

THE  
OCTAGON

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*A Journal of The American Institute of Architects*

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PRE-CONVENTION NUMBER

*The Sixty-seventh Convention - Final Notice*

*The Tentative Program - Order of Business*

*Nominations of Officers and Directors*

*Unification - Statements "For" and "Against"*

*Emergency Relief Appropriation Act of 1935*

*Housing Program Developments - Home Loans*

*Code for Architects - Progress Report*

*By-Law Amendments - Including Unification*

*Volume 7*

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*Number 4*

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*First Vice-President*.....CHARLES D. MAGINNIS, Statler Bldg., Boston, Mass.  
*Second Vice-President*.....M. H. FURBRINGER, 110 Porter Bldg., Memphis, Tenn.  
*Secretary*.....CHARLES T. INGHAM, 1211 Empire Bldg., Pittsburgh, Pa.  
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## BOARD OF DIRECTORS

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## OBJECTS

The objects of this Institute shall be: To organize and unite in fellowship the Architects of the United States of America, to combine their efforts so as to promote the aesthetic, scientific, and practical efficiency of the profession, and to make the profession of ever-increasing service to society.

## THE RESPONSIBILITY OF LEADERSHIP

From Address of President Thomas R. Kimball, to the 53rd Convention

"Let us keep in mind the fact that while The American Institute of Architects is still far from being numerically representative of the profession, it has from its birth furnished to the profession the ideals and examples after which the architectural practice of this country has been patterned, and has always been the court of last resort before whose bar all its serious and most important questions have been decided. Wherefore, in assuming for the Institute the credit of such leadership, we are debarred from disclaiming our share of the blame, where blame exists, for conditions that are not consistent with what should be present-day architectural heritage."

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The American Institute of Architects

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## The Sixty-Seventh Convention

"Once in a twelve-month, come what may,  
Anchor your ship in some quiet bay,  
Pipe all hands and read the log,  
And give 'em a taste of grub and grog.

Stick together through thick and thin—  
All the closer as age breaks in—  
Squalls may blow, and clouds will frown,  
But stay by your ship till you all go down."  
*Oliver Wendell Holmes*

### To the Members:

**I**N the January number of THE OCTAGON, notice was given concerning the following items relating to the Convention—

Early Election of Delegates  
Procedure for Delegates and Proxies  
No Taxes or Refunds  
Chapter Meetings on Convention Business  
Nominations of Officers and Directors

In the March number, notice was given concerning—

Qualifications of Delegates  
Proxy Representation  
Hotel Headquarters and Reservations  
Early Registration—Notice  
The General Program.

This April number, by means of this notice, completes the pre-Convention story.

Chapter Presidents, Secretaries, Delegates, Alternates and Proxies should give close attention to the information transmitted herein.

### PRE-CONVENTION CHAPTER MEETINGS

Chapter Officers have been requested to devote an entire meeting prior to the Convention to a discussion of Institute affairs, and to the problems of the architectural profession as a whole—some of which are to be considered at this Convention. That request is repeated here.

Reference to the January, February, and March numbers of THE OCTAGON, and to the Convention

material contained in this number, will furnish the necessary background of information. Pre-Convention meetings of Chapters for the purpose stated will result in the sending of delegates to Milwaukee with clear impressions of the attitudes of their Chapters on many of the fundamental issues to be acted upon.

### THE PROGRAM

The final program, in printed form, with information concerning registration procedure, the order of business, and the various collateral meetings which are to be held, will be issued to each delegate, member, and guest at the time of the Convention. That program, with regard to the order of business on the four days of the Convention, is now in *tentative* form, but subject to change between now and the time of the Convention. As of general interest, it is printed herein.

### THE WORK OF THE CONVENTION

Undoubtedly, the Convention will discuss in open forum and take some definite action on the following:

Unification of the Architectural Profession  
Public Works—The Relation of the Private Architect to Governmental Agencies  
Architectural Education and the Mentorship System  
Comprehensive Amendments to the By-Laws  
The General Program of the Institute

#### REPORT OF THE BOARD OF DIRECTORS

That report is formulated by the Board at its pre-Convention meeting. Therefore, it is not possible to send it out in advance of the Convention.

Under the procedure of the Institute, the recommendations of the standing and special committees are transmitted to the Convention in the Board's report, together with such resume of or comment on each committee report as the Board deems it desirable to make.

The Board also makes its own recommendations to the Convention on any important issues which have arisen in the architectural profession and in the Institute itself—since the preceding Convention. The Board's report will constitute in large part the agenda of the Convention. To save time, the Board's report will *not* be read at the morning session of the first day. Instead, it will be distributed in printed form at the opening of the Convention.

Following the address of the President, and the report of the Treasurer, the Board's report will be taken up for action. The Secretary will read each section of the report, and the Convention will be asked to act upon that section before passing to the next.

In this way the reading of the Board's report will progress until the document is completed. Delegates and members are requested to be on the floor at all times in order that every action taken may be fully representative of the will of the Convention.

#### AMENDMENTS

The various proposed Constitution and By-Law amendments are printed in the March number of THE OCTAGON; and elsewhere in this number.

#### INVITATION TO THE LADIES

The wives of the Wisconsin architects cordially invite to Milwaukee the women members of the families of the visiting architects. Their special invitation appears elsewhere herein.

After five years of depression the architect's wife deserves a break—so bring her with you to the Convention.

#### REDUCED RAILROAD FARES

Application has been made to the Trunk Line Association for a reduced fare rate. Favorable action is anticipated. Every architect and guest attending should apply for a certificate at the time he purchases his ticket. If a reduced round trip ticket is purchased, the return portion will be

accepted in lieu of a certificate—but it must be presented for record.

One hundred certificates and round trip tickets must be presented and validated in order to get the reduced return fare.

Consult your local ticket agent for information concerning fares and selling dates. Make inquiry concerning summer tourists' rates.

#### TRAVEL BY AUTOMOBILE

Conditions are unusually favorable for making the trip to this Convention by automobile. The time of the year, the length of the days, the excellent highways, and the economy of automobile travel should encourage members of many chapters, regardless of whether they are formal delegates or not, to arrange parties and go to Milwaukee for the week beginning May 27.

A little individual initiative will bring surprising results in any chapter. Why not have a committee appointed in your chapter for the purpose of arranging a Convention party? Give yourself a change of scene! Take a week off from the burden of seeking that elusive commission and go to the Convention.

#### HOTEL RESERVATIONS

The Hotel Schroeder is quoting reasonable rates, as follows:

Single room and bath for one person (for 100 rooms only) . . . . .	\$2.50
Single room and bath for one person . . . . .	\$3.00, \$3.50
Double room and bath for two persons, with double bed . . . . .	\$4.50, \$5.00, \$5.50
Double room and bath for two persons, twin beds . . . . .	\$5.00, \$6.00, \$7.00

Reservations should be sent direct to the hotel, should refer to the Institute Convention, and should specify the type and price of room desired, and time of arrival. Those applicants making reservations that are received by the hotel later than May 20 must take their chances.

#### CHAPTER REPRESENTATION

The importance of this Convention has been stressed since the first of the year. A direct communication of April 5—to every Chapter President and Secretary—emphasized the importance of sending a full quota of delegates from each Chapter.

It is the duty of Chapter Officers, and it is the duty of every member of every Chapter to see to it that steps are taken now to assure that their



Chapter has a full quota of delegates present and voting at this Convention. The selection of delegates should not go by default. It should not be put off until the last minute. There is ample time between the receipt of this number of THE OCTAGON and the opening of the Convention to hold a Chapter meeting on Institute affairs, to elect delegates, and to assure your Chapter a voice in the national program of The American Institute of Architects. Those Chapters who fail to make the most of these opportunities are not mindful of their obligations to the Institute and to their own members.

In the event that the Chapter does not send to the Convention the number of delegates to which it is entitled, then it should execute its

proxy in the manner indicated on the back of the proxy card sent to every Chapter Secretary, in order to vote its full strength at the Convention.

Full information concerning the proxy method of representation has been transmitted to Chapter Officers, together with the necessary delegate, alternate, and proxy cards.

All architects, regardless of affiliation, are invited to this Convention.

This is the last call for the big council meeting. You are urged to come. Your presence will be encouraging and helpful. We look forward to seeing you in Milwaukee.

CHARLES T. INGHAM  
*Secretary*

### An Invitation to the Women

THE wives of the Architects of Wisconsin join in inviting the wives and women members of architects' families throughout the United States, to join us in Milwaukee at the time of the Convention, from May 28th through the 31st. We are eager to know you, and hope you will be our guests for those days.

We promise not to exhaust you with uninterrupted entertainment, but wish rather to have you feel you are visiting friends and enjoying seeing our city on the bluffs of Lake Michigan. We hope to lure you here with plans for picnics and informal parties, visits to gardens, or

opportunities for golf, tennis, or bridge. We think you will enjoy the automobile trip to the model Village of Kohler.

We are looking forward with pleasure to your coming.

It will be a great help in our preparations, if you can notify us ahead of time through your Chapter of the Institute how many to expect.

Cordially yours,

Mrs. Harry Bogner  
Mrs. Alexander Eschweiler, Jr.  
Mrs. Alexander Bauer, *Chairman*.

### The American Program of Low-Rent Public Housing

THIS exhibition is regarded by those competent to judge as being a most effective demonstration of the great American tragedy based on unfit human habitations.

This exhibition opened in Washington at the Department of the Interior on March 22d, and was attended by members of the Cabinet, members of Congress, the Diplomatic Corps, local Housing Committees, and various Government officials.

It consists of groups of panels telling the story of modern low-rent housing here and abroad, and a series of dioramas and models. Many of the models depict actual P. W. A. Housing Division projects, showing actual slum areas modeled after aerial photographs. Contrasting models show the new low-rent housing blocked out on the same site with old dwellings cleared off and lawns and landscaping installed in place of muddy alleys and poorly paved streets.

The Exhibition was inspected by the Executive Committee of the Institute at the time of its March meeting, and aroused great enthusiasm.

The Executive Committee directed that every effort be made to secure the exhibition for showing at the Convention. The good offices of Colonel Hackett, Director of Housing, were enlisted to that end.

It appears that through his good offices a large portion of the exhibition will be shown in Milwaukee in conjunction with the Convention. Many of the pictorial and model presentations contained in the Washington show will be included.

Every architect who has not seen this exhibition in Washington should go to Milwaukee to see it—and to attend the Convention. The trend of the times makes this exhibition most opportune, and of great practical value to architects.

## Tentative Program of the Convention

This tentative program, published a month in advance, is subject to change. It is believed to be

a good forecast of the final program to be distributed at the Convention.

### PROCEDURE

#### Convention and Hotel Headquarters:

The Hotel Schroeder, Wisconsin Avenue at Fifth Street, Milwaukee, Wisconsin, will be headquarters for Delegates, Members and Guests. The sessions of the Convention will be held in the Crystal Ball Room of the hotel, which is on the fifth floor.

#### Registration:

Delegates, Members, and Guests should register upon arrival at the hotel, with the Registration and Credentials Committee, which will be located in the assembly room on the fifth floor. For the convenience of Delegates arriving on Monday, the Committee on Registration and Credentials will be in session at the Hotel Schroeder on the afternoon and evening of Monday, May 27, from 3:00 to 10:00 P. M.

Those arriving late Monday night, or early Tuesday morning, should register at the first opportunity. The Committee will be on hand at 9:00 A.M., on Tuesday, and registration should be made before the opening of the Convention, if that is possible. No one should fail to register before 5:00 P.M., on Tuesday, May 28.

#### Insignia:

Delegates.....Badge with Orange Ribbon  
Alternates and other

Members.....Badge with Blue Ribbon  
Affiliates.....Badge with White Ribbon

Members of The Producers' Council....Badge with Green Ribbon

Guests and Press....Badge with Red Ribbon

Insignia will be issued at the time of registration and should be worn on all occasions.

#### Program and Tickets:

At the time of registration, each Delegate, Member and Guest should secure the following:

1. Program of the Convention.
2. Report of the Board of Directors.
3. Ticket—The Visit to Kohler.
4. Ticket—Institute and Producers' Council luncheon.
5. Ticket—The Dinner of the Institute.

#### Privileges:

Delegates have all the privileges of the floor, and in addressing the Chair shall give their names and the names of the Chapters from which they are Delegates. If voting proxies, they should so state on each occasion.

Members who are not Delegates are privileged to offer motions, present resolutions, and participate in all discussions, but may vote only on questions recording the sense of the meeting.

All architects, irrespective of Institute membership, and all guests of the Convention, are cordially invited to be present at all meetings.

#### Resolutions:

A Committee on Resolutions and New Business will be appointed for the purpose of expediting the work of the Convention and saving the time of the Delegates. To this Committee should go all requests for opportunity to present items of new business, or resolutions to be offered from the floor concerning matters of policy, and other matters, *not* covered in the Report of the Board of Directors.

Any resolutions, or statements of fact or opinion, having to do with matters touched upon in the Board's Report may be offered from the floor when the relevant section of the Board's Report is under discussion.

#### OTHER MEETINGS—BEFORE THE CONVENTION

##### Executive Committee:

A meeting of the Executive Committee, at The Octagon, Washington, D. C., on May 20.

##### Board of Directors:

Annual meeting of the Board of Directors at The Octagon, Washington, D. C., May 21 to 25. The first session will convene at 9:30 A.M., on May 21.

Subsequent sessions may be held on May 22, 23, 24, and 25.

##### Associations and Councils:

Meetings of associations and councils have been scheduled as follows:

The State Societies of Architects—

Monday, May 27, at the Hotel Schroeder

## Associations—Meetings—Continued.

- The Association of Collegiate Schools of Architecture—  
Sunday, May 26, and Monday, May 27,  
at the Hotel Schroeder
- The National Council of Architectural Registration Boards—  
Monday, May 27, at the Hotel Schroeder
- The Producers' Council—  
Tuesday, Wednesday and Thursday, May  
28, 29, and 30, at the Hotel Schroeder

## OTHER MEETINGS—AFTER THE CONVENTION

## Board of Directors:

Organization meeting of the Institute Board at the Hotel Schroeder, Saturday, June 1, and possibly Sunday, June 2.

## TUESDAY, MAY TWENTY-EIGHTH

## Morning Session

The President, ERNEST JOHN RUSELL, *Presiding*

9:00 A.M. Registration continued.

11:00 A.M. Opening of the Convention.

Welcome to Milwaukee—  
By Mayor Daniel W. Hoan

The President's Address—  
By Ernest John Russell

The Beginnings of the Institute—  
By Frank C. Baldwin

Appreciation of Thomas R. Kimball—  
By William L. Steele

The Report of the Treasurer—  
By Edwin Bergstrom

The Report of the Board of Directors—  
By Charles T. Ingham

The Report of the Board of Directors will not be read in full. It will be read item by item. Each item will be acted upon in its order.

## Luncheon

1:00 P.M. For social contacts and committee meetings. No special events are scheduled.

## Afternoon

STEPHEN F. VOORHEES, *Presiding*

2:30 P.M. The Relation of the Private Architect to Governmental Agencies—

## Addresses—

By prominent speakers representing the

## Afternoon—Continued.

Federal Administration

Report of the Committee on Public Works—  
By Francis P. Sullivan, *Chairman*

5:00 P.M. Registration closes.

## Evening

The First Vice-President, CHARLES D. MAGINNIS,  
*Presiding*

8:15 P.M. Architectural Education—

Report of the Committee on Education—  
By William Emerson, *Chairman*

(This is a regular session of the Convention. A number of resolutions will be offered.)

## WEDNESDAY, MAY TWENTY-NINTH

## Morning Session

The President *Presiding*

9:30 A.M. Report of the Committee on Credentials.

Nominations of Officers, Directors, and Honorary Members.

Report of the Board—*Continued.*

11:30 A.M. Adjournment.

## Visit to Village of Kohler

11:30 A.M. Leave Milwaukee via bus or personal car.

1:00 P.M. Buffet Luncheon, Recreation Hall. Visit Showroom adjacent.

2:00 P.M. Inspection trip through factories: Foundry, Enamel and Brass Shops, and Pottery.

3:40 P.M. Village Tour.

Including visit to Waelderhaus and 1935 Demonstration Home.

5:15 P.M. Visit to, and Dinner at Riverbend: In open air if weather permits, otherwise indoors.

If time permits, a band concert will be given.

## THURSDAY, MAY THIRTIETH

## Morning Session

The President *Presiding*

9:30 A.M. By-Law Amendments, including Unification Plan.

10:00 A.M. Elections—Polls open—until 10:00 P.M.

Thursday, May Thirtieth—*Continued.*

Luncheon

12:30 P.M. Joint Luncheon Meeting with The Producers' Council, under the auspices of the Institute and the Council. All Delegates and Members are cordially invited.

Former Governor Walter L. Kohler will be the guest of honor.

Afternoon

2:00 P.M. By-Law Amendments, including Unification Plan.

Evening

8:00 P.M. By-Law Amendments, including Unification Plan.

10:00 P.M. Polls close.

FRIDAY, MAY THIRTY-FIRST

Morning Session

The Second Vice-President, M. H. FURBRINGER,  
*Presiding*

9:30 A.M. Report of the Board—*Continued*

10:30 A.M. Report of the Committee on Resolutions.

Friday, May Thirty-first—*Continued*

Unfinished Business.

New Business.

Announcement of Elections.

Luncheon

1:00 P.M. For social contacts and committee meetings. No special events are scheduled.

Afternoon

2:00 P.M. Unfinished or new business—continued—if necessary.

Evening

Past-President of the Institute, ROBERT D. KOHN,  
*Presiding*

8:00 P.M. Dinner at the University Club.

Speakers—

President Glenn Frank, of the University of Wisconsin.

Hon. Philip F. LaFollette, the Governor of Wisconsin.

Announcement of Fellowships.

Induction of new Officers.

Adjournment.

## Nominations of Officers and Directors by Petition

**T**HE Offices and Directorships to become vacant at the time of the Sixty-seventh Convention are those of President, First Vice-President, Second Vice-President, Secretary, Treasurer; and Directors for the Middle Atlantic, Great Lakes, and Western Mountain Divisions.

An official notice concerning nominations and the procedure for making them appeared in the January number of THE OCTAGON.

All nominations received at The Octagon on or before April 17th—the last day for filing nominations by petition—are listed herein. These nominations were made in accordance with the provisions of Chapter VI, Article 6, Section 2 of the By-Laws.

Under Section 3 of the same Article opportunity will be given at the Convention to make nominations from the floor, for any office about to become vacant.

Nominations by petition are as follows:

**For President and Director—**

Charles D. Maginnis, Boston, Mass.

By members in the following Chapters:

Boston, Cincinnati, Detroit, Maine, Nebraska, New Jersey, New York, Northern California, Oregon, Philadelphia, Rhode Island, St. Louis, South Texas, Tennessee, Washington, D. C.

(NOTE: Petitions nominating Charles D. Maginnis for the office of First Vice-President have been received at The Octagon but upon the assurance of Mr. Maginnis that the use of his name in this connection was unauthorized by him and upon his express recommendation these petitions are not published.)

**For President and Director—**

Stephen F. Voorhees, New York, N. Y.

By members in the following Chapters:

Baltimore, Boston, Brooklyn, Buffalo, Central Illinois, Central New York, Chicago, Cleveland, Columbus, Delaware, Detroit, Eastern Ohio, Florida North,—*Continued*



**Stephen F. Voorhees—Continued**

Florida South, Georgia, Grand Rapids, Indiana, Iowa, Kansas, Louisiana, New Jersey, New York, Northern California, Oregon, Philadelphia, Pittsburgh, Rhode Island, Scranton-Wilkes-Barre, Virginia, Washington, D. C., West Texas.

**For First Vice-President and Director—**

Louis LaBeaume, St. Louis, Mo.

By members in the following Chapters:

Boston, Brooklyn, Chicago, Cincinnati, Maine, New Jersey, New York, Rhode Island, St. Louis.

**For Second Vice-President and Director—**

M. H. Furbinger, Memphis, Tenn.

By members in the following Chapters:

Baltimore, Brooklyn, Buffalo, Central New York, Cincinnati, Delaware, Detroit, Mississippi, New York, Northern California, Pittsburgh, Scranton-Wilkes-Barre, Tennessee.

**For Second Vice-President and Director—**

Francis P. Sullivan, Washington, D. C.

By members in the following Chapters:

Boston, New Jersey, New York.

**For Secretary and Director—**

Harry F. Cunningham, Washington, D. C. (Member of the Nebraska Chapter.)

By members in the following Chapters:

Boston, New Jersey, New York, Washington, D. C.

**For Secretary and Director—**

Charles T. Ingham, Pittsburgh, Pa.

By members in the following Chapters:

Baltimore, Boston, Brooklyn, Buffalo, Central New York, Cincinnati, Delaware, Detroit, Maine, New York, Northern California, Philadelphia, Pittsburgh, Scranton-Wilkes-Barre, Southern Pennsylvania.

**For Treasurer and Director—**

Edwin Bergstrom, Los Angeles, Cal.

By members in the following Chapters:

Baltimore, Boston, Brooklyn, Buffalo, Central New York, Cincinnati, Delaware, Detroit, New York, Northern California, Pittsburgh, Scranton-Wilkes-Barre.

**For Regional Director, Middle Atlantic Division—**

William G. Nolting, Baltimore, Md.

By members in the following Chapters:

Baltimore, New Jersey, Philadelphia, Pittsburgh, Scranton-Wilkes-Barre, Washington, D. C.

**For Regional Director, Great Lakes Division—**

Walter R. McCornack, Cleveland, Ohio.

By members in the following Chapters:

Cincinnati, Cleveland, Columbus.

## Vis Unita Fortior

(IN FAVOR OF UNIFICATION)

**F**OUR years ago this spring, the profession awakened to the realization that its business had disappeared, that the depression was not just another April shower which would soon blow over, and that most of us were face to face with a major crisis. The despair of these days brought a most critical searching of all agencies involved in our professional welfare. The Institute was subjected to a revealing light and in many respects found wanting. The necessity of greater professional unity seemed of paramount importance, and thus was born the demand for unification.

Let us not delude ourselves as to the seriousness of that movement. The possibility of another national organization was not an idle threat. That danger may now be dormant, but the intervening years have not erased the deficiencies then complained of and smoldering fires have a way of bursting into open flame.

Let no group set itself upon a pedestal of righteousness. Let no chapter retire into a shell of self-sufficiency. Let no member proclaim "dilution of membership." That mistake has been made before. Rather let us say, "Brother architect, we need you and you need us. Never was the advantage of organization more apparent. Never was the necessity of organization more imperative. If all shoulders are applied to the wheel, we can soon push this ailing vehicle out of the ruts. Once on the broad highway of unity, we will all roll along to surer and happier accomplishments."

The spirit of cooperation is a wonderful thing, it dissolves doubts and removes obstacles. It builds morale and accomplishes wonders. Isolation has been tried and found wanting, while unification has the prestige of prophets and the wisdom of sages to justify it.

JOHN R. FUGARD, *Chairman*  
*Unification Committee, Chicago Chapter.*

## Unification by Government Control

(IN OPPOSITION)

IN attempting to attain the Utopia of Unification by the establishment of a privileged membership class in order to receive the manifold benevolences of a "Code", The American Institute of Architects is asking the Federal Government to administer its professional and business relations. The resolution on Unification adopted by the 1934 Convention, somewhat hastily perhaps, without much debate or realization of its significance, resulted in a plan,—presented to and accepted by the Executive Committee,—by the Committee on Unification appointed by the President. A digest of the majority report and a dissenting opinion were published in the February Octagon, and notice of proposed amendments to the Constitution and By-Laws appeared in the March Octagon. The reports and amendments will come before the Milwaukee Convention in May. If the delegates to the Convention should decide to adopt the Unification Plan as presented in the majority report, it should be done understandingly and with full realization of all that is involved.

Unification, Registration, and a Code for Architects are all three interrelated, and are subject to Government control and regulation. There are anomalies and advantages in all three. It is an anomalous situation, for example, to establish the A. I. A. in leadership of the building industry, at the same time establishing it as subsidiary to (a part of) the building industry, subject to the regulations of a Code Chapter. Those favoring a Code for Architects tell us it is necessary because the architect is a part of (subsidiary to) the building industry, whereas the building industry really is a part of architecture: Architect—chief workman, Architecture—head of the building industry, Q.E.D.

The Principles of Professional Practice (A. I. A. Document No. 225) sets forth the relationship of architect to client, contractor, and those who supply and handle building materials. In order properly to observe these principles and relationships, the architect must stand apart from the elements that compose the building industry, so as to function with due regard to his moral responsibilities and act with entire impartiality. The difference between a Profession and a Business is fundamental. They both have ideals, and unselfish, high-minded, public-spirited men and women are to be found in the ranks of each. The fundamental difference, however, is that the

professionally-minded practitioner is *primarily* interested in creative effort whether it be a work of art,—a masterpiece of music, sculpture, poetry,—or a contribution to scientific knowledge and the advancement of culture and civilization,—while the business-minded person is *primarily* interested in the accumulation of money.

A code for the regulation of the product of the mind seems fantastic. It caused surprise when first proposed to the N. R. A. by the Institute. After a year and a half of conferences and hearings, it still seems exotic, to say the least. With few exceptions nobody really wants a code for architects. If this subsidiary chapter in the code for the building industry passed into innocuous desuetude, we'd be vastly happier. The Institute having invited the Government into the field of architectural relations, has brought on this situation. It cannot hope to be installed by the Government as representing the twenty or thirty thousand, more or less, architects and draughtsmen (potential architects) with only a ten per cent membership. Hence the latest Unification Plan and its inevitable compromises in membership classification.

In this connection, a quotation from Mr. H. H. Kendall's statement in the March Bulletin of the Boston Society of Architects is pertinent:

"That the Institute represents but a fraction of the total number of architects is not so important in my opinion as the fact that it represents the greatest improvement in the status and dignity of the profession yet accomplished in this country. . . . Rival organizations do not alarm me. We have already given standing and representation to such societies and I doubt very much if we can, by any letting down of bars, bring in those who deny our ethics, or seek to avoid the responsibilities of membership, under any authority which we may assume. I doubt if a Code of Practice can do this. A set of rules embodied in a Code and legalized by a scratch of an executive pen will serve, as I once heard it stated of the Ten Commandments, 'to help us know when we have sinned.' Utopia has so far proved an idealistic dream and I do not yet feel that, in the words of the old song, 'The Shining Shore we may almost discover.' I have always found that a retrograde step is most difficult to retrace and I fear that we are in danger of such a movement."

The issue that now confronts the A. I. A. is: Shall we, with the record of three-quarters of a

century of achievement, attack the problem ourselves in the spirit of the founders of the Institute without compromise of fundamental standards, or shall we submit our problems to a government authority obviously perplexed by the intricacies of architectural relations?

