

N15000004043

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Division of Corporations & State Police

DEC 7 2015

C LEWIS

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: American Academy of Administration, Inc.

DOCUMENT NUMBER: N15000004043

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Reynier Lezcano

(Name of Contact Person)

American Academy of Administration, Inc.

(Firm/ Company)

1395 Brickell Ave - 8th Floor

(Address)

Miami, FL 33131

(City/ State and Zip Code)

reynier@admindcareer.org

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Reynier Lezcano

786

238-5694

at

(Name of Contact Person)

(Area Code)

(Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- | | | | |
|--|--|---|---|
| ☐ \$35 Filing Fee | ☐ \$43.75 Filing Fee &
Certificate of Status | ☐ \$43.75 Filing Fee &
Certified Copy
(Additional copy is
enclosed) | ☒ \$52.50 Filing Fee
Certificate of Status
Certified Copy
(Additional Copy is
Enclosed) |
|--|--|---|---|

Mailing Address

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

Articles of Amendment
to
Articles of Incorporation
of

SECRET
DIVISION OF CORPORATIONS
15 DEC -3 PM 1:36

American Academy of Administration, Inc.

(Name of Corporation as currently filed with the Florida Dept. of State)

N15000004043

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

_____ The new
name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc."
"Company" or "Co." may not be used in the name.

B. Enter new principal office address, if applicable:

(Principal office address MUST BE A STREET ADDRESS)

C. Enter new mailing address, if applicable:

(Mailing address MAY BE A POST OFFICE BOX)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent:

New Registered Office Address:

(Florida street address)

_____, Florida _____
(City) (Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:

(Attach additional sheets, if necessary)

Please note the officer/director title by the first letter of the office title:

P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.

Example:

☒ Change	<u>PT</u>	<u>John Doe</u>
☒ Remove	<u>V</u>	<u>Mike Jones</u>
☒ Add	<u>SV</u>	<u>Sally Smith</u>

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) ☒ Change	<u>CEO</u>	<u>Reynier Lezcano, MS</u>	<u>1395 Brickell Ave</u>
☐ Add			<u>8th Floor</u>
☐ Remove			<u>Miami, FL 33131</u>
2) ☒ Change	<u>VP</u>	<u>Dolores Van Horn, CAP</u>	<u>15512 SW 142 CT</u>
☐ Add			<u>Miami, FL 33177</u>
☐ Remove			
3) ☒ Change	<u>SEC</u>	<u>Vivian Turner</u>	<u>12437 SW 200 TERR</u>
☐ Add			<u>Miami, FL 33177</u>
☐ Remove			
4) ☒ Change	<u>TRS</u>	<u>Laura Larrabee, CAP-OM</u>	<u>440 SE 20 Lane</u>
☐ Add			<u>Homestead, FL 33030</u>
☐ Remove			
5) ☐ Change	<u>TRS</u>	<u>Carol Puittinen</u>	<u>17300 SW 117 AVE</u>
☐ Add			<u>Miami, FL 33177</u>
☒ Remove			
6) ☐ Change			
☐ Add			
☐ Remove			

E. If amehding or adding additional Articles, enter change(s) here:
(attach additional sheets, if necessary). (Be specific)

Please modify Article III to state the following:

To provide educational services to local small businesses owners, socially displaced families, underserved children,
and administrative professionals.

Please make the necessary changes for Article VII as detailed on pg. 2 of 4 of this document.

The date of each amendment(s) adoption: _____, if other than the date this document was signed.

Effective date if applicable: _____
(no more than 90 days after amendment file date)

Note: If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

Adoption of Amendment(s) (CHECK ONE)

- ☒ The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.
- ☐ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 11.27.2015 _____

Signature _____

(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Reynier Lezcano, MS

(Typed or printed name of person signing)

Board President, Founder/CEO

(Title of person signing)

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OFFICE OF THE SECRETARY OF STATE
DIVISION OF CORPORATE AFFAIRS