, at any later date specified therein, or in accord with applicable contract provisions. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**SECTION 5. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Trustees. In the event of a vacancy in any office other than that of Executive Director, such vacancy may be filled temporarily by appointment by the Chair of the Board, until such time as the Board shall fill the vacancy.

**SECTION 6. DUTIES OF THE EXECUTIVE DIRECTOR**

The Executive Director shall:

- a) Be Chief Staff Officer.
- b) Be responsible to the Board of Trustees.
- c) Handle the day-to-day operations of the Corporation.

**SECTION 7. DUTIES OF THE VICE PRESIDENT**

The Vice President, if any, of the Corporation shall, unless otherwise provided by the Board of Trustees, have such powers and duties as generally pertain to the office as well as such powers and duties as may be set forth in these by-laws, or may from time to time be specifically conferred or imposed by the Board of Trustees.

**SECTION 8. DUTIES OF SECRETARY**

The Secretary shall:

- a) Certify and keep or cause to be kept at the principal office of the Corporation the original, or a copy, of these Bylaws as amended from time to time.
- b) Keep or cause to be kept at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Trustees, and, if applicable, meetings of committees of Trustees, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- c) See that all notices are duly given in accordance with provisions of these Bylaws or as required by law.
- d) Be custodian of the records and of the seal of the Corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.
- e) Keep or cause to be kept at the principal office of the Corporation a membership list containing name and address of each member.
- f) Exhibit at all reasonable times to any Trustee of the Corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the Trustees.
- g) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time to time by the Board of Trustees. Assistant secretaries may be appointed, as necessary, to assist the Secretary in carrying out duties of that office.

**SECTION 9. DUTIES OF THE TREASURER**

The Treasurer shall have the custody of the funds and securities of the Corporation and shall keep or cause to be kept regular books of account for the Corporation. The Treasurer shall be accountable to the Executive Director and the Board of Directors concerning all transactions made as Treasurer and concerning the financial condition of the Corporation. The Treasurer shall perform all other duties and have all other powers as are incident to the office or as are assigned by the Executive Director or the Board of Trustees.

ARTICLE 5  
STANDARDS OF CONDUCT FOR OFFICERS AND TRUSTEES

Each Trustee shall discharge the Trustee's duties as a Trustee, including the Trustee's duties as a member of a committee of the Board, and each officer shall discharge the officer's duties under that authority: (a) in good faith; (b) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and in a manner the Trustee or officer reasonably believes to be in the best interests of the Corporation. A Trustee or officer may rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by: (a) one or more officers or employees of the Corporation whom the Trustee or officer reasonably believes to be reliable and competent in the matters presented; (b) legal counsel, a public accountant, or other person as to matters the Trustee or officer reasonably believes are within such person's professional or expert competence; or (c) in the case of a Trustee, a committee of the board of Trustees of which the Trustee is not a member if the Trustee reasonably believes the committee merits confidence. A Trustee or officer is not acting in good faith if the Trustee or officer has knowledge concerning the matter in question that makes reliance otherwise permitted by the above unwarranted. A Trustee or officer is not liable as such to the Corporation or its members for any action taken or omitted as a Trustee or officer, if, in connection with such action or omission, the Trustee or officer performed the duties of the position in compliance with this Article.

ARTICLE 6  
CONFLICTING INTEREST TRANSACTIONS

- a) As used in this Article, “conflicting interest transaction” means: A contract, transaction, or other financial relationship between the Corporation and a trustee of the Corporation, or between the Corporation and a party related to a Trustee, or between the Corporation and an entity in which a Trustee of the Corporation is a Trustee or officer or has a financial interest.
- b) For purposes of this Article, a “party related to a Trustee” shall mean a spouse, a descendent, an ancestor, a sibling, the spouse or descendent of a sibling, an estate or trust in which the Trustee or a party related to a Trustee has a beneficial interest, or an entity in which a party related to a Trustee is a Trustee, officer, or has a financial interest.
- c) No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the Corporation, solely because the conflicting interest transaction involves a Trustee of the Corporation or a party related to a Trustee or an entity in which a Trustee of the Corporation is a Trustee, Director or officer or has a financial interest or solely because the Trustee is present at or participates in the meeting of the Corporation’s Board of Trustees that authorizes, approves, or ratifies the conflicting interest transaction or solely because the Trustee’s vote is counted for such purpose if:
  - i. The material facts as to the Trustee’s relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Trustees or the committee and the Board of Trustees or committee in good faith authorizes, approves, or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Trustees, even though the disinterested Trustees are less than a quorum; or
  - ii. The material facts as to the Trustee’s relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or
  - iii. The conflicting interest transaction is fair as to the corporation.
- d) Interested Trustees may be counted in determining the presence of a quorum at a meeting of the Board of Trustees which authorizes, approves, or ratifies the conflicting interest transaction.
- e) The Corporation shall be prohibited from making loans to, or guaranteeing the obligations of, any Trustee, officer, agent or employee of the Corporation.

ARTICLE 7  
EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

**SECTION 1. EXECUTION OF INSTRUMENTS**

The Board of Trustees, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument, including checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness, in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

**SECTION 2. DEPOSITS**

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may approve.

**SECTION 3. GIFTS**

The Board of Trustees may accept on behalf of the Corporation any contribution, gift, sponsorship or bequest for the nonprofit purposes of the Corporation.

ARTICLE 8  
CORPORATE RECORDS, REPORTS AND SEAL

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep at its principal office:

- a) Minutes of all meetings of Trustees, committees of the Board, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- c) A record of its members, Affiliate Support Organizations and participants indicating their names and addresses and, if applicable, the class of membership held by each member;
- d) A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members of the Corporation at all reasonable times during office hours. The Secretary shall be responsible for seeing that all corporate records are properly maintained at the principal office.

SECTION 2. CORPORATE SEAL

The Board of Trustees may adopt and use a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. PERIODIC REPORT

The Board shall cause any annual or periodic report, if required under law to be prepared and delivered to an office of this state or to the members, if any, of the Corporation, to be so prepared and delivered within the time limits set by law.

ARTICLE 9  
IRS 501(c)(3) TAX EXEMPTION PROVISIONS

SECTION 1. LIMITATIONS ON ACTIVITIES

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation [except as otherwise provided by Section 501(h) of the Internal Revenue Code], 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 provisions of these Bylaws, the Corporation shall not carry on any 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 (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

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 of the Corporation.

SECTION 3. DISTRIBUTION OF ASSETS

Upon the dissolution of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed for one or more exempt purposes within the meaning of Section 510(c)(3) of the Internal Revenue Code or shall be distributed to an educational institution that fosters creative problem solving or to the State or Federal government, for a public purpose.

ARTICLE 10  
AMENDMENT OF BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by approval of a majority of the Board of Trustees, given thirty (30) days prior notice in which the proposed change(s) are made known.

ARTICLE 11  
CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Corporation, the provisions of the Articles of Incorporation shall govern. Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of the Corporation filed with an office of this State and used to establish the legal existence of the Corporation. All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.