HUBERT G. RIPLEY

Author's Note: Since the above was written, it is understood that the Architects' Code is indefinitely laid aside until the N.R.A. has been reshaped by future legislation. The tendency towards Government control still exists, however, and its implications should be realized.

## Unification

(IN OPPOSITION)

VERY briefly stated, the reasons for and the results of the plan of "Unification" are as follows:

There are perhaps 12,000 to 15,000 practicing architects in the United States. Of these, only about 3000 or 4000 are members of The American Institute of Architects. Attempts have been made to induce these non-Institute architects to join the A. I. A. The present plan for unification is the latest of these efforts.

The report of the present Committee on Unification, etc., by which it is hoped to bring in many of these outside architects, will be presented for action at the next convention. It is vitally important to the whole profession and should be understood by all members and by their delegates.

The Committee on Unification suggests a wholesale re-alignment of chapters. The present (68) chapters are to be replaced by 48 state chapters, and under each state chapter will come the local organizations of architects in that state. So far the plan seems harmless.

The committee then proposes the creation of a new class of membership, to be known, perhaps, as the "Registrant" class, which would be open (without initiation fee and without examination) to all registered architects, and into which could come any architect operating under the code (if we have a code), *each at his own option*. The dues of this new class are not to exceed \$10.00. Members of this class are to have limited voting privileges, can not hold office in the Institute, but have a limited right to hold office in state organizations. Such members may not call themselves A. I. A., but may use the letters, R. A. I. A. This last, though not mentioned in the report, was the policy discussed and intended by the committee.

The report of the Committee on Unification then, calls for two classes of membership, having similar obligations, similar privileges in the main (except for the right to vote and to hold office), but paying widely different dues. Such a set-up is not a stable one, and seems likely to result in draining the present (corporate) membership into the proposed "Registrant" class to an alarming extent. It must be remembered that most of our present (corporate) members are interested mainly in the right to add after their names the title A. I. A. Few of them are in the least interested in holding office.

The members and delegates should realize clearly that this is not merely a question of creating a new class of membership. It is, in its real effect, a question of whether they want a permanent reduction of A. I. A. dues to not over \$10.00, in the hope that a large group of outside architects will be attracted to membership. It is logical to suppose that the present corporate membership would be shortly reduced to a few persons holding or aspiring to office, and that eventually the corporate control would pass to the new and more numerous class. It seems fairly certain that the membership of the Institute would be diluted to a lower quality than at present.

Do you believe in quality or merely in quantity? Read and consider the full report of the committee before acting. Only then is it your right and responsibility to decide.

RALPH W. GRAY

*Member, A. I. A. Committee on Unification of the Architectural Profession.*



## Emergency Relief Appropriation Act of 1935

### THE WORK-RELIEF BILL

**T**HIS legislation was enacted by Congress on April 5 and became effective on April 8, 1935, upon signature by the President. (The act is too extensive for full printing in THE OCTAGON. Copies may be obtained from the Superintendent of Documents, Washington, D. C. at five cents each.)

During the pendency of the bill the Chairman of the Institute's Committee on Public Works, Francis P. Sullivan, endeavored to secure an amendment which would specifically authorize the employment of outside professional and technical service of individuals, firms or corporations, by contract or otherwise, and without reference to various statutory restrictions which now operate against such employment.

That amendment was not adopted.

The Construction League of the United States, of which the Institute is a constituent member, secured the adoption of other amendments which appear in those sections of the act of special interest to architects, notably Section 8 which provides that "Wherever practicable in the carrying out of the provisions of this joint resolution, full advantage shall be taken of the facilities of private enterprise." The Construction League has issued a memorandum concerning procedure under this new measure—addressed to administrative officials in Washington. The following section is quoted:

#### Design of Projects.

##### Type of Agreements

"The professional services of engineering, architectural, and landscape architectural firms should be engaged on a percentage fee basis. But where this procedure is impracticable such services may be engaged on a fee basis which should provide for payment of a per diem or weekly fee for principals and for supervisory assistants and an allowance for overhead expenses, together with the actual salaries for relief workers.

"The relative competency of the workers must be left to the determination of the professional firm. The agreement should specify, that in cases of faulty classification the firm, subject to certain necessary restriction, should have the right to dismiss those drawn from relief rolls, recommend their reclassification, and draw other workers from the relief rolls in their places. In case no competent men are available on the relief rolls, workers

should be obtained as far as possible from the local unemployed.

"Regular employees in public agencies and private enterprise should not be replaced by persons drawn from relief rolls, nor should the work customarily performed by such agencies and enterprises be transferred to new agencies created to provide employment for relief workers.

##### Qualification of Architects and Engineers

"Architects and engineers to be thus engaged on a percentage fee basis or on a weekly or daily fee basis should be properly qualified for the specific types of professional services they are to render.

##### Selection of Architects and Engineers

"Selection of architects and engineers to be thus engaged should be done locally through properly constituted architectural and engineering boards whose members should be required to agree to non-participation in the actual work under the program, and who would be compensated on a basis of either actual expenses or time expended or both.

"The members of the national and local qualification and selection boards should be appointed by the President from nominations made by the Construction Code Authority."

The American Engineering Council, on behalf of the engineering groups, has made a brief analysis of the Work Relief Bill, which is quoted in the following paragraphs:

"The nature of the program becomes evident from the type of projects earmarked in the bill. The \$4,880,000,000 represents an appropriation of \$4 billions plus the release of approximately \$880 millions from past appropriations. The latter sum is mainly for continuance of relief through June 30 and for repayment of PWA funds temporarily used for relief while passage of the bill hung fire. Allocations of the \$4 billions follows:

Highways; roads; grade crossings .....	\$800 millions
Rural rehabilitation and relief in stricken areas; water conservation; trans-mountain water diversion; irrigation; reclamation	500 millions
Rural electrification.....	100 millions
Housing .....	450 millions



Allocations—*continued.*

Assistance for educational, professional and clerical persons....	300 millions
Civilian Conservation Corps.....	600 millions
Loans and grants to states, municipalities, etc., not less than 25% of each loan or grant for work .....	900 millions
Sanitation; prevention of soil erosion; prevention of stream pollution; sea coast erosion; reforestation; flood control; rivers and harbors; miscellaneous .....	350 millions

Total .....\$4,000 millions

Not to exceed 20% of the \$4 billions may be used to increase any one or more of the above items. This listing may be somewhat misleading in that it represents classes of work rather than functional divisions of the program. Any given item may be split between several operating agencies of the government.

"Relief," "Agriculture," and "Public Works" are more descriptive headings. Hopkins takes a dominant role in the whole program and will direct *work-relief* activities touching almost every phase of human activity. Tugwell again takes prominence in his supervision of *agricultural* phases, including rural electrification and soil erosion control. Ickes still is in with *public works* of the PWA type. \* \* \* Bureau of Public Roads will handle highway allotments. The largest single phase is roads. Rear Admiral Peoples has public buildings. An advisory committee headed by General Wood will represent industry. CCC is strengthened and remains a sort of labor pool for almost any phase of the program. Just where housing fits is not clear but the rural rehabilitation phase will be an important item. *The President controls all*; has broad powers in shaping and reshaping the program.

"General policies remain much as set in the President's first message to this Congress, giving preference to useful projects employing a high ratio of direct labor with some prospect of self-liquidating. Wages are to be more than doles; less than regular pay scales—the security wage idea. Competition with private industry is to be avoided. A shift of employables from cash relief into work relief projects will be undertaken as speedily as possible, focusing on the centers of unemployment, so that work relief will be raised from a present total of 2½ million to 3½ million persons, while

unemployables are thrown to the states. The hope is to carry through until private employment, stimulated perhaps by indirect effects of the program, takes up the load.

"Employment and Social Welfare, above all, are the main principles and those in control are known 'Liberals.' But politics will be a powerful element, with an election next year. Much that is done in the selection of projects and personnel will be a compromise between the social view and the political view."

It is the judgment of many representatives of the construction industry, familiar with conditions in Washington, that those called upon to administer this Work-Relief measure will find in it ample power to make or break the construction industry, and any of the component groups thereof. Therefore, the Chapters of the Institute and the individual members of the profession are urged to *give close attention to all projects arising in their districts* which are to be financed in whole or in part under this legislation—to the end that "wherever practicable in carrying out the provisions of this joint resolution, full advantage shall be taken of the facilities of private enterprise." If these quoted words mean anything at all they mean that the Administrations and Departments in Washington who are spending the money are obligated to give first consideration to the employment of architects and engineers in private practice, and under such conditions of service and compensation as are adequate and customary in the localities in which the projects are to be constructed.

The Institute's Committee on Public Works is acting on behalf of the architectural profession in Washington, but individual architects and the Chapters of the Institute must act for themselves with respect to their local projects. That action should be by direct communication to the Administration or Department of the Federal Government having charge of the project and, if necessary, to representatives in Congress. It is not feasible or desirable for the Committee on Public Works to plead special cases in Washington. Its functions and duties relate to the general principles involved in the relation of the private architects to the Federal Government. All of its energies are being used accordingly. However, the Committee would like to be informed by direct communication, or by copies of letters, of any local developments between now and March 31, 1937, which may be regarded as adverse to the independent and proper status of the architect and engineer.

## Cooperation With F. H. A.—The Buffalo Plan

**T**HE Chief Architectural Supervisor, for the Buffalo district, F. H. A., is John J. Wade, who has issued the following statement with respect to vigorous action by the Buffalo architects in promoting construction under Title I and Title II.

"In the interest of promoting the Architectural profession, we of the Buffalo Chapter of the A. I. A. believe that no greater ad can be created than that of sacrifice. No man is truly a professional man unless he sacrifices something for the interest of his profession. It is with this thought in mind that, if I may say so in modesty, I endeavored to create an Architectural Service to fit the pocket-book of the man in overalls.

"Realizing no such project would prosper without publicity I have prevailed upon the Federal Housing Administration's local office that we desire to assist their Better Housing Campaign conducted by the Buffalo Chamber of Commerce both in modernizing and in new construction under Title II.

"In the modernization plan known as Title I of the F. H. A. we have adopted a plan of positioning a man in a central headquarters, he to give advice freely to the public. If however, in his opinion the case presented to him appears sufficiently complicated as to warrant an architect's judgment he is to suggest the use of an architect, selected in an alphabetical order, and the client to pay the sum of \$5.00 for an office consultation or \$10.00 for a field visit of inspection of the home. If, however, the project develops to that extent that it would require a drafting service, an additional charge of nominal proportion would be agreed upon by the owner and architect. In addition to the home service a similar service to be set up with the Main Street Association for the modernizing of store fronts. In this case the county relief worker would do the inquiring and arrange through the man at headquarters an appointment for an architect. The Main Street Association would also help by assisting in urging its membership to modernize and furnish the names of possible prospects.

"Under Title II a Stock Plan Service is to be established as outlined in the accompanying circular. The same man at headquarters is to be the interviewer and he is to arrange for an appointment with the author of the plans selected. The arrangements made with F. H. A. are the following: that they are to submit to the architectural section a list of draftsmen and architects on county welfare. From this list the architectural executive board is to pick the proper man who will be known as Office Manager to perform the duties prescribed above. House to house canvasses will be picked in similar manner. The Federal Housing Administration will assist, through the local office, by mimeographing all circular letters that may be prepared by the architectural group until such time as the project gets on a paying basis.

"For each modernization job that develops into a drafting job and for each Stock Service Plan sold through this medium the architect so commissioned shall pay \$10.00 into the treasury for maintaining the headquarters.

"As to progress, last night was the first mass meeting of all registered architects. The program was presented to them. Thirty-one out of thirty-seven signed in agreement the pledge herewith enclosed. A board of directors was elected, meetings to occur weekly, F. H. A. to publicize all activity. The future will tell how successful we are."

Author's note: "Parts of the above program were taken from the Baltimore program of which the information was secured through the kind cooperation of W. H. Emory, Jr., Architect."

Editor's note: The accompanying documents are a Registration Form, for the better housing program, to be filled in by the architect; and a Circular of Information regarding the Small House Bureau of the Better Housing Committee—operated under the auspices of the Buffalo Chapter of The American Institute of Architects.

Copies may be obtained by addressing Mr. Wade at 728 Marine Trust Building, Buffalo, N. Y.

## Low Cost Housing Conference—Atlanta, Georgia

**T**HE Department of Architecture of the Georgia School of Technology, by Harold Bush-Brown, Head of the Department, announces a low-cost housing conference to be held at the Atlanta

Biltmore Hotel, Atlanta, Georgia, on Friday and Saturday, May 3 and 4, 1935.

Exhibitions from T. V. A., the Rural Rehabilitation Office, and the Housing Division of the

Public Works Administration will be on display.

The subject-matter of the conference will be both urban and rural housing and discussion will be mainly, along technical lines, including consideration of the planning, design, materials, structure and equipment.

Speakers will include Colonel Horatio B. Hackett, Chief of the Housing Division, P. W. A.; W. Pope Barney, Architect of Philadelphia; Earle S. Draper, Landscape Architect of T. V. A., and other representatives of Federal administrations.

Besides the technical discussions, the evening of May 3 will be devoted to a general consideration of housing with a talk by Mr. C. F. Palmer, accompanied by moving pictures of foreign achievements in housing.

Invitations have been sent to all members of the Institute in the southeast, in the states of Tennessee, Mississippi, North Carolina, South Carolina, Alabama, Georgia, and Florida; to all graduates of the Georgia School of Technology; and to local housing committees in cities throughout the southeast.

### New York Chapter Aids Housing Program

**A**N announcement by Ralph Walker, President of the New York Chapter, reads as follows:

The National Housing Administration and the New York Post have asked the New York Chapter, A. I. A. to cooperate in a publicity campaign to stimulate the improvement and remodeling of business and apartment properties here in New York. The plan is as follows:—

1. The New York Post will devote sixteen (16) weeks to the campaign, beginning April 27. Each Saturday evening edition, for the sixteen weeks, will carry a four page spread, two of which will be illustrated and under the editorship of a committee of the Chapter, the other two devoted to advertising.

2. This four page spread will be sent to every business and apartment owner in New York City for sixteen weeks.

3. The expense of the campaign is to be borne by the New York Post, except that members of the Chapter are asked to make perspective sketches of improvements to properties which are

chosen by the Post and the Chapter, as obvious examples of the need of rehabilitation and improvement. The illustrated pages will carry pictures and perspective sketches of "before and after." Some sixty-four sketches may be necessary.

4. The New York Post and the Chapter will operate a clinic for this type of work. Visits to the clinic to be on invitation only, from the written response to the campaign, and the architects who have contributed sketches will have the opportunity of meeting prospective clients. The question of contract arrangements and fees to be left to the individual architect at the time of contact.

5. The Executive Committee of the Chapter has approved this cooperative arrangement as offering an opportunity for a contribution by the Chapter to show the possibilities of improving the appearance of the City, and as offering an opportunity to bring to a wide public the type of service the architectural profession has to offer.

### New Manual by Federal Housing Administration

**A**NNOUNCEMENT is made by the Federal Housing Administration of a new manual, entitled "Selling Better Housing," which is said to be one of the most effective educational helps ever issued in the housing field.

The foreword, by Director James A. Moffett, reads as follows:

"Experience in the more than 6,000 cities where Better Housing Programs are under way indicates that every man engaged in the construction, design, repair, alteration, and improvement of property is facing an era of opportunity that is two-fold. First, there is the opportunity to

perform a real public service in carrying the message of modernization and repair to every property owner. Secondly, there is the opportunity to construct the new homes that are needed, and to restore very definitely the values to existing structures. \* \* \*

"This booklet is designed to help show you how to perform this great public service at a profit to yourself."

Architects interested in the Federal Housing Administration housing program may obtain copies of this valuable document by addressing the Federal Housing Administration.



## Home Loans

Radio Broadcast by Albert J. Evers, F.A.I.A., Architectural Supervisor for Northern California

**G**REETINGS to the architects assembled in various cities of California, and to the home owners and prospective home owners who are "listening in."

Though existing buildings are eligible for insured loans under the Federal Housing Administration, I am going to talk tonight about loans on new dwellings, since they are certainly of most interest to the architects.

These loans cannot exceed \$16,000 or be in excess of 80% of the value of house and land. They will be repaid in monthly installments over periods up to 20 years and at a low rate of interest. On the twenty year loan the monthly payment will be about \$7.00 per month per thousand dollars. This plan will encourage thousands of people to build homes who were unable to do so heretofore.

Architectural services will be appraised at their full value on both new and existing homes, but no allowance will be made for architects fees if there was no such service.

You architects can be of great value to your clients in preparing applications for these insured loans. Your careful study and knowledge of the minimum standards will enable you to advise your clients, and to plan their houses to satisfy the requirements of these standards. No commitment to insure loans on new dwellings will be made except upon complete and adequate plans and specifications. Incidentally, there must be three sets of them with each application. You can also be extremely helpful by taking your client to the lending agency and aiding in drawing up the

application. The minimum standards and requirements are easily understandable to you as architects and you will be best able to apply them correctly.

You should all of you encourage zoning and proper city or county planning, for loans in unzoned areas will probably be ineligible for insurance.

Residences in well protected and desirable neighborhoods, well designed, and constructed of durable materials, will receive the highest ratings.

The owners of properties with high ratings will receive larger rebates from the mutual group insurance funds. There is therefore a real value placed upon good design and construction as well as upon location in a desirable neighborhood.

The benefit to the home owner of easier and cheaper financing, the encouragement of better design and standards in residence building, the necessity of protecting neighborhoods and communities by proper zoning laws and planning of subdivisions, the inevitable stimulation to the building industry and to recovery in general—all of these things induced by the provisions of the National Housing Act—make it of the greatest interest and importance to all.

Architects, builders and prospective home owners, owners of existing eligible properties and the public in general, all of you should and will benefit by the far reaching possibilities of this great National Act.

*Courtesy of The Architect and Engineer.*

## Code for Architects—Progress Report

**F**INAL draft of the Code for the Architects' Division of the Construction Industry, in substantial conformity to the draft submitted at the last Convention, was approved by the Code Committee and forwarded to the National Industrial Recovery Board by the Deputy Administrator for approval.

After various further conferences, the Code was returned to the Division Administrator of N.R.A. with a report indicating that the Board questioned the propriety under the terms of the Recovery Act of approving a code for a professional group, and raising questions concerning some of the fair

practice provisions which the Code Committee considered essential.

In view of the present uncertainty as to the future of the National Industrial Recovery Act, which is now before the Congress, the Code Committee is permitting the Code to remain on the table of the Division Administrator until such time as Congress acts in determining the future status of N.R.A.

A full report will be made to the Convention in the light of all conditions as they then exist.

WILLIAM STANLEY PARKER

*Chairman, Code Committee*

*Architects' Division of the Construction Industry*



## The School Medals of the Institute

**T**HE Chairman of the Committee on Education, William Emerson, has made the customary announcement concerning the annual award of the school medals of The American Institute of Architects.

These medals are awarded for general excellence in architecture throughout a course of four years, or longer, to graduating students of architectural schools recognized by the Institute.

Those schools are as follows:

Massachusetts Institute of Technology, Columbia University, University of Pennsylvania, Cornell University, Georgia School of Technology, Harvard University, the University of Illinois, the University of Michigan, Carnegie Institute of Technology, the University of California, Washington University, Syracuse University, the University of Minnesota, the University of Oregon, the University of Kansas, Yale University, the Armour Institute of Technology, the Kansas State Agricultural College, Ohio State University,

University of Washington, University of Texas, Pennsylvania State College, the Alabama Polytechnic Institute, the Catholic University of America, Princeton University, the University of Southern California, University of Notre Dame, New York University, and the University of Cincinnati.

Two copies of Henry Adams' *Mont Saint Michel and Chartres* accompany each medal. The distribution of these books is left with the Director of the Architectural Department—one may be given with the Medal, or the two books may be awarded as second and third prizes.

Most of the architectural schools make these presentations with appropriate ceremony, at graduation exercises or on other special occasions.

The Committee on Education commends such procedure to the heads of the architectural departments, and it bespeaks the interest of Institute chapters located in or near the home cities of the architectural schools concerned.

## The Le Brun Traveling Scholarship Competition—1935\*

**T**HE Le Brun Traveling Scholarship competition for this year has been judged and your Committee begs to make the following report:

The nominations were closed on January 17th and the Program issued on January 24th to seventy-four contestants. Of these, thirty-five submitted drawings due on March 25th.

These submissions were judged by the Committee, Mr. George A. Licht absenting himself as his son was one of the contestants, and Mr. A. E. Poor because of illness.

The subject of the program was A Planetarium in a Park.

The Jury met on two separate occasions to study the drawings and to consider the recommendations of the competitors. The following unanimous awards were made:—

The Prize to Harry A. Gnerre, 122 North Terrace Ave., Mount Vernon, N. Y.

1st Mention to George T. Licht, 44 Lyncroft Road, New Rochelle, N. Y.

2nd Mention to Suren Pilafian 509 West 189th St., New York, N. Y.

3rd Mention to John B. Applegate, 5318 Pine Street, Philadelphia, Pennsylvania.

The submissions as a whole were fairly interesting, particularly those which through the

openness of the plan interpreted the location required by the program.

The winning design, particularly in its elevation, expressed what seemed to the Jury the proper relation between the various requirements, the proportion of the dome of the Planetarium being particularly interesting in view of its surroundings.

The 1st Mention was a well studied symmetrical plan with a logical solution, perhaps too monumental in character, with not enough expression of its environment in the Park.

The 2nd Mention was an extremely original and interesting conception, very well presented with, however, perhaps too much effort placed on an effect at the sacrifice of practical considerations.

The 3rd Mention was an interesting solution with a large forecourt.

Mr. Gnerre was sponsored by Mr. Leonard Schultze, has been very active and competent in the work of the Beaux-Arts Institute of Design, having been placed third in the Paris Prize of 1933 and fourth in 1934, also having won the Emerson Prize and the Tilyou Prize and eleven medals in the B. A. I. D. projects. Your Committee believes that Mr. Gnerre will prove a worthy holder of this Scholarship.

The Le Brun Traveling Scholarship Committee

WILLIAM F. LAMB, *Chairman*

\*Report to the New York Chapter

## Architects' Emergency Committee in New York

LUCIAN E. Smith, A. I. A., New York architect, has been elected chairman of the Architects' Emergency Committee for the Region of New York. Mr. Smith succeeds Julian Clarence Levi, F. A. I. A., one of the founders and chairman of the Committee since 1930. Mr. Levi will continue as honorary chairman.

Mr. Smith, a member of the New York Chapter of The American Institute of Architects, was graduated from the Columbia University School of Architecture in 1901. He held the McKim Fellowship in Architecture from 1905 to 1908, studying at the American Academy in Rome and in Paris. He started independent practice in 1912

after being associated with Holabird and Roche, Chicago, and in New York with Donn Barber, and Cass Gilbert.

Mr. Smith declared in a statement that the Architects' Emergency Committee, which has already expended about \$170,000 for the relief of unemployed architects and draughtsmen, will "continue to carry on in its effort to aid able men in the architectural profession over a difficult period until such a time as private building comes back into its own and offices now closed can afford to open again and employ these men in the normal way."

## The Kate Neal Kinley Memorial Fellowship—1935-1936

THE fourth annual consideration of candidates for the Kate Neal Kinley Memorial Fellowship is announced by the Committee in charge, under authority of the Board of Trustees of the University of Illinois.

The Fellowship is open to graduates of the College of Fine and Applied Arts of the University of Illinois or similar institutions of equal educational standing whose principal or major studies have been in one of the following: Music (all branches); Art (all branches); Architecture (Design or History).

Applicants should not exceed twenty-four years of age on June 1, 1935, though the right of slight deviation is reserved by the Committee.

The award is based upon unusual promise in the Fine Arts in the major field, in related cultural

fields, and upon excellence of personality, seriousness of purpose and good moral character, of the applicant.

The Fellowship should yield the sum of one thousand dollars, which is to be used toward defraying the expenses of a year's (ten months) advanced study at home or abroad upon a program approved by the Committee, in an approved educational institution, or with an approved private master.

Requests for application blanks and instructions should be addressed to Dean Rexford Newcomb, College of Fine and Applied Arts, University of Illinois.

Applications should reach the Committee not later than June 1, 1935.

## Summer Course at Cornell

### Architecture and Landscape Architecture

THE College of Architecture at Cornell announces a course in Design, to be given during the summer session of 1935, stressing the interrelation between Architecture and Landscape Architecture. The course is open to students who have had three or more years of Design in either of the above subjects, or equivalent experience. The plan includes three major problems, four one-day problems, at least one field trip devoted to a study of The Finger Lakes Parks, and five half-day seminars devoted to the study of parti. The problems chosen for study will be in the field common to the two professions and all students will do the same work.

Applications for admission should be made as early as possible and will be considered in the order of their receipt.

The course in Design will carry a maximum of six hours' credit. Registration in other courses for the Summer Session will be by permission only.

The Session opens Monday, July 8, 1935, and ends Friday, August 16, 1935. The tuition fee is fifty dollars.

Further information will be furnished by The College of Architecture, Cornell University, Ithaca, New York.

## Wilmington Art Week

THIS event, of great interest to Wilmington, Delaware, and neighboring cities, occurred April 7 to 14, and was a pronounced success. It was sponsored by the Wilmington Chamber of Commerce in a statement which read:

"In order to fulfill the desire of the public for a keener appreciation of things that are beautiful, and for a development of that faculty called good taste, the Wilmington Chamber of Commerce has coordinated the art groups of Wilmington in featuring their activities during a particular period to be known as Wilmington Art Week, April 7 to 14, 1935. It believes and hopes that this co-operative effort will stimulate public thought and greater appreciation of all that is good in the field

of art, especially in its relation to industry."

Special features of interest to architects were the reception by the Delaware Chapter of The American Institute of Architects; the architectural exhibit; the dinner meeting of the Chapter, at the Wilmington Institute Free Library; and the Beaux Arts Costume Balls which marked the high point in the schedule.

This movement is unique in the annals of civic endeavor. It has been of tremendous importance and interest to the public of the State of Delaware. Its sponsorship by the Wilmington Chamber of Commerce sets a splendid example which might be followed with advantage by chambers of commerce in other cities.

