

281297

OFFICE OF THE SECRETARY OF STATE



(Non-Profit)

CERTIFICATE OF INCORPORATION

To all to Whom these Presents shall Come, Greetings:

WHEREAS, Articles of Incorporation duly signed and verified of

NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

have been filed in the office of the Secretary of State on the 10th day of April, A. D., 19 75, as provided by the Laws of the State of Oklahoma.

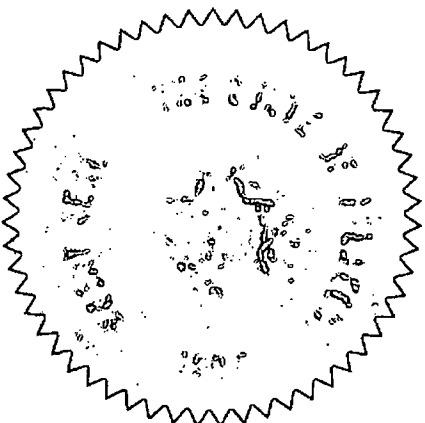
NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma by virtue of the powers vested in me by law, do hereby issue this Certificate of Incorporation.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.

Done at the City of Oklahoma City, this 10th day of April, A. D. 19 75

John Rogers Secretary of State

By: Sharon M. Jaworsky



422358

552102546

0500:-

Del to:Donovan,Freeese & March,P.A.  
700 Nim Continent Bldg.  
Tulsa,Okla 74103

Fee:\$5.00



3285fjc669(1030)(2)

2. And for the accomplishment of such purposes of this corporation but not otherwise (and not for pecuniary gain) to develop, encourage, support and maintain high standards for the service, conduct and ethics of legal assistants.

3. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to cooperate with organized Bar Associations in formulating programs for the training, employment and regulation of legal assistants.

4. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to develop a set of criteria, standards and qualifications on a national basis, together with tests calculated to measure knowledge of common or local laws and procedures, or both, for the certification of qualified persons as certified legal assistants for service to the legal profession and such application shall not be inconsistent with the canons of ethics of the American Bar Association.

5. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to provide opportunity for the exchange of experience, opinions and information through discussion, study and publications.

6. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to institute and carry on a program for the education of its members and the public and the advancement and improvement of this profession.

7. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to cooperate with other paralegal organizations for the purposes aforesaid and also to establish and maintain liaison with the organized bar and with other legally oriented groups.

8. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to undertake a program for the education and improvement of the professional skills of its members and, without limitation, to hold or participate in seminars, magazines and other publications.

9. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to purchase or otherwise acquire, hold, mortgage, sell convey, exchange, option, subdivide, plat, improve, develop, dispose of or otherwise deal in real and personal property of every class and description and of every interest or estate therein, including leaseholds for any term, or easements, to the extent

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the same is necessary, incident or convenient for the accomplishment of the aforesaid purposes; provided, however, that nothing herein contained is intended to authorize this corporation to own, hold, take or deal with real estate in violation of Section 1.20 of Title 18 of the Oklahoma Statutes.

10. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to obtain, hold, deal in or otherwise dispose of any franchise, rights, licenses or privileges, to the extent the same is necessary, incident or convenient for the accomplishment of the aforesaid purposes.

11. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to enter into, make and perform contracts of all and every kind for lawful purposes with any person, firm, association, corporation, municipal body politic, Federal, state or county governmental body or subdivisions thereof; and additionally, to make, draw, accept, endorse, discount, execute and issue promissory notes or other evidences of indebtedness of the corporation for any amount (whether secured or otherwise) as shall be legal and proper for a nonprofit Oklahoma corporation to do; all of the foregoing to be undertaken only to that extent necessary, incident or convenient for the accomplishment of the aforesaid purposes.

12. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, (without limitation on amount), to borrow or raise monies, to draw, make, accept, discount, pledge, issue, sell or otherwise deal in or dispose of promissory notes, drafts, bills of exchange, warranties, bonds, debentures and other instruments, whether negotiable or non-negotiable, transferable or non-transferable, together with other evidence of indebtedness (whether secured or otherwise), as well as undertaking to secure the same and any and all obligations arising therefrom or thereby, either alone or jointly with any other person, corporation or business entity whatsoever, as shall be proper for a nonprofit Oklahoma corporation to do, all of the foregoing to be undertaken only to that extent necessary, incident or convenient for the accomplishment of the aforesaid purposes.

13. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to buy, sell, otherwise acquire, deal or engage in the purchase, sale or other transactions in any and all manners with goods,

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wares, merchandise and property of every class and description, as shall be proper for a nonprofit Oklahoma corporation to do, all of the foregoing to be undertaken only to that extent necessary, incident or convenient for the accomplishment of the aforesaid purposes.

14. For the accomplishment of the said purposes of this corporation but not otherwise and not for pecuniary gain, to do all and every thing necessary, suitable, proper, incident or convenient thereto, either alone or in association with other corporations, business entities or individuals, and further to do each and every other act or acts, thing or things, necessary, convenient, incident or pertaining to or growing out of or connected with the aforesaid specified powers of any portion thereof; in this connection, the specified restraints on profit are not intended to nor shall the same prohibit or prevent this corporation from charging in excess of its actual cost for any service or for any goods provided that any resulting net profit is itself used for the purposes of this corporation and is not distributed as dividends to the shareowners or members hereof; provided, however, that nothing herein contained is intended to authorize this corporation to own, hold, take or deal with real estate in violation of Section 1.20 of Title 18 of the Oklahoma Statutes; and, further provided, that these specific and general powers hereinabove enumerated be not inconsistent with the Constitution or laws of the United States of America or the Constitution or laws of the State of Oklahoma; and, further provided, that should any reference to or inclusion of any right, power or act herein be made which would serve to render these Articles of Incorporation invalid or void, then the same shall be construed and interpreted as if such reference had not herein been made.

#### ARTICLE V

This corporation shall not deal in collective bargaining nor act in organizing its members or others for purposes of negotiating salaries nor wages nor working hours nor job security nor shall it otherwise deal in like activities which are the primary purposes and goals of unionism.

#### ARTICLE VI

This corporation is formed only for the nonprofit purposes hereinabove described and has no stated capital. This corporation shall be without capital stock and no dividends shall be declared nor issued. This corporation does not and shall not afford pecuniary gain, incidentally or otherwise, to its members.

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ARTICLE VII

The number of directors constituting the initial Board of Directors of this corporation to be elected at its initial and organizational meeting shall be nine (9), the same to be elected for such terms and to be subject to such qualifications as are provided for in the Bylaws of this corporation.

ARTICLE VIII

The names and addresses of the initial Board of Directors shall be as follows:

<u>Name</u>	<u>Address</u>
<u>Kay Eismann</u>	<u>Post Office Box 385</u> <u>John Day, Oregon 97845</u>
<u>Mary Wright</u>	<u>11634 Virginia</u> <u>Lynwood, California 90262</u>
<u>Ruth Grosse</u>	<u>90-25 161st., Room 510</u> <u>Jamaica, New York 11432</u>
<u>Billie Narramore</u>	<u>12769 Mandarin Road</u> <u>Jacksonville, Florida 3223</u>
<u>Joan Maney</u>	<u>5505 Winchester Road</u> <u>Fort Wayne, Indiana 46819</u>
<u>Twyla Gab</u>	<u>Post Office Drawer 248</u> <u>Brookings, South Dakota</u>
<u>Haru K. Hains</u>	<u>35 Marcellus Avenue</u> <u>Manasquan, New Jersey 08736</u>
<u>Janis C. Davidson</u>	<u>1900 1st Nat'l Southern Bank Building</u> <u>Birmingham, Alabama 35203</u>
<u>Druann Wiley</u>	<u>2590 South Street, Apartment 7</u> <u>Beaumont, Texas 77702</u>

The tenure of the initial directors shall be until the first annual meeting of the membership of the corporation or until their successors in office be thereafter duly elected and qualified.