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## Basic Survey and Planning Programs

AT the 1934 Convention the following resolutions were adopted:

*Whereas*, In public works programs there has generally been evidence of technical weakness and economic unsoundness, resulting from the neglect of basic planning, and

*Whereas*, Architects and other technically trained persons need not be depriving themselves or others of opportunity to receive normal fees for normal professional service if they participate, under proper safeguards, in properly formulated and directed survey and planning programs; therefore be it

*Resolved*, That The American Institute of Architects directs its Board of Directors to request of the Federal Administration that a large appropriation be made for basic survey and planning programs to be expended only when such programs (a) are to be undertaken by official planning agencies; (b) are under the direction of competent planning specialists; (c) are to be staffed by trained and competent professional and technical persons; (d) have been certified as to the fulfillment of these three conditions by the proper Federal agencies; (e) are restricted so as not to compete with reasonably possible

private practice of normal character, and to involve equivalent fees for equivalent work; and be it further

*Resolved*, That The American Institute of Architects directs its Board of Directors to confer with the American Society of Civil Engineers, the American Civic Planning Institute and the American Society of Landscape Architects, looking to the creation of an advisory committee to consult with that Federal agency which is to certify to the soundness of the proposed program.

The Executive Committee of the Institute finds that the financial resources of the Institute are not sufficient to carry out the scope of these resolutions.

It therefore directs that they be sent to the entire membership, with the request that they be considered prior to the 1935 Convention, for the purpose of finding or suggesting ways and means of meeting the expense involved

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## Executive Committee and Board Meetings

NOTICE is given concerning the following meetings:

*The Executive Committee*—At The Octagon, in Washington, D. C., May 20.

*The Board of Directors*—At The Octagon, Washington, D. C., May 21 to 25 inclusive.

*The Board of Directors*—At the Hotel Schroeder,

Milwaukee, Wisconsin, June 1 and possibly June 2.

Chapters and members wishing to send communications to the Executive Committee or the Board on matters of major importance should address them to the Secretary of the Institute at The Octagon, or the Hotel Schroeder, as the case may require, at least two days in advance of the meeting at which consideration is desired.



## With the Chapters and State Associations.

(Excerpts from Minutes, Bulletins, and Reports.)

### Baltimore.

The March meeting was held at the University Club, and the luncheon preceding the meeting was attended by sixteen members.

The President introduced Mr. Fairbank, Chief Valuator for the F. H. A. who spoke on the work being done by the F. H. A. in Maryland.

The President announced that a committee had been appointed to go into the matter of building a small demonstration house somewhere within the city limits. The Chapter approved the idea of the erection of this house and expressed itself as glad to cooperate in sponsoring the project.

### Buffalo.

At the February meeting of the Directors of the Chapter, Mr. Richard O'Keefe, Secretary of the Divisional Code Authority for General Contractors, was present. A discussion ensued regarding the City Architect's office and its relation to private business and to the profession. Mr. O'Keefe stated that the present tendency along this line is gradually undermining the architectural profession, engineering and private contracting. He stressed the necessity of more cohesion between architects, engineers and contractors. Mr. Wade stated that we should go no longer without protest at the number of plans that are being done in city offices, but argued that the backing for this protest should come from labor. Labor is being taxed and yet forbidden the opportunity of employment.

It was decided that Mr. O'Keefe should call a meeting of representatives of the architects, engineers, contractors and labor, for the expressed purpose of appointing directors for a Construction Industry organization which would have the strength to attack present city control of plans and labor effectively. The Architects and Engineers Advisory Council might be an advisory body to this organization, turning their plans over to it for endorsement.

### Chicago.

At the March meeting of the Chapter the Secretary read a communication from the foreign order overseas branch of the Chapter in Washington, D. C. That communication was as follows:

Gentlemen and Fellow Architects:

The undersigned members of the Chicago Chapter are met to partake of food and, as we sit around the

board this evening, our thoughts must perforce go back to the many occasions when we have dined with you at our monthly meetings.

We want you to know that our thoughts are with you; that in our temporary exile, we long for the fleshpots of Prairie Avenue; that you have our heartiest wishes for the continued success of the Chapter and the resumed success of its members.

Strangers in a strange land, (gentlemen you don't know how strange), we recall with emotion the days when an architect practiced his profession. There is perhaps one drop of ointment amid the encircling flies;—we're on the payroll now.

Wishing you all the same,

We are,

N. Max Dunning	John C. Bollenbacher
Howard L. Cheney	Miles L. Colean
Louis R. Gollnick	Eugene H. Klaber
Pierre Blouke	

This communication bore the Great Seal of the Washington Branch, Chicago Chapter, A. I. A.

The April meeting of the Chicago Chapter was devoted to the subject "Color in Architecture." The speakers were Messrs. Edgar Miller and Shepard Vogelgesang.

Mr. Miller discussed the subject from the viewpoint of a mural painter. He is well known in Chicago for his murals and made a most interesting contribution.

Mr. Vogelgesang discussed the subject of colors as applied to present-day architecture. The universally acknowledged success of the color scheme at the Century of Progress was due largely to his judgment and control.

### Florida Central.

The annual meeting was held in Tampa on March 9.

On recommendation of the Executive Committee the Chapter voted to extend for the year 1935 the same personnel of officers as had served during the year 1934.

### Georgia.

At the March meeting of the Chapter, Mr. Torras, of the City Planning Committee gave a general talk on the work of his committee, demonstrating the wide range of subjects it included such as city zoning, parks, sub-divisions, farm markets, housing, playgrounds, junk-yards, etc. He exhibited numerous maps and charts indicating population pressure and blighted areas within the



*Georgia—continued.*

city and showing the direct ratio between crime and pressure of population. He contended that overcrowded and blighted areas were not merely a social problem, but that the tables of figures compiled proved them a financial problem in that the cost of crime directly affected taxation and that crime increased in proportion to the pressure of population and poor housing conditions.

Mr. Torras called attention to the efforts being made to set up a "Housing Authority" with right of eminent domain to clear and rebuild in blighted areas, condemnation costs to be established in the existing courts.

After Mr. Torras' speech was terminated, and questions concerning the work raised by the Chapter members had been answered, the meeting was adjourned.

*Kentucky.*

In the Minutes of the January meeting, the Secretary reported as follows:

On account of the effort required and difficulty in getting the members out to the rather protracted meetings, with Chapter meeting at 5 o'clock, dinner at 6:00, and open meeting at 7:00, which has been the custom for the past year, it was decided to make the January meeting for members only, without a dinner or an open meeting. It did not prove satisfactory because some of the members came late, and others wanted to leave early, so that altogether it is not a very satisfactory arrangement to try to have a Chapter meeting at 5 o'clock in the afternoon.

Herman Wischmeyer made a report on the advertising offer of the Kaufman-Straus Company to advertise the architects of Louisville for a week in one of their show windows. This same advertising opportunity has been offered to and accepted by other professional groups of Louisville. This was not a final report, Mr. Wischmeyer stating that he would see Mr. Smith of the Kaufman-Straus Company again to discuss the matter further with him.

*Michigan Society of Architects.*

It is sometimes possible for one without your profession to tell you what is wrong with your business. F. E. Ritzenheim, Detroit Branch Manager of the Air Conditioning Division of the Gar Wood Industries, Inc., told one hundred architects, that they should advertise.

The occasion was a pre-Convention luncheon early in March tendered the architects at the Hotel

Fort Shelby, Crystal Ballroom. Clair W. Ditchy, president of the Society, presided and introduced Mr. Logan Wood, who said "a word."

Mr. Ditchy stated that this was a splendid gesture toward unification of the building industry, a subject of great interest at the present. "Of all industry, there is none more disorganized than the building industry," he said. "We have not learned to rub elbows as they have in other businesses." He thanked the Gar Wood Industries, Inc., for helping to foster this spirit.

Lancelot Sukert, Chief State Architectural Supervisor to the Federal Housing Administration, told of some of the requirements necessary for Federal insured mortgages. He stressed the importance of including in the designs of homes the possibility of installing air conditioning later, if not at present.

Mr. Bainbridge of the Detroit Savings Bank, outlined their position in Government insured mortgages. In the last three weeks, he stated his company had interviewed over 800 prospective clients for new homes.

Mr. Ritzenheim stated that, through newspaper advertising, his company had, so far this year, sold a job a day. He asked the question as to whether or not it would be a burden for each architect present to contribute one dollar toward a fund to do collective advertising, to tell the public why they should employ an architect. He offered the facilities of their advertising agency.

Mr. Grace stated that architects and advertising men have something in common, in that they both start on paper and hope for results. He stated that the Adcraft Club had interested themselves in the building industry and that we might expect big things in the near future. He believes that building and air conditioning will equal the radio business.

Frank Eurich, Jr., gave an outline of the convention program and David H. Williams, Jr., stated that when Gar Wood first started in the heating field they consulted architects and that they are still doing so.

*Officers and Directors Elected*

A report of the tellers on election of officers for the Society is as follows: President, Clair W. Ditchy; 1st Vice-President, Emil Lorch; 2nd Vice-President, William D. Cuthbert; 3rd Vice-President, Fred Beckbissinger; Secretary, Frank H. Wright; Treasurer, Andrew R. Morison; Executive Secretary, Talmage C. Hughes.

Michigan Society—*continued.*

Directors elected are as follows: Wells I. Bennett, G. Frank Cordner, Branson V. Gamber, H. J. Maxwell Grylls, Walter E. Lentz, Wm. G. Malcomson, Richard H. Marr, H. Augustus O'Dell.

*Courtesy of the Monthly Bulletin of the Michigan Society of Architects.*

**New Jersey.**

A joint meeting of the Chapter with the New Jersey Society of Architects was held at the Down Town Club in February.

Seymour Williams was requested to attend and speak at a meeting of the New Jersey Lumbermen's Association to be held at Asbury Park, and Mr. Dalzell was requested to attend with him.

Discussion took place as to the proposed book to be issued by a lumber company containing sketches of houses. The Secretary was directed to notify local societies that participation by architects in this enterprise is not considered ethical.

The Secretary was directed to write to James G. Dusenberry, of the Federal Housing Administration, urging that no insurance on new buildings be issued by the Government unless qualified registered architects are employed in connection with the design of the structures.

President Ely reported that he had been in touch with the State Housing Authority and that he believes, when projects go ahead, the Society will be asked to assist in coordinating a group of architects to handle the projects.

The Secretary reported as to Mr. Poggi's continued efforts to prevent the State authorities from encroaching upon the practice of the private architect and he was directed to write to Mr. Poggi expressing the appreciation of the Board for his work.

At the March meeting, Mr. Higby appealed for support for a bill which is designed to permit the State Board of Architects to continue to control its own funds, and the Secretary was directed to write suitable letters to that end.

**Northern California.**

Reports of recent meetings of the Chapter contain the following:

Mr. Ballantine, Chairman of the Exhibit Committee, presented plans under consideration for the Honor Award Exhibit in the Civic Auditorium, May 4-12, in conjunction with the Building Exposition and Convention, with a more extended showing afterward in another suitable place. Entry fees and participation were discussed. Mr. Donovan

moved acceptance of the report and authorization to the Committee to act in accordance with its judgment. The motion was unanimously carried.

Mr. Johnson reported upon an Assembly Bill by which all architectural work for the State would automatically be prepared only by the Division of Architecture of the Department of Public Works. A motion by Mr. Donovan, authorizing the Board of Directors to join with the State Association in resolution to combat this legislation and to call upon other branches of the building industry to oppose it, was unanimously carried.

Mr. Hyman reported on the agreement between the architects of San Francisco schools and their engineers in the matter of fees for engineering services. The need of a statewide understanding of fees, particularly for public work, was stressed. The discussion that followed led to the instruction to the Committee on Practice to confer with Southern California Chapter on the matter.

Mr. Morrow suggested that it would be an appropriate gesture to invite members of the newly organized California Society of Mural Artists to a future meeting of the Chapter. His motion to this effect was passed unanimously.

Mr. Morrow reported that the San Francisco Federation of Arts had recently protested the selection of color for the San Francisco-Oakland Bay Bridge and called upon the California Toll Bridge Authority to seek and follow the opinion of its Board of Consulting Architects. His motion that the Chapter make similar protest was unanimously carried with amendment by Mr. Allen that the letter be released to the press.

The sum of \$10.—was contributed to the California Roadside Council fund to defray expenses of protecting its interests in connection with legislative matters.

The program of the evening was devoted to City Planning and Zoning. The Chapter was particularly fortunate in having as its guest speaker, Mr. Hugh R. Pomeroy who is a nationally distinguished leader in this profession.

In the course of his talk, city planning was pointed to as an outgrowth of early city zoning in which planned arrangement for guiding the development of cities became a necessity with rapidly changing conditions of living. He included a very interesting account of its growth, particularly in our own state where it is becoming a dominant factor in county and city development, and, at the moment, a required qualification of property for underwriting by the Federal Housing Administration. Mr.

### Northern California—continued.

Pomeroy's position as Planning Adviser to San Mateo, and other counties, enabled him to state, with accuracy, the steps being taken to effect adequate control in these sections.

With the conclusion of business, Mr. Jeans told of his recent travels and sojourn in European countries. Impressions and experiences were very interestingly related while he showed many delightful and alluring watercolor sketches made during the trip.

### Philadelphia.

Coordination of Fine Arts Education in Philadelphia was the subject of a recent meeting preceded by a dinner and held in the Architects Building.

President Zantinger introduced the Chairman of the meeting, Dean George S. Koyl, School of Fine Arts, University of Pennsylvania. The Chairman opened the discussion by reminding the architects and guests of the prominent place which Philadelphia had once had in Fine arts, and indicated that cultural education in the arts in contrast had been neglected, especially in the teaching of the history of art. Various means for remedying the situation through coordinating the various schools in teaching subjects relating to the arts were suggested by him.

Dr. Charles A. Beury, President of Temple University, addressed the meeting, and was followed by Dr. Fiske Kimball, Director of the Pennsylvania Museum of Art, in a brilliant address on the important position which the History of Fine Arts had taken in the universities of the country.

Additional talks were given by Dr. H. Larmar Crosby, Dean of the Graduate School of the University of Pennsylvania; Mr. Roy C. Nuse, Head of Coordinated Courses at the Pennsylvania Academy of the Fine Arts; Miss Harriet Sartain, Dean of the Moore Institute of Art, Science and Industry; Dr. Theodore M. Dillaway, Superintendent of Art in the Public Schools of Philadelphia and Instructor in Education in the School of Education; Mr. Edward Warwick, Principal of the Pennsylvania Museum School of Industrial Art.

Dr. Warren P. Laird presented a resolution adopted by the Chapter, as follows:

*Whereas*, The Symposium of Fine Arts Education held this evening has indicated the need and the possibility of advancing education in the field of Fine Arts in Philadelphia; be it

*Resolved*, That this meeting request that Dean Koyl appoint a representative Committee to prepare and promote a program to further the Coordination of Fine Arts Education in Philadelphia.

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## Call for Committee Reports

THE Chairmen of the standing and special committees of the Institute, forty in number, have received a final call for the submission of their final reports to the Board of Directors, at its meeting preceding the Convention.

Those final reports are to cover the work of the

committees since the last Convention, and will offer recommendations and resolutions on which Board or Convention action is desired.

The substance of those reports, and recommendations which call for Convention action, will be submitted to the Convention in the Board's report.

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## Architectural Supervisors—Correction for Houston, Texas

IN the February number of THE OCTAGON, pages 15 and 16, there appeared a complete list of the Architectural Supervisors appointed by F. H. A.—as furnished by the Administration.

Under the State of Texas, the Supervisor for

the Houston District was incorrectly named. A correction should be made, to show that Alfred C. Finn, A. I. A., of 708 Main Street, Houston, Texas, is the Chief Architectural Supervisor for the Houston District.

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## Amendments to Constitution and By-Laws

### Notice

TO MEMBERS OF THE INSTITUTE:

April 27, 1935.

**T**HE 67th Convention of The Institute will be held in Milwaukee May 28th to 31st inclusive, 1935.

Pursuant to the instructions of previous conventions, the Board of Directors will submit to that convention amendments to the Constitution and By-Laws of The Institute, to complete the revision begun five years ago and to put into effect the changes in the membership and organization directed by the 1934 Convention.

The amendments set out in this present notice affect the By-Laws, notice of which is required to be given to you at least thirty days before the day of meeting whereat the amendments are to be voted on. The required two months' notice of amendments to the Constitution and By-Laws was given you in the March issue of THE OCTAGON.

The proposed amendments will merge the Constitution and By-Laws into one instrument to be known as the By-Laws. The effect of this will be to put all conditions that govern the actions of The Institute in one document, and do away with the confusion and discrepancies that inevitably occur when there are two documents. The merged document will harmonize the older sections of the By-Laws with various amendments adopted since 1930 and give The Institute a complete, clear and effective working document which will eliminate inconsistencies, save much time for members, committees and officers, and expedite the work of the national body and the chapters and state associations.

The amendments are offered in two parts under the titles "Amendments as to Substance" and "Amendments as to Form".

The Amendments as to substance contain new matters of policy, especially those relating to associates and juniors, to which the Convention should give its particular attention. They also contain a very considerable amount of old matter rearranged for convenience and amplified to include many provisions regarding procedure. None of these latter

matters would seem to be of a controversial nature and are not affected by the new policies.

The Amendments as to form concern administrative matters and are routine in nature, consisting of changes in phraseology and additions and deletions of existing matter for clearness. They do not involve changes in policy or set up any new policies.

The deletion of the Constitution and the form and legality of the amendments have been approved by counsel.

For convenience of reference and use at the convention, the amendments of which notice was given in the March OCTAGON have been incorporated in this notice, in their proper order. Certain provisions have been added to Chapter I and certain changes have been made in that Chapter and in Chapter XIII since those chapters were published in the March notice.

The provisions added to Chapter I have been transferred from later chapters of the By-Laws, and the changes have been suggested by The Executive Committee or by members or counsel. The additions and changes are apparent from a comparison of the amendments as published in the two notices.

Under Article XVII of the By-laws of The American Institute of Architects notice is hereby given to the membership of The Institute that the following amendments to the By-laws of The Institute, as printed beginning on page 25 of this number of THE OCTAGON, will be proposed for adoption at the Sixty-seventh Convention to be held in Milwaukee, on May 28th to 31st inclusive, 1935.

Yours very truly,

CHARLES T. INGHAM,  
Secretary.

**EDITOR'S NOTE:** This section of THE OCTAGON was printed under pressure. Your indulgence is hoped for—with respect to any minor errors of typography or arrangement.



## The Proposed Amendments

IN ORDER — AS FOLLOWS

### By-Laws

*Delete Constitution. Delete all of Chapters I, II, and III of the By-Laws and substitute therefor new Chapters I, II and III reading as follows:*

#### CHAPTER I

*(Amendments as to Substance.)*

#### ORGANIZATION AND GENERAL POWERS

##### Article I. Organization.

###### Section 1. Incorporation.

(a) The American Institute of Architects was duly incorporated on April 15, 1857, as a membership corporation under and by virtue of the provisions of the laws of the State of New York, by an Act of Incorporation, passed April 12, 1848, recorded as Chapter 319, and called "An Act for The Incorporation of Benevolent, Charitable, Scientific and Missionary Societies." The articles of incorporation were amended in March 1915, by Chapter 119 of the laws of 1915 of the State of New York.

###### Section 2. Name.

(a) The name of the corporation is The American Institute of Architects.

(b) In these By-laws the corporation is called The Institute.

###### Section 3. Objects and Purposes.

(a) The objects and purposes of The American Institute of Architects shall be to forward the profession of architecture, advance education in architecture and in the arts and sciences allied therewith, promote the aesthetic, cultural, scientific, and practical qualifications of those engaged in that profession, unite them in fellowship, and organize and combine their efforts, so that they and the profession shall be of ever increasing benefit to society.

###### Section 4. Domain.

(a) The domain of The Institute shall be the United States of America and its territories and possessions. Wherever the word State is used in these By-laws, it shall mean any state, the District of Columbia, or any territory or possession of the United States.

##### Section 5. The Institute Body.

(a) The Institute Body shall consist of memberships of various classes and of various regional, state and local organizations and may embrace affiliations with persons or organizations not eligible for membership in The Body.

(b) In these By-Laws, the Institute Body is called The Body.

(c) Admission to The Body as a member or otherwise, and the suspension or termination of a membership therein or of an association or affiliation therewith, shall be by action of the Board of Directors of The Institute, but none of the members of The Body shall be reprovved or censured, nor shall any membership therein be suspended or terminated for cause, nor shall the charter of any regional, state or local organization of The Body be withdrawn, nor shall the territory of any Chapter be changed, nor shall an agreement of affiliation be cancelled until and unless the member, organization or affiliate has been given the right and offered an opportunity to be heard by The Board in his or its own defense. The Board shall fix the time and procedure of the hearing.

##### Article 2. General Powers.

###### Section 1. Government.

(a) The Institute shall operate nationally and within the several states. It shall be governed by a Board of Directors consisting of officers and directors elected by delegates in annual or other meeting assembled, representing its corporate members, and shall function within each of the several states through a state-wide association and local chapters chartered by and under the jurisdiction of the Board of Directors.

(b) In these By-Laws, the Board of Directors of The Institute is called The Board.

(c) The right to exercise certain powers and to perform certain duties of The Board is delegated to an Executive Committee of The Board, herein called The Executive Committee, and to the administrative committee prescribed in Chapter XII of these By-Laws. The powers and duties of meetings of The Institute, of the Board of Directors, the Executive Committee, the administrative committees, the state associations and of the local chapters are as

permitted by law and as prescribed severally in these By-Laws.

#### Section 2. Ownership of Property.

(a) All title to and interest in the property of The American Institute of Architects granted and conferred and all interests in the pecuniary liabilities imposed by the laws of the State of New York and these By-laws are vested and shall remain in The Institute alike and equal for the benefit of each and every corporate member of The Institute.

(b) Nothing contained in these By-laws shall be construed to limit the liability imposed by law on a corporate member of The Institute.

(c) *Ownership.* All title to and interest in the seal and insignia of The Institute, and all title to and interest in the name of The Institute and abbreviations thereof and in the initials A. I. A., denoting membership in The American Institute of Architects, whether or not the said initials are prefixed or suffixed by one or more letters or symbols denoting a title bestowed on a holder of a membership in or an association or affiliation with The Institute, and all title to and interest in all other intangible property of The American Institute of Architects, shall rest solely and shall always remain in The Institute and be vested in its corporate members.

#### Section 3. Rights and Privileges.

(a) Every privilege granted by The Board and every permission granted by these By-Laws to print or otherwise use or to cause or permit to be printed or otherwise used the said seal, insignia, or name of The Institute or its abbreviations, initials or titles in connection with any occupation, profession, business, trade, craft, or otherwise or to use any other of the intangible property of The Institute is a right granted by The American Institute of Architects only to members of The Body and to their organizations as prescribed in these By-laws. Therefore no other person or other organization shall have any right or privilege to print or to otherwise use the seal, insignia or name of The Institute or its abbreviations, initials or titles or any other of its intangible property or to cause or permit the same to be printed or otherwise used, and only then under the conditions and terms prescribed in these By-Laws.

(b) The printing or publishing of the name of a member by The Institute, a State Division, a State Association Member, or by a Chapter in their respective annuaries or otherwise; the issuing to him of any of the said annuaries or other documents, data, or literature by or for The Institute, State Division, State Association Member, or a Chapter; the giving to him of any discounts or benefits by or on account of any of said organizations, the permitting him to serve on any committee or otherwise to take part in the affairs of any of them, is a right and privilege so granted him.

#### Section 4. Censure, Suspension and Termination.

(a) The membership of any member of The Body may be suspended or terminated for cause by The Board and/or The Board may reprove or censure any member of The Body if The Board finds the member has failed in any obligation to The Institute, and it shall be terminated by the death or resignation of the member or by his *ipso facto* removal for any reason set out in these By-Laws.

(b) If a member of The Body is not in good standing therein, or is suspended, then *ipso facto* all rights and privileges granted to him by The Institute shall be withdrawn until he is restored to good standing.

(c) *Termination of Rights and Privileges.* If the membership of any member of The Body or the association or affiliation of any person or organization therewith is terminated or if the charter of any of its organizations is withdrawn prior to a dissolution of the corporate affairs of The Institute, then neither the said member nor the said person or organization nor any heir, executor, administrator, assign, trustee, agent, receiver, or legal representative of any character whatsoever of said person or organization shall have any title to or interest in either the tangible property or the intangible property of The Institute or in any right or privilege granted by The Institute; or shall have any right to print or otherwise use or to cause or permit to be printed or otherwise used the seal, insignia, name and/or abbreviations thereof, initials and/or titles of The Institute, or to use any of its property; or shall have any valid claim against The Institute or any of its officers or directors, by reason of such person or organization having been at any time a member of The Body or associated or affiliated therewith in any manner.

(d) *Termination Shall Not Relieve Indebtedness.* The termination of a membership in The Body or of an association or affiliation of a person or organization therewith or the withdrawal of a charter shall not release or relieve the person or organization whose membership, association or affiliation has been terminated, or whose charter has been withdrawn, from any indebtedness to The Institute and/or to any State Division, or State Association Member or Chapter.

*Delete existing Chapter II and substitute therefor a new Chapter II reading as follows:*

## CHAPTER II

### (Amendments as to Substance)

#### THE INSTITUTE BODY.

#### Article 1. Potential Members of The Institute Body.

##### Section 1. Classification of Potential Members.

In order that the purpose of The Institute to unite in fellowship and combine the efforts of all those engaged in the profession of architecture shall be for-

warded, those so engaged are classified in five groups, as follows:

**Group 1.** Group 1 shall comprise persons who are engaged either in the active practice of the profession of architecture or are retired therefrom; and of those who, being architects, are employed or engaged in the public service or other activity having to do with architectural matters; and of those who are teaching in architectural schools accredited by The Institute; and of those who are registered as architects or are licensed to practice architecture in states requiring such registration or licensing and are employed by persons classified in *Group 1* or *Group 2*.

Persons classified in *Group 1* are eligible for corporate membership in The Institute.

**Group 2.** Group 2 shall comprise persons engaged in the profession of architecture, whether or not engaged in active practice thereof, who are registered as architects or are licensed to practice architecture in states requiring such registration or licensing and who do not desire or cannot afford to undertake the obligations of corporate membership in The Institute.

Persons classified in *Group 2* are eligible to become Associates in The Body.

**Group 3.** Group 3 shall comprise draftsmen who are under thirty years of age, and are employed by any person classified in *Group 1* or *Group 2*, and are not under-graduate or post-graduate students in any college, and who before thirty years of age aspire to be classified in *Group 1* or *Group 2*.

Draftsmen classified in *Group 3* are eligible to become *Junior Associates* of The Body.

**Group 4.** Group 4 shall comprise draftsmen who are not members of *Group 3* and are employed by any person classified in *Group 1* or *Group 2* or by any person or organization engaged in producing materials, appliance and/or equipment for buildings or in erecting and constructing buildings.

Draftsmen classified in *Group 4* are eligible to become *Juniors* in The Body.

**Group 5.** Group 5 shall comprise students in architectural schools, whether under-graduates or post-graduates or travelling under scholarships or otherwise. Employment during vacations or limited periods by any person classified in *Group 1* or *Group 2* will not make the student eligible for classification in either *Group 3* or *Group 4*.

Students classified in *Group 5* are eligible to become *Student Associates* in The Body.

## Article 2. Corporate Memberships of The Institute.

### Section 1. Corporate Members.

(a) There is hereby established a class of corporate memberships in The Institute, a member of which is called a Corporate Member in these By-Laws.

(b) Corporate Members are the Active Members of The Institute.

### Section 2. Eligibility for Corporate Membership.

(a) Every person classified in Group 1 of Potential Members described in Article 1, of this chapter who is a resident of the United States, whether or not a citizen thereof, shall be eligible to admission to corporate membership.

(b) Every active member, retired member, fellow, and life member of The Institute at the time this By-Law goes into effect, *ipso facto*, shall be a corporate member of The Institute.

(b-1) Every person who has duly applied for active membership prior to said time shall, if admitted, be a corporate member.

(b-2) Ex-active members of The Institute may be re-admitted thereto as corporate members under the conditions herein prescribed for readmission.

(c) A person who previously has held a corporate membership in The Institute may apply for admission and be readmitted to corporate membership, but not to any other class. Thereafter he may, upon qualifying therefor, become a retired member, a life member, master, or fellow, but he shall not, under any condition, be admitted to any other class of membership in The Institute Body.

### Section 3. Qualification for Corporate Membership.

(a) Every person classified in *Group 1* who applies for admission to corporate membership, as a prerequisite to his admission thereto, shall satisfy the Board of Examiners of The Institute, *first*, that he is of upright character, of good reputation in his community, of acknowledged standing among the profession as an honorable architect, teacher or employee; *second*, that he is financially able to undertake the pecuniary obligations of the membership; *third*, that he has proper professional qualifications and an adequate experience in the practice of that profession.

### Section 4. Obligations of Corporate Members.

(a) As a prerequisite to his admission to corporate membership, the applicant in his application must declare over his signature that he has read the By-Laws of The Institute, that he has read its principles of practice and its standards of practice, and that he understands the rights and privileges granted to and the duties, responsibilities and obligations undertaken by a corporate member. He must further declare that he will abide by and uphold the said By-Laws, principles and standards, and the duly adopted rules and regulations supplementary thereto, and will abide by and uphold the By-Laws, rules and regulations of the state division or state association member and of the chapter in which he holds a membership.

(b) It shall be the duty of a corporate member to attend the meetings of the chapter and of the state division or state association member of which he is a



member with reasonable regularity and to vote thereat, and to perform punctually all duties assigned to him by each of said organizations, unless it is not feasible for him to do so.

Moreover, he shall seek the opportunity to be of constructive service in civic affairs, and to the best of his ability to advance the safety, health and well-being of the community within which he resides by promoting therein the appreciation of the fine arts and of good design, the value of good construction, the proper planning and placement of structures and the adequate development and adornment of the open spaces about them.

Furthermore, he shall lead the younger members of the profession, by precept and example, to an understanding of the responsibilities of agency and the trusteeship of the property of others, to a comprehension of the importance of preparing clear and complete documents, making fair and impartial interpretations of them, and of using sound business procedure in his practice, to an appreciation of the value of the proper and economical use of good materials; and finally, by precept and example, he shall encourage them to take part in the affairs of the community in which they live and inculcate in them the ideals of the profession of architecture and the interdependence and fellowship of those who practice that profession and of those who carry on the other work of the building industry.

#### Section 5. Application for Corporate Membership.

(a) A person classified in *Group 1* may be proposed for corporate membership by any two or more corporate members, and, except under the circumstances described in paragraph (c-1) of this section, must be vouched for and his admission recommended by action of the governing board of the chapter within the territory of which he resides or has his principal place of business at the time his application for such membership is filed.

(b) Every person desiring such membership must make a written application therefor, in duplicate, and file one copy with the said chapter and one with The Secretary. In such application the applicant shall make the declarations herein required of an applicant for such membership, and shall set forth such information as The Board shall require. Every such application shall be made on forms furnished by The Secretary.

(c) Every applicant must file with The Board of Examiners of The Institute in Washington, D. C., such exhibits of his eligibility and his professional training, experience and accomplishments, his reputation among the profession, and his standing in the community in which he resides as the said Board of Examiners shall require. The applicant shall prepay all sending and return carriage charges thereon.

(d) Every applicant must file with his application his check drawn in favor of The Treasurer in an amount to pay a full annual dues of The Institute, and to pay the admission fee or such installment thereof

as The Board then permits. He must also file therewith his checks to pay the admission fee and annual dues of the chapter and the state division or state association member of which he is or may be a member, as their respective by-laws require.

(e) Every application so filed with a chapter must be acted on promptly by its governing committee, and its action thereon certified to on the application by its president or secretary. When the said officer has so certified, he shall send the application to The Secretary.

(e-1) If the chapter fails to act thereon within a reasonable time and a copy of the application has been filed with The Secretary, then The Secretary shall notify the chapter of its failure. If the chapter thereafter shall fail to act within thirty calendar days, then The Secretary may proceed with the application without the recommendation of the chapter thereon.

(f) Applications shall be identified and numbered consecutively and filed by The Secretary in the order they are received by him, and they shall be examined in that order.

#### Section 6. Examinations of Applicants for Corporate Membership.

(a) If The Secretary finds from the application that the applicant has been duly proposed, that his application has been duly made, and that his check payable to The Institute has been duly filed, then The Secretary shall deliver the check to The Treasurer, and the application, with the chapter voucher and recommendation, if such has been received, to the Board of Examiners. The Board of Examiners shall number and file each such application in consecutive order, and shall consider them in that order.

(b) The Board of Examiners shall examine each said application as to the eligibility of the applicant and as to his qualifications for the membership applied for. If it deems any of the evidence submitted by the applicant to be insufficient, then it may demand additional exhibits from him and/or that he shall appear before it for examination.

If the said applicant fails to comply with such demand within the time fixed therein, then *ipso facto* it may be deemed that he has not qualified for admission to the membership applied for.

If the applicant has been examined as to his professional qualifications by a state board whose examinations are satisfactory to The Board of Examiners and has had issued to him by said state board, as a result of such examination, a license or certificate of registration permitting him to practice architecture within the state, then the Board of Examiners may waive further examination of his professional qualifications.

(c) If the Board of Examiners determines from its examination of the exhibits or otherwise that the applicant is eligible for the membership applied for and that his professional training, experience and accomplishments and his reputation and standing and methods



of practice qualify him for such membership, and that he is fully qualified in all respects to undertake the responsibilities and obligations of a corporate member, then the Board of Examiners shall so report to The Board by endorsing its findings on the application and returning the application and the exhibits to The Secretary.

#### Section 7. Action on Application by The Board.

(a) When an application has been approved by the Board of Examiners and returned by it to The Secretary, he shall submit the name of the applicant and his application, together with all reports in connection therewith and all communications of objections relating thereto to the next meeting of The Board, or to the committee to which it has delegated the authority to act on such applications in its behalf, as the case may be. The Board or the said committee shall consider the application and the objections, if any, and shall vote on the admission of the applicant unless it desires to obtain further information regarding him.

#### Section 8. Notification of Admission.

(a) When the Board or the said committee has elected an applicant to corporate membership, The Secretary shall notify him to that effect, issue to him the certificate of corporate membership, declare him admitted to corporate membership in The Institute, enroll him as a corporate member, and assign him as a corporate member to the State division or state association member of which he is or may become a member, and the chapter within the territory of which he resides or has his principal place of business, as he shall elect. The Secretary shall then publish the name of the newly admitted corporate member in one issue of The Bulletin and, with the year of his admission, thereafter in every issue of The Annuary until his membership is terminated.

The said state division or state association member and the said chapter thereupon shall enroll him as a corporate member of The Institute and cause his name as such to be published in its official bulletin and/or to be read at its next regular meeting.

#### Section 9. Admission Denied.

(a) If an applicant is not admitted to corporate membership, The Secretary shall notify him and the chapter that recommended him to that effect, and The Treasurer shall remit to him the amount deposited by him for annual dues and for admission fee, less five dollars (\$5.00), which shall be withheld by The Institute as its fee for examination of the applicant's qualifications. The state division or state association member and the chapter shall remit immediately to the applicant the full amount of their admission fees and/or annual dues deposited by him.

(b) If the applicant is found not qualified for admission or if his admission is denied without prejudice and he desires thereafter to re-apply for admission to

corporate membership, then he shall make a new application in the manner required for an original application, but not less than twelve months must have elapsed after the date of The Secretary's previous notice to him that his admission was not granted.

#### Section 10. Status of Corporate Members.

(a) A corporate member may become a member of two or more classes of corporate memberships, but his status, rights and privileges as a corporate member, his title to and interest in the property of The Institute, and his rights and interests in the state division or state association member and in the chapter of which he is a member shall not be changed or enlarged thereby, unless such status, rights and/or privileges are specifically changed or enlarged by the provisions of these By-Laws.

(b) A person admitted to corporate membership shall be and remain a corporate member thereof and *ipso facto* shall be and remain a member of a state division or a state association member and of a chapter until his membership in The Institute is terminated.

(c) The status of a member admitted to The Institute prior to the adoption of this amendment of the By-Laws relating to the eligibility and qualifications of corporate members shall not be changed because of the said amendment.

#### Section 11. Resignations of Corporate Members.

(a) *Resignation of Corporate Members.* A corporate member may resign from The Institute if, on the date his letter of resignation is received by the Secretary, the member is not in default for annual dues to The Institute or to any state division, state association member or chapter, and is not under charges of unprofessional conduct or under suspension or not otherwise in good standing.

(b) *Procedure of Resigning.* To resign, the corporate member must do so in writing direct to The Secretary. Upon receipt of the resignation and before it becomes effective, The Secretary shall notify the state division or state association member and the chapter of which the resigning member is a member of the receipt of the resignation, and shall determine if the member is disqualified from resigning for any reason set out in paragraph (a) of this section. If The Secretary finds the member was not so disqualified on the date he received the resignation, then the resignation shall become effective as of the date it was received by The Secretary or at a later date in the same fiscal year if the resigning member shall so request, and The Secretary shall notify the member and the state division or state association member and the chapter that the resignation has been effective.

If The Secretary finds the member was disqualified from resigning on the said date, then he shall notify the member and the said state division or state association member and chapter to that effect, stating the reason for the disqualification.

(c) The resignation of a corporate member may be made effective as of a date prior to the date the resignation is received by The Secretary, if the said state division or state association member and the chapter so recommends and the member is not disqualified from resigning otherwise than by being in default for annual dues to The Institute, the state division or state association member and/or the chapter.

#### Section 12. Transfers of Corporate Members.

(a) A corporate member may change his membership from one state division or state association member to another, and/or from one chapter to another, because of a change in his legal residence or principal place of business; provided that he is not in default for annual dues to any state division or state association member or chapter and is in good standing in each of said organizations.

(b) To make such change in membership, the corporate member must apply therefor in writing to The Secretary, who shall notify the organizations that will be affected by the desired transfer. If The Secretary finds the member is not disqualified from being transferred on account of any reason set forth in paragraph (a) of this section, then he shall make the transfer on the records of The Institute, notify the member and the organizations affected that the transfer is effective, publish notice thereof in one issue of The Bulletin, and list the member under the proper organizations in The Annuary.

Thereupon the organizations affected by the transfer shall make the necessary changes in their records.

(c) A corporate member may be a member of more than one state division, state association member and/or chapter, but he may vote in one state division or state association member and in one chapter only, and shall be represented at meetings of The Institute by a delegate elected from that state division or state association member and from that chapter within the territory of which he has his legal residence or his principal place of business, as he shall elect. He shall be listed in The Annuary as a member of the latter organizations only.

(d) Additional memberships described in paragraph (c) or a transfer of membership described in paragraph (a) of this section shall not release or relieve a corporate member from any indebtedness to any state division or state association member or to any chapter, nor release or relieve him from the payment of the annual dues or of the admission fee, if any, imposed by every state division or state association member and by every chapter of which he is or is to become a member. However, any such state division or state association member and any such chapter, by specific action, may release or relieve him from such indebtedness or any part thereof and/or from the payment of any or all such dues and/or admission fees.

#### Section 13. Readmissions to Corporate Memberships.

(a) A person whose corporate membership has been terminated because of default in annual dues shall not be readmitted to The Institute until and unless he has cured his default. Interest shall not be charged on defaulted amounts, but this shall not be deemed to prohibit charging interest on any notes given in payment of past-due accounts.

(b) A person whose corporate membership has been terminated because of conviction or of judgment rendered for dishonest practice, slander, libel, or criminal act shall not be readmitted to The Body.

(c) A person whose corporate membership has been terminated and whose readmission is not prohibited by the provisions of paragraph (b) of this section may be readmitted to corporate membership if he is not indebted to The Institute or to any state division, state association member, and chapter. The applicant for readmission shall have the status of an original applicant, and his application and advance payments and the procedure of readmitting him shall be as required of an original applicant at the date of the application for readmission except as follows:

*First*, in lieu of admission fees, the applicant shall pay to The Institute and to the state division, state association member, and chapter, which the applicant will enter if admitted, the readmission fees required by their respective by-laws;

*Second*, he may not be required to furnish evidence of his qualifications for such membership.

#### Section 14. Privileges of Corporate Members.

(a) The grant to and the exercise and use by a corporate member of The Institute of each and every right and privilege granted to him by law and the provisions of these By-Laws shall be conditioned upon the said corporate member being in good standing in The Institute and in every state division, state association member and chapter of which he is a member.

(b) Under the conditions set out in paragraph (a) of this section every corporate member of The Institute shall have and may exercise all the rights and privileges of a corporate member of The Institute that are conferred on him by law and/or that are granted to him by the provisions of these By-laws or by The Board from time to time in accordance with the provisions of these By-Laws.

(c) Under the conditions set out in paragraph (a) of this section every corporate member of The Institute shall be entitled to and may exercise all the rights and privileges in the state division, state association member and chapter of which he is a member that are conferred on him by law, as a corporate member of The Institute, and that are granted to him by the provisions of the By-Laws of the said state division, state association member, chapter and by their respective governing boards.

(d) Under the conditions set out in paragraph (a)

of this section every corporate member shall have the right and privilege to print and otherwise use, in connection with his practice and words, the title "Member of The American Institute of Architects," the initials "A. I. A." as a suffix after his name, the title "Member of the (name of chapter) Chapter, The American Institute of Architects," and the title "Member of the (name of state division or state association member, as the case may be).

(e) Under the conditions set out in paragraph (a) of this section every corporate member shall be entitled to have his name published in The Annuary and shall receive The Bulletin, The Proceedings and The Annuary from The Institute and all similar publications of the state division or state association member and the chapter of which he is a member, without charge. He shall also receive or may acquire other documents and literature from The Institute and from the said state division or state association member and chapter at and for such terms as their respective governing boards shall fix from time to time.

#### Section 15. Admission Fee for Corporate Membership.

(a) No person shall be admitted to corporate membership until and unless he has paid to The Institute an admission fee of twenty-five dollars (\$25.00); provided, that The Board after January 1, 1936, by the concurring vote of not less than two-thirds of its entire membership, may fix the said admission fee for any fiscal year thereafter at not less than five dollars (\$5.00) nor more than twenty-five dollars (\$25.00), but shall not vary the said fee more than five dollars (\$5.00) between any two consecutive years; and provided further, that the admission fee shall be five dollars (\$5.00) for every person admitted to The Institute as a corporate member during the fiscal years 1934, and 1935 and 1936. After the close of the fiscal year 1936 the then Secretary of The Institute shall delete from these By-Laws without further action by The Institute that part of this paragraph (a) beginning with the words "and provided further that the initiation fee shall be five dollars (\$5.00)," to the end of said paragraph.

#### Section 16. Annual Dues for Corporate Members.

(a) Except as provided in paragraph (b) of this section, every corporate member shall pay twenty-five dollars (\$25.00) to The Institute each year as an annual dues, unless he is exempted from the payment of annual dues in whole or in part by these By-Laws, or unless the said dues have been remitted by The Institute or The Board in accordance with provisions of these By-Laws.

(b) The Board, by the concurring vote of not less than two-thirds of its entire membership, may fix said dues for any year at any lesser amount than twenty-five dollars (\$25.00) but not less than five dollars (\$5.00).

### Article 3. Retired Memberships of The Institute.

#### Section 1. Retired Members.

(a) *Retired Memberships.* There shall be a class of memberships in The Institute known as Retired Memberships, the members of which shall be corporate members and known as Retired Members.

#### Section 2. Qualifications for Retirement.

(a) A corporate member shall be qualified to become a retired member if he has been a corporate member in good standing in The Institute for not less than ten successive years immediately preceding the date of his application for retirement and is either seventy years of age or more or is incapacitated and unable to engage in any vocation. Under exceptional conditions and circumstances in any individual case, The Board may lessen the said period required for good standing but no other requirement.

#### Section 3. Application for Retirement.

(a) A corporate member who desires to become a retired member and is qualified for retirement shall apply therefor in writing over his signature to The Board, stating his qualifications.

(b) When The Secretary finds that the member is qualified for retirement, he shall so endorse on the application and submit the same to The Board. At any regular meeting of The Board thereafter, it may declare the applicant to be a retired member.

#### Section 4. Notice of Retirement.

(a) If The Board declares the member to be a retired member, then The Secretary shall notify him to that effect and issue to him the certificate of retirement. The Secretary shall cause the name of the retired member to be printed as a retired member or a retired fellow, as the case may be in one issue of The Bulletin and, with the year of his admission and retirement, in every issue of its Annuary thereafter until his membership is terminated.

(b) The Secretary shall report the name of every member retired during the year to the annual convention which follows the retirement, and shall notify the state division, state association member and chapter of which the retired member is a member of the change in the status of his membership. Thereupon the said state division, state association member and said chapter shall enroll him in their organizations as a retired member or as a retired fellow of The Institute, as the case may be.

*Delete all of Section 4 of Article 1 of Chapter X and substitute therefor the following Article 4.*

### Article 4. Life Memberships in The Institute.

#### Section 1. Life Members.

(a) *Life Memberships.* There shall be a class of memberships known as Life Memberships, the mem-



bers of which shall be corporate members and known as Life Members.

#### Section 2. Qualifications for Life Membership.

(a) *Admittance to Life Membership.* A corporate member may become a life member upon the payment to The Institute of a life membership fee of five hundred dollars (\$500.00), the acceptance of which by The Board shall constitute him a member of The Institute for life and exempt him thereafter from the payment to it of annual dues; provided, that a full fiscal year of The Institute must elapse after the said acceptance of the life membership fee before the exemption from dues shall become effective.

(b) *Installment Payments of Fee.* The Applicant for a life membership may pay the life membership fee in installments, each of which shall be for one-fifth the amount of the fee, but he shall not become a life member until the total fee is paid. However, for each such installment of one hundred dollars (\$100.00) so paid, the annual dues of the applicant shall be reduced five dollars (\$5.00).

(c) *Conditions of Refund.* If the membership of a life member, or of an applicant therefor, is terminated other than by expulsion, then the life membership fee or all installments paid thereon, as the case may be, shall remain thereafter the property of The American Institute of Architects, without recourse; but, if the membership of a life member or of an applicant therefor is terminated by expulsion, then The Treasurer shall return to him the amount paid by him as a life membership fee or on account thereof, as the case may be, without interest, and all his rights and interests in The Institute and its property and assets shall thereupon terminate and cease.

#### Section 3. Notification of Life Memberships.

(a) When a corporate member has been made a life member, The Secretary shall notify him to that effect, present him with the certificate of life membership, announce his name as life member at the next annual convention of The Institute, and print his name as life member in one issue of The Bulletin and, with the date of his admission to life membership, in every issue of The Annuary thereafter until his life membership is terminated. The Secretary shall notify the state division or state association member and the chapter of which the life member is a member of his admission to life membership in The Institute, and thereupon each of said organizations shall enter his name as a life member of The Institute in their respective organizations.

#### Section 4. Status of Life Members.

(a) The status of a life member shall be identical with that of a corporate member, except that he shall be exempt from the payment of annual dues to The Institute. He shall not be exempt from the payment of the annual dues of the state division or state asso-

ciation member and of the chapter of which he is a member, nor from the termination of his membership because of default in dues to any of said organizations unless the state division or state association member or the chapter releases or relieves him of the payment of their respective annual dues by granting him a life membership in their respective organizations, for a consideration or otherwise.

#### Section 5. Use of Title.

(a) A life member shall have the right to and may print and otherwise use the title "Life Member, The American Institute of Architects" in his practice and works in addition to all other titles, insignia, and initials which he is entitled to use as a corporate member.

### Article 5. Master Class of The Institute.

#### Section 1. Masters.

(a) There shall be a class of membership in The Institute known as the Master class, the members of which shall be corporate members and known as Masters.

#### Section 2. Qualifications for the Mastership Class.

(a) A corporate member who has been such in good standing in The Institute for twenty years, and during said years has contributed to the advancement of its objects by his faithful service to it and who is reputed in the chapter of which he is a member, to have consistently and faithfully abided by and upheld the principles of practice and the standards of practice of The Institute during said period, shall be eligible to advancement to the master class of membership.

(b) The said period of twenty years may be reduced by The Board to a minimum of fifteen years with respect to any individual member on the written recommendation duly voted by the chapter, supplemented by a similar recommendation from the state division or state association member, of which he is a member, if he has notably served the chapter or the state organization or both, and either or both of said organizations desire to have his services recognized by his advancement to the master class.

(c) The periods of time set up in paragraphs (a) and (b) above, may be deemed to be retroactive with relation to the date of the establishment of the mastership class.

#### Section 3. Nominations for Advancement to Mastership Class.

(a) The Secretary shall report in writing to each state division, state association member and chapter, in the month of January of each year, the name of every corporate member in those organizations who was in good standing in The Institute on the last day of the preceding fiscal year and who had been in good standing therein for a period of not less than twenty years prior to said date and who, during said period,



according to the records of The Institute, is qualified for advancement to the master class. The Secretary shall request from each of said organizations its recommendations concerning the advancement of their said members; whereupon said organizations shall examine their records of such members and act thereon. The president or the secretary of the organization shall certify to its action on each of their said members; and shall send a copy of the action taken, with the recommendation and the certification, to The Secretary.

#### Section 4. Advancement to the Mastership Class.

(a) The Secretary shall maintain current for The Board a list of the corporate members who, according to the records of The Institute, may be eligible for advancement to the master class, and shall submit to the Board, at its pre-convention meeting, the recommendations of the chapters and state organizations and his own recommendation concerning the members on said list. The Board at any pre-convention meeting by a favorable majority vote may advance to the master class such of the members so recommended as it finds worthy of such advancement, and The President shall declare each member so elected a master of The Institute.

(b) If a state division, state association member or a chapter fails to act with respect to any member within twelve months after his name has been submitted to it by The Secretary, as eligible for advancement to the master class, then The Secretary shall so report to The Board, and The Board may advance the member without the recommendation of the state organization or the chapter.

#### Section 5. Notice of Advancement to the Mastership Class.

(a) The Secretary shall notify each member so elected of his advancement and shall read his name as a master at the annual convention following his election. The Secretary shall publish the notice of the advancement in one issue of The Bulletin, and the name of the master, with the year of his advancement, in every issue of The Annuary thereafter until his membership is terminated. The President shall present the certificate of honorable service to each newly elected master present at the convention following his election and *in absentia* to each newly elected master not present thereat. In the latter event, the state division, state association member or the chapter that recommended him, if it so requests, shall present the certificate to him at a regular meeting of the organization. Each of the said organizations shall enroll him in their organizations as a master of The Institute.

#### Section 6. Status of Masters.

(a) The status of a corporate member and his rights, titles and interests in The Institute and in any state division or state association member and any chapter shall not be terminated, abridged or altered because of his advancement to the master class; pro-

vided, however, that at the completion of every five full fiscal years of The Institute following the year in which he was made a master, his annual dues payable thereafter to The Institute shall be reduced twenty percent.

#### Section 7. Titles.

(a) A master while in good standing shall have the right to use the title "Master" as a prefix to all other titles, and the letter "M" as a prefix to the initials, "A. I. A.," and the insignia, which he is entitled to use as a corporate member.

### Article 6. Fellowships of The Institute.

#### Section 1. Fellows.

(a) There shall be a class of memberships in The Institute known as Fellowships, the members of which shall be corporate members and known as Fellows.

#### Section 2. Qualifications for Fellowship.

(a) A corporate member who is in good standing in The Institute at the time of his nomination for advancement to a fellowship and who has been so for not less than ten consecutive years immediately prior to his nomination and who has notably contributed to the advancement of the profession of architecture in design, or in the science of construction, or by literature or educational service, or by service to The Institute or to any of its sub-organizations, or by public service may be advanced to a fellowship in The Institute.

#### Section 3. The Jury of Fellows.

(a) The authority and power to advance a corporate member to a fellowship hereby is hereby delegated to the Jury of Fellows of The Institute, constituted in accordance with the provisions of Chapter XII, Article 2, Section 3 of these By-Laws.

#### Section 4. Nominations for Fellowships.

(a) The nomination of a corporate member for advancement to a fellowship may be made by vote of the governing board of any chapter or of any state division or state association member, or by a nomination signed by five or more Fellows in either the state division or state association member or the chapter of which the nominee is a member, or by a nomination signed by any ten or more corporate members. Every such nomination shall be made in writing on the form prescribed therefor and shall be addressed to the said Jury. The nomination shall set out the qualifications of the nominee for advancement and shall be signed by all the nominators.

#### Section 5. Election to Fellowship.

(a) *Investigations by Jury of Fellows.* The Jury of Fellows shall obtain such evidence of the standing, achievements and qualifications of the nominee by

written communication, or otherwise, as it deems necessary. All such communications and the answers thereto shall be privileged.

(b) *Election to Fellowships.* Every advancement to fellowship shall be by vote of the members of the Jury of Fellows present at a duly called meeting of the Jury, and it shall require the favorable vote of not less than two-thirds of the entire membership of the Jury to advance a member to fellowship.

(b-1) An interval of not less than six calendar months shall elapse between the date on which a nomination is received by the Jury and the date on which final action on the nomination is voted on by it. When a favorable vote has been given, the chairman of the Jury shall declare to said Jury that the member has been elected to fellowship, and shall report the election to The Secretary in writing, at least thirty days prior to the date fixed for the annual convention at which the election is to be announced.