ARTICLE IX

Provision for the regulation of the business and internal affairs of this corporation shall be as provided for in its Bylaws.

ARTICLE X

These Articles shall be amended only by the affirmative vote of two-thirds of the membership of this corporation.

ARTICLE XI

In the event of the dissolution of this corporation or the winding up of its affairs, then the property of this corporation shall not be conveyed or distributed to any individual nor conveyed nor distributed to any organization created or operated for profit but shall be conveyed or distributed only to an organization created and operated for nonprofit purposes similar to those of this corporation.

ARTICLE XII

The Bylaws of this corporation shall be adopted at the first meeting of the Board of Directors held pursuant to the call of incorporators, which said initial Bylaws adopted by the Board of Directors shall remain in effect either until legally amended, modified or repealed at a membership meeting duly called for such specific purposes of amending, modifying or repealing the Bylaws or until amended by the Board of Directors in compliance with the express provisions of the Bylaws related to amendment.

ARTICLE XIII

Notwithstanding anything else in these Articles of Incorporation to the contrary, no financial report shall be due to the membership of the corporation as a condition precedent to the holding of any annual, regular or special meeting of the membership at any time before January 1, 1976.

Dated this 2 day of April, 1975.

Jane H. Terhune 866 Wellington Drive  
Charleston, South Carolina 29412

Lothear L. Jordan P.O. Box 1000  
Minot, North Dakota 58701

John M. Ingram 700 Mid Continent Building  
Julesa Oklahoma 74103




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CERTIFICATION

STATE OF SOUTH CAROLINA  
COUNTY OF CHARLESTON

Before me, a Notary Public in and for said State, on this 1st day of April, 1975, personally appeared JANE H. TERHUNE, to me known to be the identical person who executed the within and foregoing Articles of Incorporation, and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year last above written.

  
\_\_\_\_\_  
Notary Public for South Carolina

My Commission Expires:

11/25/79

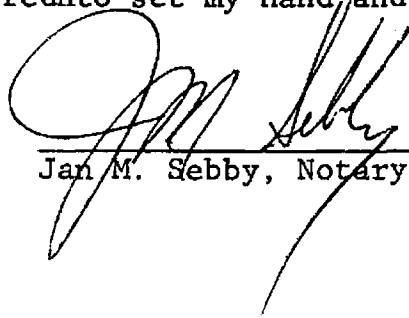
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CERTIFICATION

STATE OF NORTH DAKOTA    )  
                                  ) SS.  
COUNTY OF WARD            )

Before me, a Notary Public in and for said County and State, on this 2nd day of April, 1975, personally appeared Dorthea L. Jorde, to me known to be the identical person who executed the within and foregoing Articles of Incorporation, and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year last above written.

  
\_\_\_\_\_  
Jan M. Sebby, Notary Public

My commission expires:

July 15, 1976

(Seal)



FILING FEE: \$25.00  
FILE IN DUPLICATE  
PRINT CLEARLY

FILED

MAR 27 2003

OKLAHOMA SECRETARY  
OF STATE

TRADE NAME REPORT

TW 711381

TO: OKLAHOMA SECRETARY OF STATE  
2300 N. Lincoln Blvd., Room 101, State Capitol Building  
Oklahoma City, Oklahoma 73105-4897  
(405) 522-4560

The undersigned business entity, in order to do business in Oklahoma under a name other than its legal name, hereby submits the following trade name report pursuant to Title 18, Oklahoma Statutes, Section 1140:

DN 28/297

1. The trade name under which the business is carried on in Oklahoma is:

NALA

(The trade name must be different than the legal name listed in Item 4 below.)