#### Section 6. Notification of Election to Fellowship.

(a) When the election of a fellow has been reported to The Secretary by the Jury, he shall notify the newly-elected fellow, and the state division or state association member and the chapter of which he is a member, of the election, and request the fellow to be present at the annual convention to receive the honor.

#### Section 7. Admittance to Fellowship.

(a) At the annual convention, the chairman of the Jury of Fellows shall introduce each newly elected fellow and give a citation of his achievements. Thereupon The President shall declare him admitted to fellowship and present him with his certificate of fellowship.

(b) If the newly-elected fellow is unable to attend the convention, then the presentation may be deferred to a succeeding convention when he can be present, or in the event of unusual circumstances, the name of the newly elected fellow may be announced to the convention and the citation given by the chairman, and the certificate presented "in absentia" by The President.

#### Section 8. Enrollment of Fellows.

(a) After the member has been admitted to fellowship, The Secretary shall enroll him as a fellow of The Institute, publish his name as fellow and the citation in one issue of The Bulletin, and publish his name as fellow, with the date of his advancement, in every issue of The Annuary thereafter until the fellowship is terminated. The state division or state association member and the chapter of which the fellow is a member shall enroll him as a fellow of The Institute in their respective organizations.

#### Section 9. Advancement to Fellowships Denied.

(a) If a nominee for advancement to fellowship fails to be advanced by a vote of the Jury taken at any duly called meeting of the Jury, he shall not be

disqualified for advancement nor his advancement prejudiced thereby, until and unless his advancement has been balloted on and refused at three separate duly called meetings of the Jury.

#### Section 10. Status of Fellows.

(a) The status of a corporate member and his interests, rights and privileges in The Institute and in any state division, state association member or chapter shall not be terminated, abridged or altered because of his advancement to fellowship or because of any amendments to the By-Laws relating to fellowships adopted subsequent to his advancement.

#### Section 11. Titles.

(a) A fellow shall have the right to and may print or otherwise use the title "Fellow, The American Institute of Architects" and the initials "F. A. I. A.," in his practice and works, in addition to all other titles, insignia and initials which he is entitled to use as a corporate member.

### Article 7. Associates.

#### Section 1. Associates.

(a) There is hereby established a class of associates in The Institute Body.

#### Section 2. Eligibility for Admission as Associate.

(a) Every person classified in *Group 2* of potential members of The Institute, described in Chapter II, Article 1, Section 1, paragraph (a) of these By-Laws, who is a resident of the United States, whether or not a citizen thereof, shall be eligible to admission to The Institute Body as an associate.

#### Section 3. Qualifications for Admission as an Associate.

(a) Every person classified in *Group 2* who desires to be admitted as an associate, as a prerequisite to his admission, shall satisfy The Secretary

*First*, that he is of upright character, of good reputation in his community, and an honorable and qualified practitioner; *second*, that he is financially able to undertake the pecuniary obligations of an associate; *third*, that he has been examined as to his professional qualifications by a state board whose examinations are satisfactory to The Board of Examiners of The Institute, and has had issued to him by said state board, as a result of such examination, a license or registration permitting him to practice architecture within the state.

If he has not been so examined, then he must present such evidences of his professional qualifications as The Board of Examiners of The Institute requests.

#### Section 4. Obligations of Associates.

(a) As a prerequisite to his admission as an associate, the applicant in his application therefor must declare that he has read the By-Laws of The Institute,

that he has read its principles of practice and its standards of practice, and that he understands the rights and privileges granted to and the duties, responsibilities and obligations undertaken by an associate. He must further declare that he will abide by and uphold the said By-Laws, principles and standards, and all duly adopted rules and regulations supplementary thereto, and will abide by and uphold the By-laws, rules and regulations of the state division or state association member and of the chapter to which he will be assigned.

(b) It shall be the duty of an associate to attend, with reasonable regularity, the meetings of the state division or state association member and of the chapter of which he is an associate, and to vote thereat, and to perform punctually all duties assigned to him by each of said organizations, unless it is not feasible for him to do so.

#### Section 5. Applications for Admission as Associate.

(a) It shall be the duty of every chapter, state division, and every state association member to furnish The Secretary at the close of every fiscal year of The Institute with a list of every person classified in Group 2 within its territory who is not an associate, and to indicate thereon which of said persons are eligible and qualified to become associates. It shall be the further duty of each such organization to offer to each such person whom it deems qualified therefor an opportunity to apply for admission as an associate.

(a-1) If a chapter, state division or state association member fails to file such list on or before January fifteenth of every year, then The Secretary shall notify it of its failure and request it to file the same before February fifteenth, following. If the list is not then filed, The Secretary shall obtain same in any manner he finds feasible.

(b) Every person who desires to become an associate and is eligible therefor, shall make written application to The Secretary to be admitted as an associate. Each such applicant must be vouched for by at least two members of The Institute, one of whom must be a corporate member. The applicant, in his application, shall set forth such information as The Board requires. Such application shall be filed in duplicate with The Secretary, on forms furnished by him.

(c) Every such applicant, with his application, shall file his check in an amount sufficient to pay to The Institute the admission fee and the first year's annual dues herein required to be paid to The Institute by every associate, and also his checks in the amounts necessary to pay the admission fee, if any, and the first year's annual dues to the state division or state association member and to the chapter to which he desires to be assigned.

(d) Applications for admission as associates shall be identified and numbered consecutively by The Secretary, and filed and considered by him in that order.

#### Section 6. Examination of Applications for Admission as Associates.

(a) The Secretary shall determine to his satisfaction the qualifications of every applicant for admission as associate.

If he finds the state division or state association member or the chapter to which the applicant will be assigned if admitted, has not taken action on the application, The Secretary shall notify those organizations of the application and request their recommendation thereon within thirty days. If The Secretary has not received the requested recommendation at the end of the thirty day period, he shall proceed with his examination of the application without it.

If The Secretary finds that the applicant has not been registered or licensed to practice by any state examining board as provided in paragraph (b) of section 3 of this Article, then The Secretary shall request the Board of Examiners to make such examinations as it deems necessary to ascertain the professional qualifications of the applicant, in the manner set out in Article 2, Section 6, paragraphs (b) and (c), of this Chapter, and the applicant must furnish to said Board of Examiners the information required by the provisions of Section 5, paragraph (b) of said Article 2 and comply with all said provisions.

(b) If and when The Secretary is satisfied that the applicant is qualified to be admitted as an associate he shall endorse the application to that effect, and, for and on behalf of The Board, shall elect and declare said applicant to be an associate of The Institute Body.

#### Section 7. Notification of Admission as Associate.

(a) Upon the admission of an applicant as an associate, The Secretary shall notify him of his admission and issue to him the associate's certificate. He shall assign the associate to the chapter and to the state division or state association member within which he resides or has his principal place of business, as he elects, and shall immediately notify said chapter and said state division or state association member of the associate's admission and assignment. Then he shall publish the name of the associate in one issue of The Bulletin, and, with the year of his admission as an associate, in every issue of The Annuary thereafter until his membership in The Institute Body as an associate is terminated. The state division or state association member and the chapter to which the associate has been assigned shall then enroll him as an associate, and cause his name to be read as such at the next meeting of the organization held after his enrollment.

#### Section 8. Admissions of Applicants Denied.

(a) If The Secretary is not satisfied that the applicant is qualified to be admitted as an associate, he shall notify the applicant to that effect and remit to him the amount of the check deposited by him for



Institute fees and dues, and return to him his check for his fees and dues to the state organization and the chapter.

(b) The applicant, when he feels he has cured the defect for which he was denied admission, may reapply for such admission, in the same manner as before; provided that at least a twelve-month period has elapsed since his admission was denied.

#### Section 9. The Status and Privileges of Associates.

(a) The grant to and the exercise and use by an associate of each and every right and privilege granted to him by the provisions of this Section 9 shall be conditioned upon the associate being in good standing in The Institute and in every state division, state association member and chapter of which he is an associate.

(b) Under the conditions set out in paragraph (a) of this Section 9 every associate shall have and may exercise all the rights and privileges that are conferred on him by law or these By-Laws or by The Board from time to time in accordance with the provisions of these By-Laws, and he shall be entitled to and may exercise all the rights and privileges of an associate in the state division, state association member and the chapter of which he is an associate that are conferred on him by law or by the By-Laws of the said state division or state association member and chapter or by their respective governing boards.

(c) Under the conditions set out in paragraph (a) of this Section 9, every associate shall have the right and privilege to print and otherwise use in connection with his practice and works the title "Associate A.I.A." which title he shall not change by abbreviation, amplification, or otherwise, and in which the word "Associate" shall not be in a smaller size type than the initials A.I.A.

Failure of an associate to comply fully with the above provision of this paragraph (c) shall be deemed to be *prima facie* evidence of unprofessional conduct on his part.

(d) Under the conditions set out in paragraph (a) of this Section 9, an associate shall be entitled to receive all literature of The Institute and its subsidiary organizations to the same extent and under the same terms and conditions as a corporate member.

(e) As an associate is not a corporate member of The Institute, he cannot vote on any question or division affecting its affairs.

(f) Except as otherwise, provided and subject to the conditions set out in paragraph (a) of this Section 9, an associate in the state division or state association member and in the chapter of which he is an associate may:

(f-1) Vote on any question or division. The value of his individual vote, in relation to the value of the vote of a corporate member of The Institute shall be fixed by the state division or state association

member and by the chapter in their respective By-Laws.

(f-2) Serve, but not as chairman on any committee of said organizations that is not delegated to perform any duties of the governing boards thereof.

(f-3) Hold any office, except that he may not be president, or be a vice-president with a right to succeed to the presidency, or be the secretary.

#### Section 10. Terminations and Suspensions.

(a) The membership of an associate in The Body shall or may be terminated, and an associate may be reprovved, censured or suspended for the reasons for which and in the manner in which, and under the conditions by which, a corporate membership may be terminated and a corporate member reprovved, censured or suspended, as provided in these By-laws.

#### Section 11. Readmission to Associate Memberships.

(a) The provisions of Chapter II, Article 2, Section 14 of these By-laws governing the readmission of corporate members shall govern the readmission of associates.

#### Section 12. Admission Fee for Admission as an Associate.

(a) Until January 1, 1940, a person shall not be admitted to The Institute Body as an associate until and unless he has paid to The Institute an admission fee of five dollars (\$5.00). After said time, the said admission fee shall be ten dollars (\$10.00).

#### Section 13. Annual Dues of Associates.

(a) Every associate shall pay to The Institute ten dollars (\$10.00) each year as an annual dues, unless he is exempted from the payment of annual dues in whole or in part by any provision of these By-laws or unless the said dues are remitted by The Institute or The Board in accordance with the provisions of these By-laws.

(b) Every such annual dues shall be for the period of the fiscal year of The Institute, and shall be due and payable on the first day of that fiscal year, at the executive offices of The Institute.

(c) Every associate who has not paid the entire amount of the annual dues for the then current fiscal year shall be in default for the unpaid amount.

#### Article 8. Junior Associates.

##### Section 1. Junior Associate.

(a) There is hereby established a class of junior associates in The Institute Body.

##### Section 2. Eligibility and Qualifications for Admission as a Junior Associate.

(a) Every person classified in *Group 3* of the potential members of The Institute, described in Chapter II, Article 1, Section 1, paragraph (a) of these By-laws, shall be eligible for admission as a junior associate.



(b) It shall be the duty of every chapter, state division, and state associate member to furnish The Secretary at the close of every fiscal year of The Institute with a list of every person classified in *Group 3* within its territory who is not a junior associate, and to offer to each such person an opportunity to apply for admission as a junior associate.

(c) Every person who is a Junior of The Institute at the time this Article 8 becomes effective is continued as a junior associate, and he shall be subject to all provisions of these By-laws relating to a junior associate.

#### Section 3. Obligations of Junior Associates.

(a) As a prerequisite to his admission as a junior associate, the applicant in his application must declare over his signature that he has read these By-laws, that he has read the principles of practice and the standards of practice of The Institute, and that he will uphold them to the best of his ability.

He must further declare that he understands the privileges granted to and the duties and obligations undertaken by a junior associate.

(b) It shall be the duty of a junior associate to attend with reasonable regularity meetings of the architectural organizations which, as a junior associate, he is privileged to attend, and to exercise thereat all the privileges to which he is entitled. It shall be his further duty to perform diligently and promptly all duties assigned to him by each of those organizations, unless it is not feasible for him to do so.

#### Section 4. Admitting Junior Associates.

(a) Every application for admission as a junior associate shall be filed, in duplicate, with The Secretary, and shall contain the declarations required in Section 3, Paragraph (a) of this Article, and such other information as The Board shall require. It shall also contain the signatures of two corporate members, who thereby vouch for the integrity and good character of the applicant. Every such application shall be on a form furnished by The Secretary.

(b) Every such applicant must file with his application his check to The Institute to pay the admission fee and a full annual dues required of a junior associate, and his checks to pay the admission fee, if any, and the annual dues required by the state division or state association member and by the chapter to which he will be assigned as a junior associate.

(c) Applications for admission as junior associates shall be identified, numbered consecutively, and filed by The Secretary in the order they are received, and they shall be examined by him in that order.

(d) If and when The Secretary finds that the application is in due order and that the sponsors are qualified to endorse him, then for and in behalf of The Board he shall elect the applicant as a junior

associate in The Body, declare him admitted as such, and assign him as a junior associate to the state division or state Association member and to the chapter, within the territory in which he resides or is employed, as he shall elect.

#### Section 5. Notification of Admission of Junior Associates.

(a) Upon the election and admission of a junior associate, The Secretary shall notify him of his admittance, issue to him the "junior associate certificate", publish his name as junior associate in one issue of The Bulletin, and, with the year of his admission, as a junior associate, in every issue of The Annuary thereafter until his membership in The Body as a junior associate is terminated. He shall notify the state division or state association member and chapter of the assignment of the junior associate to them, and shall send to them the checks filed by the applicant to pay their respective fees and dues. Each of said organizations thereupon shall enroll the junior associate, and announce his admission at the next meeting of their respective organizations.

#### Section 6. The Status and Privileges of a Junior Associate.

(a) The grant to and the exercise and use of a junior associate of each and every right and privilege granted to him by the provisions of these By-laws shall be conditioned upon his being in good standing in The Institute and in the state division or state association member and the chapter of which he is a member.

(b) A junior associate shall be a junior associate member of the junior society established within the territory of the chapter to which he is assigned, and therein he shall have and may exercise rights and privileges equal to those of any junior member thereof.

(c) Under the conditions prescribed in paragraph (a) of this Section 6, a junior associate shall have the right and privilege to be listed as a junior associate of The Institute in its records and published lists, and in those of the state division or state association member, the chapter and the junior society of which he is a member, but he shall not print or use or permit the printing or use of such title or any abbreviations thereof, or use or permit to be used any initials denoting such title or any membership in The Institute, the state division or state association member or any chapter.

(d) Under the conditions prescribed in paragraph (a) of this Section 6, a junior associate shall be entitled to receive The Bulletin and such other literature of The Institute as The Board determines from time to time, and he shall be entitled to receive the bulletins of the state division or state association member and of the chapter of which he is a member and such of their other literature as their respective by-laws prescribe.

(e) Under the conditions prescribed in paragraph (a) of this Section 6, a junior associate in the state division or state association member or the chapter of which he is a junior associate may vote at any meeting of said organizations on any question or decision that does not concern any affairs of The Institute. He shall not vote on the election of any officer or member of the governing board of the said state division or state association member, or the said chapter or be elected to or serve on any of said governing boards, unless their respective by-laws permit.

(e-1) The value and scope of the vote of the junior associate in said state division or state association member and in said chapter in relation to the value and scope of the vote of a corporate member therein, and whether the junior associate may vote therein individually or through delegates of the junior society of which he is a member, shall be prescribed in the respective by-laws of those organizations.

(f) Under the conditions prescribed in paragraph (a) of this Section 6, a junior associate may serve on any committee of the state division or state association member and of the chapter of which he is a junior associate; provided that the committee is not authorized to perform any administrative functions of the governing board. He shall not serve as a chairman of any committee of said organizations unless the committee is concerned solely with matters of the junior society and its activities.

#### Section 7. Terminations and Suspensions of Junior Associate Memberships.

(a) The junior associate membership in The Institute Body shall expire on his thirtieth birthday if it has not theretofore expired because of his death or resignation, or because of his having been admitted to a corporate membership, or because of its having been terminated for cause or default in dues.

(b) A junior associate membership in The Institute Body shall terminate for default in dues and may be terminated for cause in the manner and under the conditions governing the termination of a corporate membership for default and for cause; provided however, that all hearings of charges of unprofessional conduct on the part of a junior associate shall be heard by the governing board of the state division or state association member of which he is a junior associate, or by the governing board of the chapter of which he is a member if there is no state organization. The said state organization or chapter shall adjudge the case, and either dismiss it or recommend the penalty to The Board, which shall act in the case.

#### Section 8. Admission Fee for Junior Associates.

(a) A person shall not be admitted to The Institute Body as a junior associate until and unless he has paid to The Institute an admission fee of five dollars (\$5.00).

#### Section 9. Annual Dues for Junior Associates.

(a) Every junior associate shall pay to The Institute five dollars (\$5.00) each year as an annual dues, unless he is exempted from the payment of annual dues in whole or in part by any provision of these By-Laws or unless the said dues are remitted by The Institute or The Board in accordance with the provisions of these By-Laws.

(b) Every such annual dues shall be for the period of the fiscal year of The Institute, and shall be due and payable on the first day of that fiscal year, at the executive offices of The Institute.

(c) Every junior associate who has not paid the entire amount of the annual dues for the then current fiscal year shall be in default for the unpaid amount.

### Article 9. Juniors.

#### Section 1. Juniors.

(a) There shall be a class of juniors in The Institute Body, established in every state division, state association member, and chapter.

#### Section 2. Eligibility and Qualifications of Juniors.

(a) Every person classified in *Group 4*, described in Chapter II, Article 1, Section 1, paragraph (a) of these By-Laws, shall be eligible to admission as a junior, and the qualifications for such membership in each state shall be fixed for the state by the state division or the state association member of that state in its by-laws.

#### Section 3. Admission of Juniors.

(a) The state division or state association member in each state shall be the sole judge of the qualifications of the persons classified in *Group 4* whom it admits as juniors and assigns to the chapter and the junior society within the territories of which the junior resides or is employed, as he elects.

#### Section 4. Rights and Privileges of Juniors.

(a) A junior shall be a junior member of the junior society to which he is assigned, and therein he shall have and may exercise rights and privileges equal to those of any junior associate thereof.

(b) The by-laws of every state division, state association member, chapter, and junior society, as their interests appear, shall set out

(b-1) that the grant to and the exercise and use by a junior of each and every right and privilege granted to him shall be conditioned upon his being in good standing in the state division or state association member as the case may be, and in the chapter and the junior society of which he is a member.

(b-2) that a junior in good standing shall be listed as such in the records and published lists of the state division or state association member and the chapter in which he is a junior, but that he shall not print or use or permit the printing or use of, such

title or any abbreviation thereof, or of any initials denoting such title or membership in any of said organizations.

(b-3) that a junior in good standing shall be entitled to receive the bulletins of the state division or state association member and of the chapter in which he is a junior, and their other literature as their respective by-laws prescribe.

(b-4) that a junior in good standing shall be entitled to vote, either individually or through delegates, at any meeting of the state division or state association member and of the chapter in which he is a junior, on any question or division that does not concern the affairs of The Institute. He shall not vote on the election of any officer or member of, nor be elected to nor serve on, the governing board of the said state division or state association member or the said chapter, unless their respective by-laws provide otherwise.

(b-5) the value and scope of the vote of the junior in said state division or state association member and in said chapter relative to the value and scope of the vote of a corporate member therein, and whether the junior may vote individually or through delegates of the junior society of which he is a member shall be prescribed in their respective by-laws.

(b-6) that a junior in good standing may serve on any committee of the state division or state association member and of the chapter of which he is a member; provided, that the committee is not authorized to perform any administrative functions of the governing board, and provided that a junior shall not serve as a chairman of any committee of said organizations unless the committee is concerned solely with matters of the junior society and its activities.

(b-7) that a junior membership in The Body may be terminated by the state division or state association member for default of dues thereto or to the chapter and/or to the junior society, and that each such membership may be terminated or suspended for cause, providing that every junior whose membership may be so terminated is first given an opportunity to be heard by the governing board of the said state division or state association member.

(b-8) That the state division, or state association member and the chapter may each require every junior to pay an admission fee and an annual dues, the amount of each of which shall be fixed in their respective by-laws.

## Article 10. Student Juniors.

### Section 1. Student Juniors.

(a) Every person classified in *Group 5*, described in Chapter II, Article 1, Section 1, paragraph (a) of these By-laws, shall be eligible to be a student junior.

(b) Any state division, state association member

and/or any chapter may establish a class of student juniors and may extend to them the rights and privileges and require each of them to pay the admission fees and the annual dues set out for student juniors in their respective by-laws.

(c) The affiliation of a student junior with a state division, state association member and/or chapter shall terminate immediately his status as a student ceases; whereupon automatically he shall be classified in either *Group 3* or *Group 4*, described in Chapter II, Article 1, Section 1, paragraph (a), as he elects.

(d) A student junior shall not have any rights, interests or privileges in The Institute, and he shall not print or use, or cause or permit to be printed or used the name "Student Junior" or any abbreviation thereof for any purpose or in any manner of form or print or use or to cause or permit to be printed or used any title, seal, insignia or initials denoting a membership in any association or affiliation or otherwise with The Institute or chapter.

(e) The names of all student associates shall be published in their lists of members by the state division or state association member and by the chapter that comprises them.

## Article 11. Honorary Memberships.

### Section 1. Classes of Honorary Memberships.

(a) There shall be a class of non-corporate memberships in The Institute which shall be known as the Honorary Memberships.

### Section 2. Honorary Members.

(a) A person of esteemed character who is not eligible to membership in The Institute may be admitted to honorary membership therein as an Honorary Member, if he is a resident within the domain of The Institute and has rendered a distinguished service to the profession of architecture or to the arts and sciences allied therewith.

### Section 3. Honorary Corresponding Members.

(a) An architect of esteemed character and distinguished achievements who is not eligible to membership in The Institute may be admitted to honorary corresponding membership therein as an Honorary Corresponding Member if he is neither a citizen nor resident of the United States nor practicing architecture within the domain of The Institute.

### Section 4. Nominations for Honorary Membership.

(a) A person eligible for admission to either of the honorary memberships may be nominated thereto by any member of The Board, at any of its semi-annual meetings. The nomination shall be in writing over the signature of the nominator and shall state the name or names of those who have proposed the nomination, the reasons for the nomination, the biography of the nominee, a history of his attainments, and his qualifications for the honor.



**Section 5. Election to Honorary Membership.**

(a) The Board at the semi-annual meeting of The Board next following the one at which the nomination for honorary membership was made, but not sooner, may vote on the nominees for the honorary memberships, and by the concurring vote of not less than two-thirds of its entire membership may admit any eligible and qualified nominee to honorary membership or to honorary corresponding membership, as the case may be; provided, however, that for outstanding and unusual circumstances only and by unanimous vote of The Board at any of its regular meetings, the voting on any nominee for an honorary membership may be had at the same semi-annual meeting whereat the nomination was made.

(b) When a vote to admit a nominee has been given, The Secretary shall ascertain from the nominee if he desires to accept the honor. If he accepts, then The Secretary shall notify him of the election and request him to be present at the next annual convention, for the presentation of the honor.

**Section 6. Presentation of Honorary Memberships.**

(a) The President shall announce the election of the honorary member or the honorary corresponding member, as the case may be, at the annual convention, read the citation thereof, and present to him the certificate of honorary membership. If the honorary member or the honorary corresponding member is unable to attend the convention, then the presentation may be postponed until he is present at a convention, or the election may be announced, the citation read, and the certificate of honorary membership presented *in absentia* by The President.

**Section 7. Publication of Honorary Memberships.**

(a) After the presentation of an honorary membership, The Secretary shall enter the name of the honorary member or the honorary corresponding member, as the case may be, on the rolls of The Institute, and shall print the same in one issue of The Bulletin and, with the year he was admitted, in every issue of The Annuary thereafter until the membership is terminated.

**Section 8. Number of Honorary Members.**

(a) Not more than two honorary members nor more than two honorary corresponding members shall be admitted in any one calendar year.

**Section 9. Status and Privileges of Honorary Members.**

(a) The status in The Institute of an honorary member or of an honorary corresponding member admitted prior to the adoption of any amendments of these By-laws relating to such memberships shall not be changed because of the said amendments.

(b) A person admitted to either class of honorary memberships shall not pay any admission fee or annual dues on account thereof to The Institute.

(c) An honorary member shall be privileged to attend any annual convention of The Institute or

any meeting of any of its subsidiary organizations and speak and take part in the discussions thereat on all matters except those concerning or relating to the corporate affairs of the said organizations, but he may not vote thereat.

(d) An honorary member shall have the right to use the title "Honorary Member, The American Institute of Architects" or the title "Honorary Corresponding Member, The American Institute of Architects", as the case may be, but not the seal, insignia or initials of The Institute.

(e) The Secretary shall send to every honorary member each year The Proceedings and The Annuary and such other of its literature and published matter as The Board shall direct.

**Section 10. Contributions of Honorary Corresponding Members.**

(a) Every honorary member and every honorary corresponding member shall be invited to send to The Institute triannually a paper relating to the architecture or the arts of the country in which he resides, and The Secretary may cause any or all of said papers to be published in the monthly magazine of The Institute, or otherwise.

**Section 11. Termination of Honorary Memberships.**

(a) The Board may withdraw the privileges of any person elected to an honorary membership, terminate the membership, and strike the name from the records, for any reason it may deem sufficient, and publish notice of such termination.

**Article 12. Affiliations.****Section 1. Affiliations.**

(a) The Institute, for the purpose of promoting its purposes and objects, may affiliate with itself persons or organizations not eligible for any class of membership.

(b) An affiliation may be effected by The Board at any of its regular meetings by the concurring vote of not less than two-thirds of its entire membership.

(c) An affiliate shall have such privileges in The Institute and in its subsidiary organizations as their respective by-laws or their respective governing boards grant.

**Section 2. Affiliated Organizations.**

(a) Any national organization not formed, used or maintained for financial gain, price-fixing, political or other controversial purposes may be affiliated with The Institute if and while such affiliation will promote the purposes and objects of The Institute.

(b) Affiliation of any such organization with The Institute must be evidenced by a written agreement duly executed by The Board and the organization. Every such agreement shall set out in full the purposes and objects of the affiliation and the terms and conditions and the period thereof; the purposes and

objects of the organization; the nature of its organization, membership, operations and administration, and the names of its principal officers.

(c) An affiliation with an organization may be made for a period of not to exceed five calendar years, but thereafter may extend from year to year until terminated and cancelled by either The Institute or the organization.

(d) When an agreement of affiliation is executed pursuant to the provisions of paragraph (b) of this Section 2, The Secretary shall give notice thereof by publication in one issue of The Bulletin and by sending a copy of said notice to every state division, state association member and chapter. He shall publish the name of the affiliate and the year the affiliation was entered into in every issue of The Annuary until the affiliation is terminated.

(e) An affiliation with an organization may be cancelled for any reason by the concurring vote of not less than two-thirds of the membership of The Board, but The Board in writing shall serve notice of its intention to cancel the affiliation upon such organization, and give it an opportunity to be heard in the matter.

(f) Every affiliated organization must file with The Institute each year a report of its activities, with a list of its officers and directors, and such other data as The Board requires in the agreement of affiliation.

(g) The officers and directors of an affiliate of The Institute may attend any meeting of The Institute on invitation of The Board or any meeting of any of its subsidiary organizations on the invitation of the governing board of the subsidiary organizations, but may not vote at any such meeting.

(h) An affiliated organization shall receive such copies of each issue of The Proceedings, The Annuary and The Bulletin, as the agreement of affiliation shall fix.

(i) An affiliated organization, but never the individual members thereof, may use and print the words "An Organization affiliated with The American Institute of Architects" as a suffix to the name of the organization. Any other use or printing thereof for any purpose by an affiliate or by any person or member of an affiliate shall make the contract of affiliation cancellable forthwith.

*Delete existing Chapter III and substitute therefor a new Chapter III reading as follows.*

### CHAPTER III

#### (Amendments as to Substance)

#### REGIONAL ORGANIZATIONS

##### Article 1. Regional Districts.

###### Section 1. Purposes of Organizations.

(a) In order to forward the objects of The Institute, unify its efforts, and better administer its

affairs in the various parts of the domain of The Institute and to coordinate and combine the efforts of its members within these several parts, The Board shall divide said domain into districts, each of which shall be a "Regional District" of The Institute.

###### Section 2. Number of Regional Districts.

(a) The Board shall establish ten Regional Districts, each of which shall comprise the territory of one or more states of the United States, and no portion of the territory of any state shall be included in more than one regional district. The Board shall fix the territory and boundaries of each district, and may change the same from time to time, as it deems to the best interests of The Institute.

(a-1) One Regional District shall comprise the territory of the State of New York.

##### Article 2. Organization of Regional Districts.

###### Section 1. Regional Associations.

(a) Within each regional district, The Board shall organize an architectural association to be known as the "(name of regional district) Association, The American Institute of Architects." The name of the regional district to be used as the prefix to the said title, shall be fixed by The Board in each case.

(b) Every regional association shall be an unincorporated non-profit membership association.

(c) The membership of each regional association shall comprise the state division and the state association members and the chapters within the district. There shall be no memberships open to individuals.

(d) The president of each state division, of each state association member, and of each chapter, within a regional district shall be and comprise the governing board of its regional association. Each governing board shall elect a secretary and a treasurer and such other officers as the by-laws of the association prescribe.

(e) The regional director of the regional district shall be the president of the regional association.

(f) Every regional association shall adopt by-laws and rules and regulations for its procedure, but before any thereof become effective they, with every amendment thereto, must be submitted to The Secretary and approved by The Board.

###### Section 2. Meetings of the Regional Associations.

(a) Unless its income does not permit, the governing board of each regional association shall hold two regular meetings each year, and shall hold a special meeting at the written call of the regional director of the district or of a majority of the governing board.

(b) One such regular meeting shall be held not more than forty days before the semi-annual meeting of The Board. Thereat the representatives of each

state division, state association member and chapter shall make a written report of the activities, membership, finances, and general condition of their respective organizations, the candidates for its regional director shall be nominated if a vacancy in such office is about to exist, and the recommendations to The Board relating to problems within the district shall be formulated. Synopses of the said reports and the said recommendations shall be incorporated and made a part of a written report of the regional director to the semi-annual meeting of The Board.

(c) One such regular meeting shall be held as soon as practicable after the close of the annual convention of The Institute. Thereat the officers of the regional association shall be elected, the plans for carrying on its work during the year shall be determined, and the special duties to be performed by each state division, state association member, and chapter of the district shall be allocated.

(d) The voting on any question or division at a meeting of a regional association shall be by states, each state having one vote. Such vote shall be cast by the president of the state division or state association member, in his absence by such other representative of the state as its representatives determine.

(e) The regional association may invite and shall encourage the members of the state divisions, state association members and chapters, and members of other organizations connected with the building industry, to attend its meetings to discuss common problems. Actions taken by such members at any such meeting shall be recommendations only, and shall not be binding on the regional organization.

(f) Minutes of each meeting of the regional association and the actions taken thereat shall be kept by its secretary, and a copy of each thereof shall be sent by him to The Secretary. The secretary of the association shall send all notices required to be sent by the association.

### Article 3. Headquarters of Regional Associations.

(a) Every regional association shall establish and maintain permanent headquarters.

(b) All records of the association shall be kept at its headquarters, and all its affairs shall be conducted therefrom. The regional director shall be kept currently informed of all correspondence or other matters conducted at headquarters.

### Article 4. Expenses of Regional Associations.

(a) There shall be no admission fee or annual dues payable to a regional association, but its expenses shall be met by its constituent state divisions, state association members and chapters and The Institute, as they shall agree.

### Article 5. District Representation in The Institute.

#### Section 1. Regional Directors.

(a) The corporate members of The Institute within every regional district shall be represented on The Board by a director of The Institute, who shall be known as a Regional Director. Regional Directors shall be elected at an annual convention of The Institute.

#### Section 2. Qualifications of Regional Directors.

(a) Every regional director shall be a corporate member of The Institute in good standing, and during his entire term of office he must be a resident and a member of a state division or state association member and of a chapter located within the regional district he represents.

#### Section 3. Nominating Regional Directors.

(a) Nominees for the office of regional director shall be nominated by the governing board of the regional association, and the name of each such nominee shall be sent to each of the constituent state divisions, state association members, and chapters. Whereupon each of said divisions, association members, or each of said chapters within each state, as the by-laws of the state division or state association member, prescribe, shall place the said name or names on a letter ballot and send the same to each of its voting members, for voting by them.

(b) Each of said ballots shall state that the voting member may write in the name of his nominee for the said office if he does not desire to vote for the nominee or nominees nominated by the regional association.

(c) The letter-ballot, when voted, shall be enclosed by the voting member in a plain envelope, which shall be enclosed in another envelope directed and mailed to The Secretary of The Institute. Both envelopes shall be furnished with the ballot. The voter must write his name, the class of his membership, and the name of the state division or state association member and of the chapter of which he is a member on the outer envelope in the spaces provided therefor; otherwise the ballot shall be invalid and shall not be tallied or counted.

(d) The Secretary shall open the said ballots and tally them. The nominee receiving the greatest number of votes *ipso facto* shall be nominated to the meeting of The Institute as the nominee of the regional district for its regional director. The Secretary shall be the sole judge of the validity of a ballot, and he shall not tally any thereof that he finds invalid.

(d-1) If a tie vote occurs, the names of all nominees receiving such vote shall be nominated to the convention.

(e) The Secretary shall send a copy of the tally sheets to the regional association and to each state division, state association member and chapter from



whose members votes are recorded thereon, and he shall publish the names of each nominee in the manner required by the provisions of Chapter VI, Article 5, Section 2, paragraph (c) of these By-laws.

*Delete existing Chapter IV and substitute therefor a new Chapter IV, reading as follows.*

#### CHAPTER IV

##### *(Amendments as to Substance)*

#### STATE ORGANIZATIONS

##### Article 1. General Provisions Relating to State Organizations.

###### Section 1. Purposes of State Organizations.

(a) In order to forward the objects of The Institute and the better to carry on and administer its affairs within the several states, and to unite the efforts of the profession in state wide affairs, The Board shall form a state organization of the members of The Institute Body within each of the states.

Each of said state organizations shall be either a state division or a state association member.

###### Section 2. Names of State Organizations.

(a) Every state division shall adopt a name which shall end with the phrase "Division, THE AMERICAN INSTITUTE OF ARCHITECTS", the name of the state being inserted before the word "division"; provided that The Board may approve other forms of names in any case.

(b) A state association member shall not use the name "The American Institute of Architects", or any abbreviation thereof as a part of or in connection with its name.

###### Section 3. Objects of State Organizations.

(a) Every state organization shall be a non-profit membership association, having objects similar to those of The Institute. Every state division shall be incorporated.

(b) The by-laws of every state organization shall be consistent with and of the general form and be arranged in the general order of these By-laws. They shall contain all relevant matters in this Chapter IV. Every by-law of the state organizations and every amendment thereto must be filed with The Secretary and, unless the laws of the state do not permit in any case, must be approved by The Board before it becomes effective.

###### Section 4. Memberships in State Organizations.

(a) *Members and Classes of Memberships.* The members and memberships of every state organization shall be:

*First*, all members of The Institute Body who are residents of the state, classified according to the

kinds of such memberships in The Institute Body;

*Second*, one or more membership classes open to persons classified in *Groups 1, 2, 3, and 4* of the potential members of The Institute, described in Chapter II, Article 1, Section 1, paragraph (a) of these By-laws, who are residents of the state but are not members of The Institute Body.

(b) *Retired Members.* The membership class for corporate members of The Institute state organizations shall provide for the retired members of The Institute who shall be granted similar privileges in the state organization.

(c) *Honorary Associates of State Organizations.* A state organization may establish a class of honorary memberships, each member of which shall be known as an "Honorary Associate" of the state organization. Each such honorary associate shall be a person resident within the state and of high reputation and standing therein who has rendered the profession signal and valuable service within the state, but is not eligible for membership in The Institute or the state organization. Every honorary associate shall be exempt from the payment of admission fees and annual dues.

(c-1) An honorary associate may be admitted by the unanimous vote of the executive board of the state organization or by the concurring vote of all but one member thereof, and an interval of not less than six months shall elapse between the nomination and the election of an honorary associate.

(c-2) An honorary associate shall not have any voice in the affairs of the state organization, The Institute, or in any chapter. He shall not have any interest in the property of any of said organizations or any right to print or otherwise use the name, insignia or seal of the state organization, The Institute, or of any chapter or any abbreviation or initials of said names. He may attend any meeting of the state organization, The Institute, and any chapter within the state, and may speak on invitation of the chair.

(d) *Termination and Suspension of Memberships by State Organizations.* A state organization shall not terminate or suspend the membership of any corporate member of The Institute or of any associate or junior associate, nor shall it reprove or censure any such member, associate, or junior associate. If and when any such member, associate, or junior associate defaults in his dues to the state organization or to any chapter within the state, the state organization shall so report to The Secretary, with its and the chapter's recommendations in the case.

###### Section 5. Government of State Organizations.

(a) *Government.* Every state organization shall be governed and its affairs administered, managed, and directed by an executive board of five or more directors who shall be elected by the members of the state organization individually or by their repre-

representatives, as the by-laws of each of said organizations shall prescribe, assembled in an annual or other duly called meeting of the said organization.

(b) *Voting.* The members of every class of membership in a state organization except the honorary associates, or the representatives of the members of each such class, as the by-laws of each state organization shall prescribe, who are in good standing shall be entitled to vote at every meeting of the state organization on any question or division thereof except on those which these By-laws do not permit some of said classes to vote.

(b-1) The vote of a member or a representative of a class of membership may be of a different value than the vote of a member or a representative of another class, as such state organization determines and fixes in its by-laws, but the value of the vote of each corporate member, or of each of the representatives of that class of membership, as the case may be, shall not be less than one vote, and the value of the vote of any member of any other class of membership or of any representative of any other class shall not be greater than the value of the vote of a corporate member or a representative of the corporate membership class.

(c) *Executive Board and Officers.* The officers of the state organization shall be a president, one or more vice-presidents, the secretary, and the treasurer, each of whom shall be a director, and one or more directors with or without office. The president and every vice-president having the right to succeed the president, the secretary, the majority of the officers, and the majority of the executive board, shall be corporate members. Every director at the time of his election and during the time he holds his directorship must be in good standing in The Institute and the state organization and in the chapter in which he is a member or an associate.

#### Section 6. Property Interests of State Organizations in The Institute.

(a) A state organization shall not have any title to or interest in any property of The Institute and it shall not be liable for any debt or other pecuniary obligation of The Institute, nor shall The Institute have any title to or interest in the property of any state organization unless The Institute and the state organization shall agree otherwise in writing. The Institute shall not be liable for any debt or other pecuniary obligation of any state organization. The Institute and any state organization may act as agent or otherwise, one for the other, for the purpose of collecting and forwarding dues or acting as custodian of funds or otherwise, if they duly execute a written agreement to that effect.

#### Section 7. Support of Institute by State Division.

(a) *Protecting the Name of The Institute.* It shall be the duty of every state organization to protect

the name of The Institute, whether that name be in full, abbreviated, in whole, or in part, and to protect the seal and insignia of The Institute, and to protect the initials denoting membership in The Institute, from misuse or unwarranted use within its territory, and to proceed diligently against those within its jurisdiction who misuse or are not entitled to use said name, seal, insignia and/or initials.

(b) *Support of Institute Policies.* Every state organization shall support The Institute and its activities, act as its representative within the state and carry on and forward its policies therein. An act of a state organization shall not directly or indirectly, nullify, subvert or contravene, or be inharmonious with, any act or policy of The Institute or any of its general purposes.

#### Section 8. Juniors.

(a) *Duties of State Organizations as to Juniors.* It shall be the duty of every state organization to establish and maintain contacts with the members of Group 4, of the potential members of The Institute, described in Chapter II, Article 1, Section 1, paragraph (a) of these By-laws, who are within the state, and to encourage them to apply for admission as juniors in the state organization, examine those who apply, admit those it finds qualified, and assign them to local Junior Societies, which every state organization shall set up and maintain.

(b) *Junior Societies.* The Junior Society shall be an unincorporated membership society comprising the junior associates and the juniors within one or more political sub-division of the state.

(b-1) The by-laws of the junior society, in addition to other provisions, shall provide that the society shall not take any action that will nullify, subvert, contravene or be inharmonious with any act of any state organization or any chapter of The Institute.

(b-2) A junior society shall not create or maintain any honorary membership or any association or affiliation with any person or organization other than with a member of the state organization.

(c) *Special By-law Provisions Regarding Juniors.* Every state organization shall include in its by-laws the provisions concerning juniors contained in Chapter II, Article 9 of these By-Laws, and it may provide that a junior associate or a junior may hold any office in the state organization that is not required to be held by a corporate member.

(d) *Reports Concerning Juniors.* Every state organization shall furnish The Secretary at the close of each year with a complete list of its junior and its junior associate members, a list of each thereof in each junior society, and a list thereof in each chapter, within its territory.

#### Section 9. Affiliations of State Organizations.

(a) *Affiliations with other Organizations.* For the advancement of its purposes, a state organization

may affiliate with one or more professional or other organizations allied with the building industry within its territory. Such affiliated organizations shall not have any voice in the affairs of the state organization or in the affairs of The Institute or of any chapter, or have any interest in the property of any thereof, or have any right to print or otherwise use the name or seal of the state organization, chapter, or The Institute, or any abbreviation or initials of said names, or any insignia of said organizations, except as provided in paragraph (c) of this section.

(b) *Terms and Period of Affiliations.* Every affiliation with an organization shall be evidenced by a written agreement, setting forth the terms and conditions and the period of the affiliation, in a manner similar to that required by these By-laws for an affiliation of an organization with The Institute. Such affiliation may be made by a state organization for a period of not more than five years, but thereafter it may be extended from year to year until terminated by either party.

(c) *Limited Use of Name by Affiliate.* The use of the name of the state organization or any chapter or of The Institute by any affiliated organizations or by any of its members to indicate an endorsement, approval or sponsorship shall not be permitted unless the state organization, the chapter, or The Institute, respectively, has authorized the same by a duly recorded vote at a regular meeting.

(d) *Cancellation of Affiliations.* Every affiliation shall be cancellable on such notice as the governing board of the state organization may direct, and must be cancelled forthwith if The Board so directs.

#### Section 10. Special By-Law Provisions.

(a) The by-laws of every state organization shall provide, among other matters, that

(a-1) The state organization shall pay to The Institute on or before November 1 of each year, the sum of one dollar (\$1.00) for each of its juniors and the sum of one dollar (\$1.00) for each of its members classified under paragraph *second* of section 4 of Article 1 of this chapter;

(a-2) The treasurer of the state organization shall be custodian of its moneys and securities, be the disbursing officer of its funds, have charge of its insurance, taxes and other financial matters, keep its financial books and records, and report to every meeting of the state organization and to its executive board and The Institute on call, concerning the finances of the organization and its financial condition;

(a-3) The executive board shall adopt an annual budget for each fiscal year, showing in detail the estimated income and the proposed expenditures for the year, and shall appropriate the funds for the budgeted purposes, and authorize who may make the expenditures.

(b) The said by-laws also shall contain provisions to

(b-1) safeguard the securities, funds and money of the state organization; require a written contract for every major expenditure of its funds; require a voucher or other evidence of every expenditure approved by the person authorized to make the expenditure; limit the liability that may be incurred by the executive board and by a member in behalf of the state organization, and require a regular audit of the membership rolls and of the books of the treasurer of the organization;

(b-2) fix the fiscal year of the state organization to synchronize with the fiscal year of The Institute;

(b-3) require the secretary of the organization to send a copy of the minutes of every meeting of the organization to The Secretary within fifteen days of the date of the meeting;

(b-4) fix and maintain a headquarters and offices, and require regular meetings of the organization and of its executive board;

(b-5) provide for the observance of the principles of practice and the standards of practice of The Institute;

(b-6) establish and fix the annual dues and/or the admission fees to be paid to the organization by each of its members;

(b-7) prescribe the interrelations of the state organization and the chapters and junior societies within its territory, and with the regional district association of which it forms a part;

(b-8) prescribe the method of nominating and electing the delegates of the state organization to meetings of The Institute;

(b-9) provide that, under a written agreement with The Institute, the state organization may collect and receive from its members all dues payable by them to The Institute, the state organization, the chapters and the junior societies; that its treasurer immediately shall transmit to The Treasurer the portion thereof that is to be paid to The Institute, that he shall retain the amount that is to be paid to the state organization, and that he shall remit the amount that is to be paid to the chapter and to the junior society, respectively, to pay the operating expenses of those organizations; and

(b-10) establish and maintain its membership and perform its duties in the regional district association of which it is a member, and pay its proportionate part of the expenses of said regional association.

#### Article 2. The State Association Member.

##### Section 1. Provisions of Article 2 Limited.

(a) The provisions of this Article 2 of Chapter IV are the provisions of the By-laws relating to state association members, in effect prior to the adoption of this Chapter IV. Said provisions shall apply to and govern only those state association members that hold memberships in The Institute on May 1,



1935, and those which may be admitted on or before June 1, 1935.

(b) No state association members shall be admitted after June 1, 1935. In the further event that all state association members become state divisions, then forthwith and without further action of a meeting of The Institute, this Article 2 of Chapter IV and all references, in the other portion of these By-laws to state associations members shall be deleted therefrom by The Secretary.

*(Old Chapter V as new Article 3 will be inserted here.)*

*Delete existing Chapter V and substitute therefor a new Chapter V, reading as follows.*

## CHAPTER V

*(Amendments as to Substance)*

### CHAPTER ORGANIZATIONS

#### Article 1. Purposes, Memberships and Members of Chapters.

##### Section 1. Purposes of Chapters.

(a) The Institute shall function in local communities within the states through organizations known as chapters. Each chapter shall represent and act for The Institute and the state division or state association member within the territory assigned to it.

##### Section 2. Memberships of Chapters.

(a) *Classes of Memberships.* The membership classes of every chapter shall be identical with the membership classes of The Institute Body, except a chapter shall not establish or maintain any honorary memberships or honorary associateships or affiliates, or bestow any such title.

(b) *Members of Chapters.* The members of each chapter shall be the members of The Institute Body who reside or have their principal place of business, as each member shall elect, within the territory of the chapter.

(b-1) *Special Chapter Members.* Members of Institute chapters who have acquired therein or in The Institute certain rights may retain such rights subject to these By-laws and their present titles and status, but additional members of such classes shall not be admitted.

(b-2) *Associates.* The class of affiliates of the chapters known as associates at the time of the adoption of this Article 1 shall be discontinued and no more such affiliates shall be created after July 1, 1935. Those who hold such associateships on said date shall apply for memberships in The Institute

within the period fixed by the By-laws of The Institute in effect at the time they became associates and may retain their status as associates until that time. When such period for all such associates expires, this class of chapter affiliations shall be discontinued, and The Secretary shall delete this paragraph from the By-laws without further action by a meeting of The Institute.

##### Section 3. Number of Chapters.

(a) The number of chapters within a state and the territory of each shall be such that the interests and objects of The Institute and of the state division or state association member will best be served and the influence of the profession in the local communities of the state will be made most effective. The subdivision of the territory of the state into chapter territories shall be satisfactory to the state division or state association member, as the case may be, and shall be fixed by The Board.

(b) Branches of chapters may be organized for the same purposes if the interests of The Institute and of the state division or state association member in any community will be best advanced thereby.

#### Article 2. Organization and Government of Chapters.

##### Section 1. Form of Organization.

(a) A chapter shall be an unincorporated non-profit membership association, but those incorporated prior to May 1, 1935 may retain their corporate status.

(b) The Board shall issue a charter to each chapter.

##### Section 2. By-Laws.

(a) The by-laws of every chapter shall be consistent with these By-laws and with those of the state division or state association member within the territory of which it is located. They shall be of the general form, order, and arrangement of these By-laws and, in addition to other provisions, they shall contain all relevant matter set forth in this Chapter V.

(b) Every by-law of a chapter and every amendment thereto must be submitted to The Board and be approved by it before the by-law or amendment becomes effective.

##### Section 3. Objects and Jurisdiction of Chapters.

(a) The objects and purposes of a chapter shall be identical with those of The Institute and the state division or state association member, but the jurisdiction of the chapter shall not extend beyond its territory.

##### Section 4. Government of Chapters.

(a) *Government.* Every chapter shall be governed by its members in good standing in meeting assembled and its affairs shall be administered, man-

aged and directed by an executive committee, elected at the annual or other duly called meeting of the chapter.

(b) *Voting.* Every corporate member and associate in good standing may vote individually on any question or division at the meetings, and every junior associate and junior in good standing may vote individually or through delegates elected by them on such questions as the by-laws of the chapter prescribe and these By-laws permit. The vote of a member of one class of membership may have a different value than the vote of a member of another class, as each chapter determines and fixes in its by-laws, but the vote of the corporate member shall not be less than one vote per member, and the vote of any other member shall not be greater in value than the vote of the corporate member.

(c) *Executive Committee.* The executive committee of every chapter shall be composed of the president, one or more vice-presidents, the secretary, the treasurer, and one or more directors of the chapter with or without office. Each officer shall be a director of the chapter, and all directors must be in good standing at the time of their election and while holding their directorship.

(d) The president, each vice-president having power to succeed the president, the secretary, the majority of the officers, and the majority of the executive committee shall be corporate members.

### Article 3. Names of Chapters.

#### Section 1. Name.

(a) Each chapter shall adopt a name which shall begin with the name of the community within the territory of which it functions, followed and closed by the phrase "Chapter, The American Institute of Architects".

### Article 4. Affiliations of Chapters.

#### Section 1. Affiliations.

(a) *Affiliations with organizations.* A chapter may affiliate with one or more professional or other organizations allied with the building industry within its territory, in the manner, under the conditions and for the periods prescribed for affiliations of state divisions with similar types of organizations, in Chapter IV, Article 1, Section 5 of these By-Laws.

(b) *Affiliations with individuals.* A chapter shall not form an affiliation with any individual.

### Article 5. Property Interests of Chapters and The Institute.

#### Section 1. Property Interests Defined.

(a) A chapter shall not have any title to or interest in any property of The Institute and it shall not be liable for any debt or other pecuniary obligation of

The Institute, nor shall The Institute have any title to or interest in the property of any chapter unless The Institute and the chapter shall agree otherwise in writing, nor shall The Institute be liable for any debt or other pecuniary obligation of any chapter. The Institute and a chapter may act as agent or otherwise, one for the other, for the purpose of collecting and forwarding dues, acting as custodian of funds, or otherwise, if they duly execute a written agreement to that effect.

### Article 6. Duties of Chapters.

#### Section 1. Support of Institute Policies.

(a) Every chapter shall support The Institute and the state division or state association member within the territory of which it is located. It shall forward their activities, carry on their policies, and act as their representative within its territory. An act of a chapter shall not directly or indirectly nullify, subvert, contravene, or be inharmonious with any act or policy of The Institute or of said state division or state association member.

(b) Every chapter shall collaborate fully with the junior society in its territory and with the state division or state association member within the territory of which it is located to forward the interests of the profession and The Institute without overlapping or divergent activities.

#### Section 2. Particular Duties of Chapters.

(a) It shall be a particular duty of every chapter: *First*, to advance the appreciation, art and science of architecture and the other arts of design within its community;

*Second*, to promote the public health, safety and welfare within its community by forwarding wise building regulations and insisting on conscientious observance of them by its members;

*Third*, to maintain a helpful supervision of the welfare of its members and of the students of approved architectural schools in its territory; and

*Fourth*, to require and maintain a strict compliance by its members and associates with the principles of practice and the standards of practice of The Institute.

#### Section 3. Relations with Student Junior Clubs.

(a) A chapter with the approval of The Institute and the state division or state association member and under their direction, may establish and maintain student junior clubs in the schools of architecture within its territory which are approved by The Institute. If such club is established by a chapter it shall assume the care, jurisdiction and direction of the club and the responsibility for its welfare.

**Article 7.—Special Provisions of Chapter By-Laws.****Section 1. Special Provisions.**

(a) The by-laws of every chapter shall set out, among other matters,

(a-1) the inter-relations of the chapter with the state division or state association member and its duties and obligations with respect thereto and to the regional association of which it is a part;

(a-2) the manner of nominating and electing delegates to meetings of The Institute;

(a-3) that the executive committee shall adopt an annual budget for each fiscal year, showing in detail the estimated income and the proposed expenditures for the year, and shall appropriate the money for the budgeted purposes and authorize who may make the expenditures; and

(a-4) that the treasurer of the chapter shall be custodian of its moneys and securities, be the disburser of its funds, have charge of its insurance, taxes and other financial matters, keep its financial books and records, and report to every annual meeting of the chapter and to its executive committee on call concerning the finances of the chapter and its financial condition.