2. Business is carried on under such trade name at the following address(es):

1516 S. Boston, Suite 200, Tulsa, OK 74119

3. A brief description of the kind of business being transacted under such trade name:

Professional Legal Assistant Association

4. The legal name of the "corporation or business entity" doing business under the trade name is:

National Association of Legal Assistants, Inc.

5. The type of "business entity" filing the trade name report is (check one of the following):

- XX • corporation
- business trust
- common law trust
- limited liability company
- unincorporated business
- partnership

6. The business entity was formed in the state of: Oklahoma

(REVERSE SIDE OF FORM MUST BE SIGNED AND DATED.)

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MAR 27 2003

OKLAHOMA SECRETARY  
OF STATE

1133606

1133606

**COMPLETE ONLY THE ACKNOWLEDGEMENT WHICH APPLIES TO THE BUSINESS ENTITY FILING THIS TRADE NAME REPORT.**

**BUSINESS ENTITY ACKNOWLEDGEMENT**

I/we, being duly authorized to sign on behalf of the above named business entity, do hereby execute this report on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

**CORPORATION ACKNOWLEDGMENT**

I/we, being duly authorized to sign on behalf of the above named corporation, do hereby execute this report on the 1st day of March, 2003.

BY: 

Vicki J. Kunz, CLAS, President

ATTEST:

BY: 

Linda J. Wolf, CLAS, Secretary

OFFICE OF THE SECRETARY OF STATE



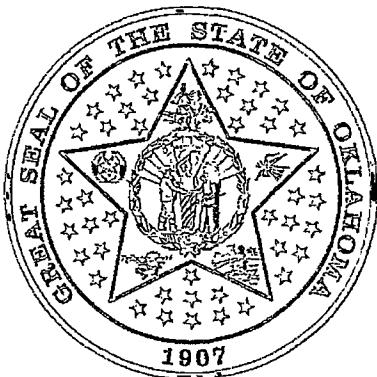
CERTIFICATE OF RENEWAL, REVIVAL, EXTENSION & RESTORATION

WHEREAS, the Certificate of Renewal, Revival, Extension & Restoration of NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



Filed in the City of Oklahoma City this 27th day of March, 2003.

M. Susan Savage Secretary of State

By: [Signature]

PS 281297-002

1133607

**FILING FEE: \$50.00**

FILE IN DUPLICATE

PRINT CLEARLY

**FILED**

MAR 27 2003

OKLAHOMA SECRETARY  
OF STATE

**OKLAHOMA  
CERTIFICATE OF  
RENEWAL, REVIVAL,  
EXTENSION AND RESTORATION**

TO: OKLAHOMA SECRETARY OF STATE  
2300 N. Lincoln Blvd., Room 101, State Capitol Building  
Oklahoma City, Oklahoma 73105-4897  
(405)-522-4560

**IF** the corporation is a **NOT FOR PROFIT** corporation, the filing fee is **\$25.00**.

The undersigned corporation, organized pursuant to the laws of Oklahoma, for the purpose of extension, restoration, renewal or revival of its certificate of incorporation pursuant to Section 1120 of the Oklahoma General Corporation Act hereby certifies:

1. A. The name of the corporation is:

National Association of Legal Assistants, Inc.

B. In the event the corporation is to be renewed or revived under a new name because the original corporation name is unavailable, the new name is:

N/A

(Please Note: The new name of the corporation **MUST** contain one of the following words: association, company, corporation, club, foundation, fund, incorporated, institute, society, union, syndicate or limited or one of the abbreviations co., corp., inc. or ltd.)

2. The name of the registered agent and the street address of the registered office in the State of Oklahoma is:

Marge Dover, CAE	1516 S. Boston, Suite 200	Tulsa	Tulsa	74119
Name of Agent	Street Address	City	County	Zip Code

(P.O. BOXES ARE NOT ACCEPTABLE)

3. The date of incorporation is: April 10, 1975

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MAR 27 2003

OKLAHOMA SECRETARY  
OF STATE

4. The renewal, restoration, or revival is to be perpetual, **OR** if not perpetual, the time for which the renewal, restoration, or revival is to continue is: N/A; and, in case of renewal before the expiration of the time limited for its existence, the date when the renewal is to commence is \_\_\_\_\_, 2003 (which shall be prior to the date of the expiration of the old certificate of incorporation which it is desired to renew.)