(b) The said by-laws also shall contain provisions to;

(b-1) safeguard the securities, funds and moneys of the chapter; require a written contract for a major expenditure; require a voucher or other evidence of every expenditure approved by the person authorized to make the expenditure; limit the financial liability that may be incurred by the executive committee and by a member for and in behalf of the chapter; and require a regular report or audit of the membership rolls and the books of the treasurer of the chapter;

(b-2) fix the fiscal year of the chapter to synchronize with the fiscal year of The Institute;

(b-3) require the secretary of the chapter to send a copy of the minutes of every meeting of the chapter to The Secretary within fifteen days after the date of the meeting;

(b-4) fix and maintain a headquarters and offices, and provide for regular meetings of the chapter and its executive committee;

(b-5) provide for observance of the principles of practice and the standards of practice of The Institute; and

(b-6) establish and fix the annual dues and/or the admission fees if any to be paid to the chapter by each of its members.

**CHAPTER VI***(Amendments as to Form)***MEETINGS OF THE INSTITUTE.****Article 1, Section 1.**

1. In line two, delete the word "hereinafter".
2. In line three delete the words "of Directors".

**Article 1, Section 2.**

1. In line two, after the word "member", insert the words "of The Institute Body"; and before the word "Chapter" insert the words "regional association, state division, state association member, and".

2. In line three, after the word "thirty" insert the word "calendar" and at the end of the line insert the word "said".

**Article 1, Section 3.**

1. In lines three and four delete the words "Board of Directors", and substitute therefor the words "The Board".

**Article 2, Section 1.**

1. In line two, delete the words "shall have" and substitute therefor the words "stating its purpose, has".

2. In lines four and five, delete the words "of Directors".

3. In line seven, at the beginning thereof, add the words "the governing boards of". In the same line before the word "chapters" insert the words "State Divisions or".

4. Delete the last word in the last line and substitute therefor the word "district".

5. Add a new paragraph reading as follows:

"(b) A copy of each of the said resolutions adopted by the said governing boards and the record of the votes cast thereon shall be certified to by the president and the secretary of each of the said organizations and sent to The Secretary."

**Article 2, Section 2.**

1. Delete entire paragraph (a) and substitute therefor a new paragraph reading as follows:

"(a) If and when The Secretary finds that the call for a special meeting has been duly made, he shall send the call and a notice thereof to every member and to every regional association, state division, state association member, and chapter not less than thirty calendar days before the day fixed for the said meeting. The call and notice shall state the time and place of the special meeting and the business to be transacted thereat. No business other than that specified in the call shall be transacted at said meeting."

2. Add a new paragraph (b) reading as follows:

"(b) The special meeting shall be held within ninety calendar days after the date of the call of the meeting."

**Article 2, Section 3.**

1. Delete entire paragraph (a) and substitute therefor a new paragraph reading as follows:

"(a) The delegates to the special meetings must



present their credentials and be accredited to the meeting in the manner prescribed therefor for an annual convention, and all rules, procedure, and voting at a special meeting shall be similar to that prescribed for an annual convention."

#### Article 4, Section 1, Paragraph (a).

1. In line five, before the word "representative" insert the words "duly accredited".

2. In line six, delete the period after the word "institute" and delete the words "Each such representative" and substitute therefor the word "who".

3. In line seven delete the letter "a" and make the word "delegate" plural.

## CHAPTER VI

### (Amendments as to Substance)

#### MEETINGS OF THE INSTITUTE

##### Article 4.

###### Section 2.

1. Delete the existing Section 2 and substitute therefor a new Section 2 reading as follows:

###### Section 2. Titles and Powers of Delegates.

(a) *Classifications of Delegates.* Delegates shall be classified as Delegates-at-large, State Delegates, and Member Delegates.

(b) *Delegates-at-Large.* Every member of The Board and every past president of The Institute shall be accredited as a delegate-at-large, representing the entire Institute corporate membership and as a voting delegate to every meeting of The Institute that he attends.

A delegate-at-large may also be elected a member delegate or a state delegate, or both.

(c) *State Delegates.* Every state division and every state association member shall be entitled to be represented at a meeting of The Institute by a stated number of voting state delegates, who shall represent at large all corporate members of The Institute within their respective states.

(c-1) Every state division and every state association member shall be entitled to be represented at a meeting of The Institute by a stated number of non-voting state delegates, who shall represent at large all members of The Institute Body other than corporate members of The Institute within their respective states.

(d) *Member Delegates.* The corporate members within each state shall be entitled to be represented at meetings of The Institute by one or more corporate members selected from the corporate members within the state. Such representation shall be known

as Member Delegates, and the number thereof shall be proportionate to the number of corporate members within the state, as prescribed in these By-laws.

##### Article 4.

###### Section 4.

1. Delete the existing Section 4 and add a new Section 4, reading as follows:

###### Section 4. Qualifications of Delegates.

(a) *Voting Delegates.* Every delegate accredited to vote at a meeting of The Institute is called a Voting Delegate in these By-laws. He must be in good standing at the time of the meeting.

(b) *Non-Voting Delegates.* Every delegate who is not accredited as a voting delegate at a meeting of The Institute may be registered as a non-voting delegate in attendance at the meeting and may speak thereat on invitation of the chair, but shall not vote.

###### Sections 5 and 6.

1. Delete the existing Sections 5 and 6, and substitute therefor new Sections 5, 6 and 7 reading as follows:

###### Section 5. Number and Selection of State Delegates.

(a) *Number of State Delegates from State Divisions.* Every state division shall be entitled to elect two of its members to be state delegates at a meeting of The Institute.

(b) *Number of State Delegates from State Association Members.* Every state association member shall be entitled to elect the number of state delegates set out in Chapter IV, Article 2.

(c) *Selection of State Delegates.* A candidate for a state delegate of either the voting or non-voting classification shall be nominated and elected by the appropriate membership of the state division or the state association member of which he is a member, in the manner prescribed in their respective by-laws.

###### Section 6. Selection and Number of Member Delegates.

(a) *Selection of Member Delegates.* Candidates for member delegates to represent its members at a meeting of The Institute shall be nominated and elected by each chapter or state division or state association member with which any chapter shall hereafter be incorporated, in the manner prescribed in its by-laws. Every member delegate shall be a member of the chapter that elects him.

(b) *Number of Member Delegates.* The number of member delegates that may be elected from each state as voting delegates shall be determined by The Secretary, and shall be proportionate to the number of corporate members of The Institute within the state who are qualified to be voting delegates at the time prescribed in paragraph (d) of this section.

When The Secretary has determined the number of delegates for a state, he shall apportion such number

among the chapters within the state, according to the number of corporate members of The Institute contained in each such chapter who are qualified to be voting delegates at the time prescribed in paragraph (d) of this section.

(c) *Method of Determining Number of Voting Member Delegates.* The number of voting member delegates that may be accredited for each state shall be determined in accordance with the provisions of the following table:

Number of corporate members in good standing in state		Number of Voting Member Delegates entitled to be accredited from state
More than	Not more than	
	10	1
10	20	2
20	30	3
30	40	4
40	50	5
50	70	6
70	90	7
90	110	8
110	135	9
135	160	10
160	185	11
185	210	12
210	235	13
235	260	14
260	285	15
285	310	16
310	335	17
335	360	18
360	385	19
385	410	20
410	435	21
435	460	22
461	485	23
485	510	24

(d) *Basis of Determining Number of Member Delegates.* The number of voting and of non-voting member delegates entitled to be accredited from each state shall be determined annually by The Secretary, from the records in his office on or before the fifteenth day of February of the then current year. Between the first day of January and the fifteenth day of February each year the governing boards of every state division and state association member shall file with The Secretary, in duplicate, a complete list of the members of the division or association member, stating the name of each member, the class of his membership, the name of the chapter of which he is a member,

and whether or not he was in default for dues to the state division or state association member, or to his chapter, or was under suspension, at the elapse of the last day of December of the immediately preceding year. Each of said lists shall be certified by the secretary and the treasurer of the respective organizations.

(d-1) *Penalty for Failure to File Lists.* If any state division or state association member fails to file such lists on or before said date, or if such lists do not conform to the above requirements, The Secretary forthwith shall notify the said division or association member of the failure or defect, and of the penalty therefor. Then, if the lists are not received by The Secretary from the said division or association member in due order on or before the first day of March following, no state delegates may be accredited to any meeting of The Institute held between said first day of March and the first day of March of the immediately following year from the state containing said division or association member, and no member delegate may be accredited therefrom except under the conditions prescribed in paragraph (d-2) of this section.

(d-2) *Membership Lists of Chapters.* It shall be the duty of every chapter to file a list of its members, containing the information regarding them required in paragraph (d) of this section, with its state division or state association member, as the case may be, on or before the first day of February of each year, and to file a copy thereof within the same period with The Secretary.

If for any reason The Secretary does not receive from a state division or state association member the lists and information prescribed in paragraph (d) of this section in due form and within the time fixed therefor, but does receive within said time copies of lists filed with said state division or associate member by one or more chapters within its territory, then, to each such chapter having its list in due form he shall allocate the number of voting member delegates each thereof is entitled to elect and have accredited.

(e) *Notice of Number of Delegates.* During the first week in March each year, The Secretary shall publish in The Bulletin for that month, a list of the states, showing for each:

*First,* the number of state delegates that may be elected by the state division or state association member;

*Second,* the number of voting member delegates that may be elected from the state to any meeting of The Institute held during the twelve months' period after March 1;

*Third,* the number of said voting member delegates that may be elected by each chapter within the state;

*Fourth,* the name of every state division and state association member that failed to file the required lists in due form; and

*Fifth,* the name of every chapter, by states, that failed to file said lists in due form.

(f) The number of voting member delegates, and the number of state delegates shown in the notice of The Secretary prescribed in paragraph (e) of this section, shall be used by the credentials committee to determine the number of voting delegates it may accredit from each state and each chapter to a meeting of The Institute during said twelve months' period.

#### Section 7. Proxies.

(a) *Authority to give proxies.* Any delegate duly elected as a voting delegate and entitled to vote at a meeting of The Institute, and any delegate-at-large who is unable to attend the said meeting may vote thereat by proxy, by executing his proxy, in writing, to any other voting delegate who is accredited to the meeting. No proxy shall be given or be valid for more than one meeting of The Institute, and every proxy shall be revocable at the pleasure of the delegate executing it, but it cannot be re-executed to any other delegate by the delegate holding the proxy.

(b) *Form of proxy.* The proxy form shall be set out on the credential card issued by The Secretary to the state divisions, state association members and chapters, and this form, when signed and executed by the delegate to whom the credential card was given as a certificate of his election and when presented to the credentials committee of the meeting by an accredited voting delegate qualified to vote same, shall be accepted by the Credentials Committee and accredited to the meeting as the legal proxy of the delegate executing it.

(c) *Voting by proxy not encouraged.* Voting by proxy in The Institute should be discouraged, and should be used only as a means whereby delegates from states far distant from the place of meeting who are unable to be present at the meeting may record their votes thereat. The accumulation of proxies by one or more delegates for voting en-bloc or otherwise on any matter shall be deemed to be adverse to the best interests of the Institute.

#### Article 5.

*Delete existing Article 5, and substitute a new Article 5, reading as follows:*

#### Article 5. Accrediting Voting Delegates.

##### Section 1. Credentials of Delegates.

(a) *Credentials of Member Delegates.* The election of member delegates from each chapter shall be duly certified to by the president or the secretary of the chapter, and he shall present each duly elected member delegate with a credential card furnished by The Secretary. On said card the said officer shall write in the name of the member delegate, the class of his membership, the name of the chapter, the date of his election, state whether or not he was elected as

a voting delegate, and such other matter as The Board shall require. Finally he shall certify that the delegate was in good standing and not in default to the chapter at the time fixed in Article 4, Section 4, paragraph (a) of this chapter.

(b) *Credentials of State Delegates.* The election of the state delegates shall be duly certified by the secretary of the state division or state association member that elected them. The said secretary shall present to each such state delegate a credential card furnished by The Secretary whereon the secretary of the state organization shall write in the name of the state delegate, the class of his membership, the date of his election, the name of the division or association, and such other matter as The Board shall require, and shall certify that the delegate was in good standing and not in default to the division or association member, as the case may be, at the time fixed in Article 4, Section 4, paragraph (a) of this chapter.

(c) *Presentation of Credential Cards.* Delegates who are to be accredited to a meeting of The Institute must present their credential cards to the Credentials Committee of the meeting as a prerequisite to their being accredited thereto.

#### Section 2. Accrediting and Admitting Delegates to a Meeting.

(a) *Credentials Committee.* The Board at a meeting held prior to the meeting of The Institute shall elect three corporate members who are qualified to be voting delegates to act as Credentials Committee at the meeting. The Secretary, ex-officio, shall act as secretary of the Credentials Committee, and the committee shall elect one of its members as its chairman.

(a-1) The term of office of every member of the Credentials Committee shall expire when the report of the Credentials Committee has been accepted by the meeting.

(b) *Accrediting Member and State Delegates.* The Credentials Committee shall examine and pass upon the credentials that are presented to it in person by the duly certified delegates to the meeting of The Institute, and shall determine which thereof is qualified to be a voting delegate and which a non-voting delegate.

When it finds from his credential card that any such delegate is duly qualified to serve as a voting delegate, and that the body from which he was elected is not in default to The Institute for its convention tax for the meeting, or otherwise, and that the credentials presented by him duly conform to the provisions of these By-laws, and that his election is duly certified to, then the Credentials Committee shall endorse the credentials of such delegate and accredit him to the meeting as a voting delegate to represent thereat the members, the State Division, or the State



Association Member, as the case may be, that elected him, entitled to sit in said meeting, vote on any question or division thereat, and exercise therein all the rights, powers and privileges of a voting delegate.

If the Credentials Committee finds the member or state delegate has been not certified as a voting delegate it shall endorse his credentials to that effect and register him as a non-voting delegate, entitled to exercise thereat all the rights and privileges permitted by these By-laws.

(c) *Accrediting Delegates-at-Large.* The Credentials Committee shall accredit each delegate-at-large present at a meeting of The Institute to the meeting as a voting delegate and entitled to sit and vote and to represent thereat The Institute membership and to exercise for it and in its behalf all the rights, powers and privileges of a voting delegate.

(d) *Accrediting Proxies.* Every proxy must be presented to the Credentials Committee, and accredited by it to the meeting before it can be voted. The committee shall examine the proxy and if it finds that it is in due form and has been duly executed in accordance with the provisions of these By-laws and the laws of the State of New York relating thereto, and that the voting delegate named in the proxy is entitled to vote the same, then it shall accredit such proxy to the meeting as qualified to be voted thereat, by the said voting delegate, on any question or division.

(e) *Report of Credentials Committee.* The Credentials Committee shall report in writing to the meeting, setting forth in its report, over the signature of all members of the committee, as follows:

*First,* the list of state divisions, state association members and chapters and the number of each class of delegates entitled to be accredited to the meeting, as shown in the notice of The Secretary published in accordance with the provisions of paragraph (e) of Section 7 of Article 4;

*Second,* the total number of member delegates and of state delegates accredited by the committee to the meeting as voting delegates and the total number registered as non-voting delegates, and the name of each delegate and the name of the state division or state association member and of the chapters which he represents;

*Third,* the number of votes that each accredited delegate is entitled to cast on a question or division and the total number of such votes entitled to be cast by all accredited delegates;

*Fourth,* the total number of proxies accredited, the name of every accredited delegate entitled to cast a vote by proxy, the number of votes he may cast by proxy, and the name of each delegate who executed a proxy to him;

*Fifth,* the name of every delegate-at-large accredited to the meeting, the number of votes, and the number of proxies, if any, each thereof is entitled to cast thereat on any question or division, and the total

number of votes entitled to be cast by all accredited delegates-at-large.

*Sixth,* the number of voting delegates that constitutes a quorum, the number thereof that constitutes a majority, and the number thereof that constitutes a two-thirds majority, of the meeting;

*Seventh,* the total number of non-voting delegates registered, the name of each, the name of the body from which he was elected, and the total number thereof from each such body;

*Eighth,* the name of every state division, state association member and chapter in default of its convention tax for the meeting;

*Ninth,* the name of every state division, state association member and chapter whose members are not represented by voting delegates at the meeting;

(f) *Records of the Credentials Committee.* The Credentials Committee shall retain the credentials presented by each delegate, and after endorsing its finding thereon, shall deliver all of same, with the original copy of its report signed by all members of the committee, under seal to The Secretary.

(g) *Records Available to Credentials Committee.* The records of The Secretary and The Treasurer shall be available to the Credentials Committee.

(h) *Final Judge of Delegates.* If the Credentials Committee does not agree unanimously as to accrediting any delegate or any proxy, it shall so report to the meeting, and the meeting shall decide thereon.

(h-1) *Appeals from Findings of Committee.* If a voting delegate or any proxy held by him is not accredited to the meeting by the Credentials Committee or if an accredited voting delegate is not accredited to cast thereat the number of votes on any question that he thinks he is entitled to cast, then the delegate may appeal to the meeting.

The meeting within the limits permitted by law and these By-Laws shall be the final judge of the qualifications and credentials of a delegate or a proxy to the meeting and may admit the delegate to sit therein as an accredited voting delegate and permit him to cast his vote or votes or proxy or proxies thereat, or it may refuse to admit him as a voting delegate and refuse to permit him to cast such vote or votes.

#### Article 6.

*Delete existing Article 6 and substitute therefor a new Article 6, reading as follows:*

#### Article 6. Nominations and Elections.

##### Section 1. Method of Nominating and Electing.

(a) *Election of Officers and Directors.* All officers and regional directors of The Institute shall be elected by ballot at an annual convention of The Institute, unless a special meeting is called for that purpose.

(b) *Nomination of Regional Directors.* If a regional director is not nominated to the convention by a regional district in accordance with the provisions of Chapter III, Article 5, Section 4, of these By-laws, then nominations for the regional director from that district may be made from the floor of the convention, but only by voting delegates from the said district.

(c) *Nominations of Officers.* Nominations of officers may be made by petition, by the delegates at the convention or other meeting, or by a nominating committee.

#### Section 2. Nomination of Officers by Petition.

(a) *Procedure.* To nominate by petition, one or more written petitions nominating the officer must be filed with The Secretary on or before forty days prior to the opening day of the annual convention or other meeting whereat the election is to take place. Not more than one officer shall be nominated in any petition, and the petition shall contain only the statement that the person named therein as nominee is nominated for the office named by the signers of the petition to the convention.

(a-1) Such written petition or petitions must be signed by not less than five corporate members from each of three different states, and each signatory must be qualified to be a voting delegate on the date he signed the petition.

(a-2) The Secretary shall verify every petition and when he is satisfied that the signatories are qualified to sign, that the number thereof from each of three states is sufficient, and that the petition is in due form, he shall publish the nomination to the membership, present it to the convention at the time fixed for nominating officers, and, unless the nominee is elected by acclamation, he shall place the name of the nominee on the ballot as a candidate for the office for which he was nominated.

(b) *Publishing.* A notice giving the name of each nominee nominated by petition, the office for which he has been nominated, and the names of the states from which he was nominated shall be published in The Bulletin issued in accordance with the provisions of these By-laws and not later than the time herein fixed for sending the notices of the meeting whereat the election is to take place.

#### Section 3. Nominations of Officers by Delegates.

(a) *Procedure.* Any accredited voting delegate may nominate a corporate member for any office which is about to become vacant, provided that the nominee is qualified to be a voting delegate at the time of his nomination. Such nomination shall be made from the floor of the convention or other meeting whereat the election is to take place, at the time set for making nominations of officers and directors. If the member nominated for said office is eligible therefor and the nomination is seconded by voting delegates from three

different states, then such member shall be nominated for the office. If such nomination is for a regional director and the member nominated is eligible, and if the nomination is made and seconded by two or more voting delegates from the district which the nominee will represent if elected, then such member shall be nominated for regional director for that district.

#### Section 4. Nominations by Committee.

(a) *Procedure.* In the event a nomination by petition or by the delegates is not made to fill every vacancy that is about to occur in the Board, then a nomination to fill each such vacancy shall be made by a nominating committee, from the floor of the Convention or meeting at the time set for making nominations of officers and directors. The nominating committee shall be appointed by the President on the opening day of the meeting and shall consist of five voting delegates.

#### Section 5. Time of Nominations.

(a) Nominations of officers and directors shall be made not later than the second day of the convention or meeting and on the day immediately prior to the day on which the polls are opened.

(b) The time for making nominations and for the opening and closing of the polls shall be announced to the convention or meeting by The President on its opening day.

#### Section 6. Election of Officers and Directors.

(a) *Election by Acclamation.* If there is but one candidate nominated for an office or the regional directorship of a district, then The Secretary shall be directed by the voting delegates to cast a ballot for the full number of votes of the meeting for the said nominee for said office or directorship. Thereupon The President shall declare the nominee elected by acclamation to said office or directorship, as the case may be.

(b) *Election by Balloting.* If there is more than one candidate nominated for an office or a regional directorship of a district, then the name of every nominee for each office and for each directorship shall be placed by The Secretary on printed ballots for voting by the voting delegates. Such voting shall be by secret ballot in accordance with the provisions therefor prescribed in these By-laws and the procedure adopted by the meeting. A candidate who receives a plurality of the ballots cast for an office or regional directorship shall be elected to said office or directorship, as the case may be.

#### Section 7. Balloting Procedure.

(a) *Polls.* The polls shall be open not less than six hours during the meeting, in accordance with the official announcement of the time and place.

(b) *Tellers.* The balloting shall be in charge of three tellers, who shall be sworn to the due performance of their duties. These tellers shall be accredited

voting delegates, appointed by The President on the opening day of the meeting.

(c) *Tallies.* At the close of the polls, the tellers shall open the ballot boxes, inspect and count the ballots, tabulate and tally in duplicate the votes for each nominee, sign the tally sheets, seal the ballots and the original tally sheet and transmit the same to The Secretary, and send the duplicate tally sheet to The President.

(d) *Defective Ballots.* Every ballot that is not marked in accordance with the regulations governing the marking of ballots adopted by the meeting and printed on the ballot, or that is marked in violation thereof, shall not be tallied by the tellers, but shall be marked by them "not tallied."

(e) *Recount of Tie Votes.* A recount of the votes cast shall be made by three voting delegates, if there is a tie vote for the nominees of an office or directorship, or if the voting delegates by roll-call vote shall so request. These three delegates, sworn to perform the duties of inspectors, of elections, shall be other than the tellers, and shall be appointed by The President. The recount by such three delegates shall be final and conclusive.

If, after such recount has been made, a tie vote exists, then the voting delegates shall re-ballot for the candidates for whom the tie vote was cast, in the same manner as before.

#### Section 8. Declaration of Election.

(a) The President shall announce the results of all balloting to the meeting, and shall declare all elections.

#### Article 7.

*Delete the existing Article 7 and substitute therefor a new Article 7 reading as follows:*

#### Article 7. Quorum.

##### Section 1. Quorum.

(a) A quorum shall be necessary for the transaction of any business at an annual convention or other meeting of The Institute. Unless these By-laws require a larger number of delegates to decide any question, a quorum shall be not less than one-third of the maximum number of voting delegates entitled to be accredited to the convention meeting.

##### Section 2. Decisions.

(a) Every decision of an annual convention or other meeting of The Institute shall be by a majority vote, unless otherwise required by these By-laws. A secret ballot shall be had whenever the provisions of these By-laws so require, and a roll-call vote shall be taken whenever the voting delegates equivalent in number to not less than a quorum shall so

request, and whenever the provisions of these By-laws so require.

#### Article 8.

*Delete the existing Article 8, and substitute therefor a new Article 8 reading as follows:*

#### Article 8. Privileges at Conventions.

##### Section 1. Privileges of Members.

(a) All members of The Institute Body and all persons eligible for membership therein are privileged to attend its annual conventions. They may speak thereat only on invitation of the chair, and they shall not vote.

*Add a new Article 9, reading as follows:*

#### Article 9. Minutes of the Meetings.

##### Section 1. Minutes and Proceedings.

(a) *Minutes Required.* The Secretary shall cause verbatim minutes of every annual convention and other meeting of The Institute to be kept, and shall file all reports and other matters presented to the said convention or meeting as a part thereof, by attachment at the end of the minutes. Unless the finances of The Institute do not permit, The Secretary shall edit and prepare such minutes for printing and distribution. When so prepared, the minutes shall be known as *The Proceedings* of the convention or meeting, and a copy thereof shall be filed with the minutes, as a part thereof.

(b) *Corrections of Proceedings by Delegates.* Any member who was present as an accredited voting delegate at a convention or meeting of The Institute may propose a correction of The Proceedings of that convention or meeting as issued by The Secretary, by stating his correction in writing over his signature and sending it to The Secretary.

(c) *Approval of Minutes.* If, prior to the semi-annual meeting of The Board next following the convention or meeting, The Secretary receives no such written objections to and correction of The Proceedings, he shall certify to that effect on the said minutes and on The Proceedings attached thereto. He shall lay the said Proceedings before The Board at its meeting, together with every such written objection and correction received by him. Thereupon The Board shall have the power and it shall be its duty to approve the said Proceedings as printed, or to correct and then approve same. Such approval and all corrections made prior thereto shall be noted in the minutes and The Secretary shall certify thereto.



**Section 2. Distribution of Proceedings.**

(a) The Secretary shall send The Proceedings to every member of The Institute Body who is entitled to receive the same, and to such other persons as The Board directs or The Secretary elects.

**CHAPTER VII****(Amendments as to Form)****THE BOARD OF DIRECTORS****Article 3. Vacancies.**

Transfer the existing Article 4 to new Article 3, and make the following changes therein:

**Section 1. Paragraph (a).**

1. In the first line delete the words "shall occur" and substitute therefor the word "occurs".
2. In the second line, delete the words "of Directors."

**Article 4.**

Transfer the existing Article 5 to new Article 4, and make the following changes therein:

**Section 1. Paragraph (b).**

1. In line one, after the word "shall" insert the words "diligently put into effect and".
2. In line 2, delete the words "that shall have been."
3. In line three, delete the semi-colon and the word "and" after the word "Institute" and substitute in place thereof the words "and shall not subvert or nullify any action taken thereat; or take any action in conflict therewith."
4. In line four, after the word "Instructions," insert the words "The Board".

**Section 1. Paragraph (c).**

1. Add new paragraph (c) reading as follows:  
"(c) The Board must actually meet in regular or special meeting in order to transact business, and an agreement or other act of The Directors unanimously or otherwise had outside of such a meeting shall not constitute or be an act of The Board or The Institute, or be binding on any director."

**Section 2.**

1. In line one, delete the words "of Directors".
2. In line five, before the word "advance", delete the word "the" and substitute therefor the word "its".
3. In lines five and six, delete the words "of The Institute".