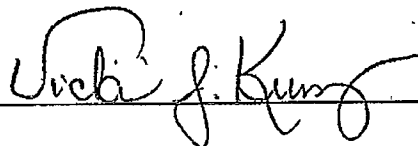
5. The date when the certificate of incorporation would expire (if such is the case) April 10, 2025 **OR** such other facts as may show that the certificate of incorporation has become forfeited or that the validity of any renewal has been brought into question:

\_\_\_\_\_

\_\_\_\_\_

6. This certificate for renewal or revival is filed by authority of those who were directors or members of the governing body of the corporation at the time its certificate of incorporation expired or who were elected directors or members of the governing body of the corporation as provided for in subsection H of Title 18, Section 1120.

**IN WITNESS WHEREOF**, said corporation has caused this certificate to be signed by its last and acting President or Vice President and attested by its last and acting Secretary or Assistant Secretary, this 1<sup>st</sup> day of March, 2003.



Vicki J. Kunz, CLAS, President  
(PLEASE PRINT NAME)

ATTEST:



Linda J. Wolf, CLAS, Secretary  
(PLEASE PRINT NAME)



08/17/2015 02:30 PM  
OKLAHOMA SECRETARY OF STATE



**RESIGNATION OF REGISTERED AGENT  
COUPLED WITH  
APPOINTMENT OF SUCCESSOR  
(OKLAHOMA & FOREIGN CORPORATION)**

Filing Fee: \$25.00

TO: OKLAHOMA SECRETARY OF STATE  
2300 N. Lincoln Blvd., Room 101, State Capitol  
Oklahoma City, Oklahoma 73105-4897  
(405) 522-2520

I hereby execute the following articles for the purpose of resigning the current registered agent of an Oklahoma or foreign corporation and appointing a successor registered agent pursuant to the provisions of Title 18, Section 1025:

1. Name of the corporation:

National Association of Legal Assistants, Inc.

2. State or other jurisdiction of its formation: Oklahoma

3. Upon the filing of this statement with the Secretary of State, the capacity of the undersigned as such registered agent shall terminate, and the successor agent and the address of the registered office for said corporation shall be:

Greta Zelmetz	7666 East 61st Street, Sulte 315	Tulsa	Oklahoma	74133
Name	Street Address	City	State	Zip Code

(P.O. BOXES ARE NOT ACCEPTABLE)

The undersigned, designated registered agent in the State of Oklahoma, is unwilling to continue to act as agent of said corporation for service of process.

This statement must be signed by BOTH the resigning registered agent AND one vice president or vice president of said corporation, attested to by its secretary or assistant secretary.

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SEC. OF STATE  
AUG 17 2015

**This section must be completed by the resigning registered agent.  
(COMPLETE ONLY THE ACKNOWLEDGEMENT WHICH APPLIES.)**

**INDIVIDUAL ACKNOWLEDGEMENT**

• Signature: Marge Dover Dated: 8/7/15

• Printed Name: Marge Dover

❖ Registered Agent is an Individual, Limited Liability Company, or Limited Partnership.

(REVERSE SIDE OF FORM MUST BE SIGNED AND DATED)

**CORPORATION ACKNOWLEDGEMENT**

• Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:

\_\_\_\_\_  
Signature of President or Vice President

Attested to by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Secretary or Assistant Secretary

\_\_\_\_\_  
Printed Name

**IN ADDITION, this section must be completed on behalf of said corporation filing the resignation of registered agent coupled with appointment of successor.**

• Signed this 7 day of August, 2015 by:

*Kelly A LaGrave*

\_\_\_\_\_  
Signature of President or Vice President

Kelly A. LaGrave, ACP

\_\_\_\_\_  
Printed Name

Attested to by:

*Melissa J Hamilton, ACP*  
\_\_\_\_\_  
Signature of Secretary or Assistant Secretary

Melissa J. Hamilton, ACP

\_\_\_\_\_  
Printed Name

OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE OF SUCCESSOR REGISTERED AGENT**

*WHEREAS, a Certificate of Resignation of Registered Agent Coupled With Appointment of Successor Agent, executed and acknowledged by*

**NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.**

*a corporation organized and existing under the laws of Oklahoma has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.*

*NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby certify that*

GRETA ZEIMETZ

at

7666 EAST 61ST ST SUITE 315  
TULSA OK 74133

*has become the successor registered agent of said corporation so ratifying and approving such change.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.*



*Filed in the city of Oklahoma City this  
17th day of August, 2015.*

A handwritten signature in black ink, appearing to read "Chris Benz".

*Secretary of State*

FILING FEE: \$25.00  
FILE IN DUPLICATE  
PRINT CLEARLY

**FILED**

MAR 27 2003

OKLAHOMA SECRETARY  
OF STATE

**CHANGE OR DESIGNATION  
OF  
REGISTERED AGENT  
AND/OR  
REGISTERED OFFICE  
(OKLAHOMA CORPORATION)**

TO: OKLAHOMA SECRETARY OF STATE  
2300 N. Lincoln Blvd., Room 101, State Capitol Building  
Oklahoma City, Oklahoma 73105-4897  
(405) 522-4560

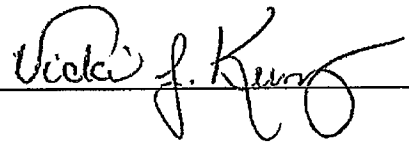
The undersigned, for the purpose of changing its registered agent and/or registered office pursuant to Section 1023/1026 of the Oklahoma General Corporation Act, hereby certifies:

- The name of the corporation is: National Association of Legal Assistants, Inc.
- The name of the registered agent and the street address of the registered office in the State of Oklahoma is:  

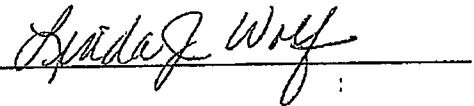
<u>Marge Dover, CAE</u>	<u>1516 S. Boston, Suite 200</u>	<u>Tulsa</u>	<u>Tulsa</u>	<u>74119</u>
Name of Agent	Street Address	City	County	Zip Code

(P.O. BOXES ARE NOT ACCEPTABLE)

IN WITNESS WHEREOF, said corporation has caused this certificate to be signed by its President or Vice President and attested to by its Secretary or Assistant Secretary, this 1st day of March, 2003.



Vicki J. Kunz, CLAS, President  
(PLEASE PRINT NAME)

ATTEST:  


Linda J. Wolf, CLAS, Secretary  
(PLEASE PRINT NAME)

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MAR 27 2003

OKLAHOMA SECRETARY  
OF STATE

(SOS FORM 0056-12/01)

DN 281297-001

1450673

**Change of Registered Agent and/or Office**

Document Number 48648560002 Submit Date - 3/22/2021

The undersigned, for the purpose of changing its registered agent and/or registered office pursuant to Section 1023/1026 of the Oklahoma General Corporation Act, hereby certifies:

The name of the corporation is:

NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

The date on which the amendment is to be effective, if it is to be effective after the filing date:

The name of the registered agent and the street address of the registered office in the State of Oklahoma is:

VANESSA FINLEY  
6450 S LEWIS AVE, STE 250  
TULSA, OK 74136 USA

**IN WITNESS WHEREOF**, said corporation has caused this certificate to be signed this 22nd day of March, 2021 by :

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Signature:

MELISSA J. HAMILTON

CHERYL J. NODARSE

Title:

PRESIDENT

SECRETARY

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