**Section 3. Paragraph (a).**

1. In the first line, delete the words "of Directors".
2. In the last line, after the word "By-laws", insert the words "and/or by law"; and delete the words "or may".

**Section 3. Paragraph (a-1).**

1. At the end of the fifth line, after the word "and" add the word "it".

**Section 3. Paragraph (a-2).**

1. Delete the first paragraph of (a-2) and substitute therefor a new paragraph reading as follows:  
"*(a-2) Election and status of Members.* It shall elect and admit duly qualified persons, state divisions, or state associations to The Institute Body, and it may terminate the membership of any member not in good standing or for unprofessional conduct, and it may terminate the membership of any association or any affiliation for cause and it may censure and/or suspend the privileges of any such member, associate or affiliate."
2. In the first line of the second paragraph of (a-2) delete the words "of directors".
3. In the third line of the second paragraph of (a-2) delete the words "properly and".

**Section 3. Paragraph (a-3).**

1. Delete the entire paragraph (a-3) and substitute therefor a new paragraph reading as follows:  
"*(a-3) Sub-organizations.* It shall cause regional associations, state divisions or state association members and chapters to be established, shall issue charters thereto, shall approve the form of their respective organizations and the form and substance of the By-Laws and of all amendments thereto of each thereof; fix the boundaries of the territories of each thereof; and whenever it deems it to the best interests of The Institute to do so, shall withdraw its charter from or suspend the charter of any thereof, or assign or transfer the members thereof, or merge, enlarge or curtail the territories of any thereof."

**Section 3. Paragraph (a-4).**

1. Delete the entire existing paragraph (a-4) and change the existing paragraph (a-5) to (a-4), and make the following changes therein:
2. In the fifth line, after the word "privileges" insert the word "therein".
3. In the sixth line, delete the words "in the Institute".
4. In the ninth line, delete the words "of Directors".
5. In the last line, delete the words "and juries".
6. Add a new sentence at the end of the paragraph reading as follows:  
"Such rules and regulations shall not limit the power of the majority of the membership of The Board, and all such rules and regulations shall continue and remain in full force and effect until amended, suspended or rescinded by action of The Board".

**Section 3. Paragraph (a-5).**

1. Delete the entire paragraphs (a-6) and (a-7) and change the existing paragraph (a-8) to (a-5) and at the end of the last line, insert the words "before The Institute shall enter into same."

**Section 3. Paragraph (a-6).**

1. Change the number of paragraph from (a-9) to (a-6).

2. In the second line after the word "fix" insert the words "in writing".

**Section 3. Paragraph (a-7).**

1. Insert a new paragraph (a-7) reading as follows:

"(a-7) *Meetings.* It shall fix the time of every meeting of The Institute and/or the place of holding it, if such time and/or place has not been fixed by the delegates or in a call for a special meeting. It shall fix the time and place of its own meetings and may fix the time and place of any meeting of The Executive Committee or any other committee."

**Section 3. Paragraph (a-8).**

1. Change the number of paragraph (a-11) to (a-8).

**Section 3. Paragraph (a-9).**

1. Change the number of the paragraph (a-12) to (a-9).

2. In the second line, delete the words "shall be" and substitute therefor the word "is".

3. In the fourth line, delete the words "of Directors".

4. In line nine, immediately before the last sentence, insert the words "The Board shall offer the opportunity to the said director or member to be heard in his own behalf, but its action shall be final and conclusive and without recourse on his part."

**Section 4. Paragraph (a).**

1. In the first line, delete the words "of Directors".

2. In the second line, delete the words "of the Board" and in the second and third lines, delete the words "of The Board".

3. In the fourth line after the word "officer" insert the words "of The Institute", and delete the words "its or his" and substitute therefor the word "the".

4. In the fifth line delete the word "or", and after the word "powers" insert the words "or duties conferred by these By-laws or otherwise".

5. In the last line, delete the word "for".

**Article 5. Regular Meetings.**

Transfer the existing Article 6 as the new Article 5, and make the following changes therein:

**Section 1. Paragraph (a).**

1. At the beginning of line one, insert the following words, "Unless the finances of The Institute will not permit;" and delete the words "of Directors".

2. In the ninth line after the words "Washington, D. C.", insert the words "if so voted".

3. In the fifth line after the word "Convention" delete the balance of the line. In the sixth line delete the first word.

**Article 6. Special Meetings.**

1. Transfer the existing Article 7 as the new Article 6 and make the following changes therein:

**Section 1. Paragraph (a).**

1. In lines one and nine, delete the words "of Directors".

2. At the beginning of the fourth line, before the word "therefor" insert the words "and notice".

3. In the next to the last line, delete the words "shall be" and substitute therefor the word "is".

**Article 7. Notices of Meetings.**

1. Transfer the existing Article 8 as the new Article 7 and make the following changes therein:

**Section 1. Paragraph (a).**

1. In line two, delete the words "of Directors".

2. In the fifth line, after the words "special meeting", insert the word "then".

3. In the eighth line, after the word "meeting" insert the word "then".

**Section 2. Paragraph (a).**

1. In line two, delete the words "of Directors".

2. In the third and fourth lines, delete the semicolon and the word "and" and substitute therefor a period.

**Section 3. Paragraph (a).**

1. In line one, after the word "or" insert the word "the".

2. In line two, delete the words "of Directors"; delete the word "the" after the word "except" and substitute therefor the word "its".

3. In line five delete the words "shall have" and substitute therefor the word "has"; and after the word "or" insert the words "has been".

4. In lines six and seven, delete the words "as the case may be".

5. In line ten, delete the words "shall have" and substitute therefor the word "has".

6. In the next to the last line, before the word "personal", insert the word "the".

7. In the last line, delete the first "or".

**Article 8. Quorum.**

1. Transfer the existing Article 9 as the new Article 8 and make the following changes therein:

**Section 1. Paragraph (a).**

1. In the first line delete the word "eight" and substitute therefor the words "a majority of the total number of the"; and delete the words "of whom at least".

2. In the second line delete the words "five shall be regional directors".

3. In the third line after the word "business" insert the words "provided that more than one-half of said majority shall be regional directors."

4. In the fourth line after the word "those" insert the word "Directors".

#### Article 9. Voting.

1. Transfer the existing Article 10 as the new Article 9 and make the following changes therein:

##### Section 1. Paragraph (a).

1. In line one delete the words "of Directors".

##### Section 2. Paragraph (a).

1. In line one, delete the words "of Directors".  
2. In the second line, after the words "shall not", insert the words "constitute an act of The Board or".

3. In the last line add the word "on", at the beginning of the line, and at the end of the line add the words "or on any member of The Institute Body."

##### Section 3. Paragraph (a).

1. In the fourth and fifth lines, delete the words "of Directors".

2. In the fifth line after the word "issue" insert the word "suspend"; and delete the word "a" and substitute therefor the word "the"; and delete the words "of affiliation".

3. In the sixth line delete the words "Chapter or State Association", and substitute therefor the words "regional association, state division, state association member or chapter";

4. In the eighth line before the words "to adopt" insert the words "to remit any annual dues;"

5. In the tenth line after the words "in excess of" insert the words "the appropriation fixed in".

#### Article 10. Minutes and Records.

Transfer the existing Article 11 as the new Article 10 and make the following changes therein:

##### Section 1.

1. Delete the entire Section and substitute therefor a new Section 1 reading as follows:

##### Section 1. Minutes of Meetings.

"(a) *Required.* Written minutes of each meeting of The Board shall be kept by The Secretary of the meeting, showing the directors in attendance, the matters before the meeting and every action taken thereat. Reports to The Board and matters submitted therewith or otherwise to the meeting shall be entered in the minutes of the meeting in full by the attachment thereof at the end of the said minutes. The minutes of each meeting shall be signed by The Secretary and, after the minutes are approved, by the chairman.

"(b) *Approval.* The minutes of each meeting of The Board shall be approved by it at the end of the meeting or at its next following meeting.

"(c) *Publication.* Unless the finances of The Institute do not permit, the minutes of each meeting of The Board, except the reports and matters attached to the end thereof, shall be printed and

sent to every director within sixty days after the close of the meeting. The minutes of the meetings of The Board shall not be required to be sent to the members of The Institute Body, but an account of the important actions taken at each such meeting shall be made by The Secretary and published by him in The Bulletin".

#### Article 11. Order of Business.

1. Transfer the existing Article 12 as the new Article 11, and make the following changes therein:

##### Section 1.

1. In line 2 delete the words "of Directors".

*Delete the existing Articles 1, 2, and 3, and substitute therefor a new Article 1, a new Article 2, and a new Article 3, reading as follows:*

### CHAPTER VII

#### (Amendments as to Substance)

#### THE BOARD OF DIRECTORS

#### Article 1. Membership of the Board of Directors.

##### Section 1. Trustees are Directors.

(a) There shall be fourteen trustees who, jointly, shall constitute and be the Board of Directors of The Institute, herein called The Board. The Board, acting as the trustees, shall exercise the powers and perform the duties of trustees, in accordance with these By-laws and with the provisions of those laws of the State of New York by virtue of which The Institute is incorporated and whereunder it is operated.

(b) Every trustee of The Institute shall be a corporate member of The Institute in good standing therein, and shall be known as a Director of The Institute. One trustee always shall be a resident of the state of New York.

(c) The Board shall consist of the regional directors, prescribed in Chapter III, Article 1, Sections 1 and 2, and of officer-directors, comprising the officers of The Institute.

##### Section 2. Officers.

(a) *Titles of Officers.* The officers shall be The President, The First Vice-President, The Second Vice-President, The Secretary, and The Treasurer. Each of said officers shall be an officer-director.

(b) *Abolishing office of Second Vice-President.* As soon after the annual convention of The Institute in 1935 as it can be done legally, the office of Second Vice-President shall be abolished, without further action by a meeting of The Institute, but the Second Vice-President elected at the said convention shall hold his office and title until the time his term of office normally would expire.



When the office of Second Vice-President is abolished, The Board shall rearrange the existing regional divisions so as to provide the number of regional districts fixed in Chapter III, Article 1, Section 2, and shall notify the districts of the rearrangement in ample time to permit the nominations of their regional directors to the 1936 convention.

This paragraph (b) and the words "The Second Vice-President" in the preceding Paragraph (a) of this section, shall be deleted from the By-Laws by The Secretary, after the office of the Second Vice-President is abolished.

## Article 2. Terms of Office of Directors.

### Section 1. Length of Term.

(a) The term of office of each officer shall be one year and of each regional director shall be three years, but the terms of office of not less than three nor more than four regional directors shall expire normally in any one year.

### Section 2. Expiration of Term.

(a) *Time of Expiration.* The terms of office of every officer and of every director whose successor was elected at a meeting of The Institute shall expire simultaneously with the adjournment of that meeting.

(b) *Hold-over Executive Committee.* If for any reason the newly elected Board does not organize immediately after the adjournment of the meeting that elected it, The Executive Committee whose terms of office expired with said meeting shall continue to function in accordance with the provisions of Chapter VIII, Article 3, Section 8.

(c) *Limit of President's Term of Office.* A President shall not serve as President more than two consecutive terms of office, but if the first term of office exceeds eighteen calendar months then the President shall not be eligible for re-election to succeed himself at the next election immediately following the end of such extended term of more than eighteen months. Two years or more shall elapse before an ex-president is again eligible for the office of President.

(d) *Limit of Term of Office of Regional Director.* A regional director shall not be elected to succeed himself as regional director, but he shall be eligible for re-election for the full term of office of a regional director if, during the period immediately prior thereto, he has been elected to fill an unexpired term or has served as an officer.

## CHAPTER VIII

### (Amendments as to Form)

#### THE EXECUTIVE COMMITTEE OF THE BOARD

### Article 1.

#### Section 1. Paragraph (a).

1. In the first line after the word "Committee" insert the words "of The Board".

2. In the second and third lines delete the words "who shall be elected by The Board".

3. In the fourth line after the word "Secretary", delete the word "and" and after the word "Treasurer" insert the words "and two other directors";

4. In the fifth line at the end of the paragraph, add the words "by The Board at its organization meeting."

5. Add a new paragraph (a-1) as follows:

"(a-1) In these By-laws, the title 'The Executive Committee,' denotes the Executive Committee of The Board prescribed in paragraph (a) above."

#### Section 2. Paragraph (a).

1. In line two delete the words "of Directors".

2. In the fifth line after the word "member" delete the words "of The Executive Committee who" and substitute therefor the words, "thereof, the alternate member".

## Article 2.

### Section 1. Paragraph (a).

1. In the ninth line delete words "of Directors" and substitute therefor the words "that is".

2. In the tenth line before the words "that The Executive Committee" insert the word "however".

3. In the thirteenth line before the words "that will establish" insert the words "on any matter".

4. In the thirteenth line, delete the word "or" after the words "major policy", and substitute therefor the words "or that will subvert, rescind or nullify in whole or in part, or that will be in conflict with any action of The Board or meeting of The Institute, or that will".

### Section 1.

1. Add new paragraph (b) as follows:

"(b) The Executive Committee may elect and admit members to The Institute Body, but not Fellows, Honorary Members or State Association Members, act on resignation of members, and terminate memberships except for cause. It may admit corporate members to retired memberships, and may admit life members, but it shall not remit any dues, or hear or act on any case of unprofessional conduct."

1. Add a new Section 2, reading as follows:

#### "Section 2. Rules and Regulations.

(a) The Executive Committee shall be governed by and shall function in accordance with the rules and regulations adopted by The Board to govern its own procedure, in as far as the said rules and regulations are applicable to the procedure of The Executive Committee".

## Article 3.

### Section 1. Paragraph (a).

1. In lines three, five and ten, delete the words "of Directors".

2. Insert at the beginning of the paragraph, the words "Unless the appropriations of The Institute do not permit or unless its three officer members and

another member agree otherwise by letter-ballot."

3. In line seven, delete the last word "the" and substitute therefor the word "its".

4. At the end of the paragraph (a) add a new paragraph (b) reading as follows:

"(b) If it is decided not to hold a meeting, then a minority of The Executive Committee shall adjourn the regular meeting until the date of the next regular meeting of The Committee."

#### Section 2. Paragraph (a).

1. In line three, delete the words "of the Committee".

#### Section 3. Paragraph (a).

1. In line two delete the words "the chairman of the committee" and substitute therefor the words "its chairman".

2. In line six delete the words "of the committee".

3. In line nine, delete the words, "of Directors".

4. In the next to the last line, delete the words "shall be" and substitute therefor the word "is".

#### Section 4.

1. Change present paragraph (a) to (b) and add a new paragraph (a) reading as follows:

"(a) *Meeting Necessary.* The Executive Committee must actually meet in regular or special meeting in order to transact business. Any agreement or other action of the members of The Executive Committee had either unanimously or otherwise outside of such a meeting shall not constitute or be an act of The Executive Committee, or be binding on any member thereof."

2. In line four of paragraph (b) delete the words "all decisions of the" and substitute therefor the words, "Every decision of The Executive".

#### Section 5.

1. Delete the entire paragraph (a) and substitute therefor new paragraphs (a), (b) and (c) reading as follows:

"(a) *Minutes Required.* Written minutes of each meeting of The Executive Committee shall be kept by The Secretary, showing the members in attendance, the matters before the meeting, and every action taken thereat. Reports to The Committee and other matters submitted to it shall be entered in the minutes of the meeting by attaching them to the minutes at the end thereof. The minutes of each meeting shall be signed by The Secretary and, after the minutes are approved, by the chairman.

"(b) *Approval.* The minutes of each meeting of The Executive Committee shall be approved by The Committee at a meeting held therefor contemporaneously with the next following meeting of The Board, if not approved sooner.

"(c) *Publication.* The minutes of each meeting of The Executive Committee shall be printed and sent to every member of The Board as soon as possible after the meeting has been held, but prior to the

following meeting of The Board. The minutes of The Executive Committee shall not be sent to members, but a synopsis of the important actions taken at each such meeting shall be made by The Secretary and published by him in The Bulletin."

#### Section 6.

1. Delete the words "of Directors" in the last line.

#### Sections 7 and 8.

1. Delete the existing Sections 7 and 8, and substitute therefor a new Section 7 reading as follows:

#### "Section 7. Officers pro-tem.

(a) In the absence of either The Chairman of The Committee or The Secretary, or both, The Committee shall elect a chairman *pro-tem* and/or a Secretary *pro-tem* from its membership."

#### Section 8.

Change existing section 9 to section 8.

## CHAPTER IX

### (Amendments as to Form)

#### THE OFFICERS

#### Article 1.

##### Section 1. Paragraph (a).

1. In last line delete the words "of Directors".

2. Add new paragraph (a-1) as follows:

"(a-1) In these By-laws the title 'The President', denotes the President of The Institute."

##### Section 2. Paragraph (a).

1. In third line delete the words "of Directors".

##### Section 2. Paragraph (b).

In line five, delete the words "of Directors".

##### Section 2. Paragraph (c).

1. In the third line delete the words "of Directors" and substitute therefor the words "and of The Executive Committee".

#### Article 2.

##### Section 1. Paragraph (a).

1. In the last line delete the words "of Directors" and substitute therefor the sentences "If there is but one vice-president then the prefix 'first' shall be deleted and the title of the office shall be The Vice President."

##### Section 1. Paragraph (b).

1. Add a new paragraph (b) reading as follows:

"(b) In the event there is more than one vice-president, then each thereof, in the order of priority fixed by these By-Laws, shall succeed to and shall exercise the powers and perform the duties of The

President in the event of the absence or disability of The President and of the prior vice-presidents, and shall perform the other duties that are properly assigned to him by The Board."

### Article 3.

1. Delete the entire Article and change Articles 4, 5, 6 and 7 to read Articles 3, 4, 5, and 6, respectively.

#### Section 1. Paragraph (a).

1. In the second line after the words "shall act" insert the words "as its recording secretary and its corresponding secretary and".

2. In the third and fourth line delete the words "of Directors and", and substitute therefor the words "and of The Executive Committee. He".

3. In the last line delete the words "of Directors".

#### Section 1.

1. Add a new paragraph (a-1) as follows:  
 "(a-1) In these By-laws the title 'The Secretary' denotes the Secretary of The Institute."

#### Section 2. Paragraph (a-1).

1. In the first line after the words "He shall" insert the words "prepare and".

2. In the second line delete the word "and" and insert a comma in lieu thereof.

3. In the third line delete the words "of Directors and", and substitute therefor the words "and of The Executive Committee. He".

#### Section 2. Paragraph (a-2).

1. In the second line after the words "Institute, and" delete the word "the" and substitute therefor the word "its".

2. In the third line before the word "chapters" insert the words "members, State Divisions, State Association Members", and delete the word "members" after the word "chapters".

#### Section 2. Paragraph (a-3).

1. Add at end of paragraph the following:  
 "and shall prepare all thereof unless such preparation is delegated to others by these By-Laws or The Board".

#### Section 2. Paragraph (a-4).

1. In the second line, delete the word "and", after the word "Institute" and substitute therefor the words "except as provided in Chapter X, Article 12, Section 1, Paragraph (d-2) of these By-Laws. He".

2. In the second line after the words "shall sign" insert the words "and affix the seal on".

3. In the third line after the word "certificate" delete the words "of membership".

4. In the fourth line before the word "charters" delete the words "certificates of honor".

#### Section 2. Paragraph (a-5).

1. In the third line before the word "executive" delete the word "The" and substitute therefor the word "its".

2. In the third line after the words "offices and" delete the word "the" and substitute therefor the words "of its".

3. In the third line delete the word "thereof" and substitute therefor the words "except such thereof as are under the jurisdiction of The Treasurer".

#### Section 2. Paragraph (a-6).

1. In the second line delete the words "the draft of".

2. In the second and third lines, delete the words "of Directors" and substitute therefor the words "in accordance with its instructions".

3. In the third line before the word "present" insert the word "shall".

4. In the last line delete the words "for and in behalf of the Board".

#### Section 2. Paragraph (a-7).

1. In the third line before the word "exercise" insert the word "shall".

2. In the next to the last line after the word "except" insert the word "over".

#### Section 2. Paragraph (a-8).

1. In the third line delete the words "and jury".

#### Section 2. Paragraph (a-9).

1. In the first line after the words "issue a certificate" insert the words "of membership".

2. Beginning in the second line after the word "member", delete the remainder of the paragraph, and substitute therefor the words "of every class of membership in The Institute Body, on his admission thereto."

#### Section 2. Paragraph (a-10).

1. In the third line after the word "rolls" insert the words "proceedings of the convention, the Treasurer's annual reports".

2. At the end of the paragraph add the words "and shall have charge and custody of all records in such office."

#### Section 2. Paragraph (a-11).

1. In line six delete the word "satisfactory" and the words "the City of".

2. In line seven, delete the words "to which" and insert a period in lieu thereof.

3. In line eight, delete the semi-colon and the words "provided that", and substitute therefor the words "to such box and/or vault, but".

4. In line nine, delete the words "to such box and/or vault" and substitute therefor the words "thereto".

5. In line eleven, delete the words "and proved further", and substitute a period therefor.

6. In line twelve, delete the word "the" before the word "office" and substitute therefor the word "its".

7. In line fifteen, delete the words "of Directors".



**Section 2. Paragraph (a-12).**

1. Delete the existing paragraph (a-12) and substitute therefor a new paragraph reading as follows:

"(a-12) *Supervise Meetings of The Institute.* In collaboration with and under the general direction of The President, he shall have general charge and supervision of the annual convention and other meetings of The Institute, and, except as otherwise provided in these By-Laws, of all matters pertaining to such meetings."

**Section 2. Paragraph (a-13).**

1. At the end of the paragraph, delete the words "of Directors", and substitute therefor the words "and of The Executive Committee".

**Section 2. Paragraph (a-15).**

1. In the second line delete the words "the procedure for", and substitute therefor the words "matters pertaining to".

2. In the last line delete the word "for" and substitute therefor the words "to the".

**Section 2. Paragraph (a-16).**

1. Delete the entire paragraph (a-16) and substitute therefor the following paragraph:

"(a-16) *Committee Records.* He shall have oversight of the records and documents of all committees, and shall loan to each of them such records, files and documents as it requires for its work. He shall maintain general knowledge of the work of all committees and shall exercise general supervision of the progress of their work."

2. Add a new Section 3 reading as follows:

**"Section 3. Delegation of Duties of The Secretary.**

(a) The Secretary may delegate to an Executive Secretary and/or other assistant officers the actual performance of any or all of his duties as recording secretary and/or as corresponding secretary, and may authorize such Executive Secretary and/or other assistant officers to sign under their respective titles the correspondence conducted by them; provided however, that he shall not delegate the signing of any certificate or any notice required to be given or issued by him; or the signing of any minutes or official reports; or the signing of any documents or literature issued by or for The Institute; or the signing of any agreement of The Institute requiring his signature; or the signing of any certification required to be given by him; or the affixing of the seal of The Institute, except as provided in paragraph (d-3) of Section 1 of Article 12 of Chapter X of these By-Laws; or the maintenance of its legal records."

**Article 4.****Section 1. Paragraph (a).**

1. In the first line delete the words "shall be" and substitute therefor the word "is".

2. In the second line delete the words "he shall be", and after the word "temporarily" insert the words "he is".

3. In the third line delete the words "of Directors".

4. In the fourth line delete the word "who" and substitute a period therefor.

5. In the fifth line delete the word "shall", and before the word "exercise" insert the words, "the secretary *pro-tem* shall".

6. At the beginning of the sixth line add the word "the".

**Article 5.****Section 1. Paragraph (a).**

1. In the tenth line after the word "taxes" insert the word, "bonds,".

2. In the last line delete the words "of Directors".

3. Add new paragraph (a-1) reading as follows:

"(a-1) In these By-Laws, the title 'The Treasurer' denotes The Treasurer of The Institute."

**Section 2.**

1. In the second line, delete the word "setting" and insert the remainder of the second line, all of line three and the first three words of line four, in line six immediately before the word "and".

2. In line four delete the words "of Directors".

3. In line six, immediately after the word "convention" insert the words "and at other meetings if required. Each of said reports shall set,".

4. Delete the last word in line six.

5. In line seven, delete the words "make therein".

**Section 4.**

1. Delete the entire Section 4 and substitute therefor a new Section 4 reading as follows:

**"Section 4. Delegation of Duties.**

(a) The Treasurer shall not authorize any person to sign any financial instrument, notice or agreement of The Institute that requires the signature of The Treasurer, unless such delegation and/or authorization is expressly permitted in these By-Laws, but he may delegate to The Assistant Treasurer and/or other assistants the actual performance of the clerical, bookkeeping, statistical and recording work of his office and may authorize The Assistant Treasurer to sign, under the title of Assistant Treasurer, records, vouchers and other documents if such delegation is not prohibited by these by-Laws."

**Article 6.****Section 1. Paragraph (a).**

1. In the first line delete the words "shall be" and substitute therefor the word "is".

2. In the second and third lines delete the words "of Directors".

3. In the fourth line, delete the words "who shall" and substitute therefor a period.

4. In the fifth line before the word "exercise" insert the words "The Treasurer *pro-tem* shall".

## CHAPTER X

### (Amendments as to Form)

#### PROPERTY, INVESTMENTS, FINANCES, AND ACCOUNTING

##### Article 1.

###### Section 4. Remission of Fees and Dues.

1. Change existing Section 4 to Article 4 of Chapter II, and amend. Transfer Section 6 of Article 1 of Chapter X to Section 4 of same Article and make changes therein as follows:

###### Section 4, Paragraph (a).

1. Line one, delete the words "of Directors."

2. Line three, delete the word "initiation" and substitute therefor the word "admission."

###### Section 4, Paragraph (b).

1. In line five, delete the word "initiation" and substitute therefor the word "admission."

###### Section 5.

1. Delete all of Section 5, paragraphs (b) to (e) inclusive, and change paragraph (a) to Chapter II, Article 2, Section 17.

##### Article 2.

###### Section 1, Paragraph (a).

1. In the last line, delete the words "of Directors" and substitute therefor the words "Each of said depositories is called an 'Original Depository,' and in these By-laws the account in which it is deposited is called an Original Depository Account."

###### Section 3, Paragraph (a).

1. In the fourth line, before the word "accounts," insert the word "deposit."

2. In the last line, delete the words "of Directors."

###### Section 4, Paragraph (a).

1. At the end of the fifth line, after the word "statements," add the words "showing every."

2. In the sixth line, delete the words "of the" and change "expenditures" to "expenditure."

3. In the eighth line, before the word "cash," insert the word "petty."

##### Article 3.

###### Section 1, Paragraph (a).

1. In line one, delete the word "each," twice, and substitute each time the word "every."

2. In line two, after the word "money," insert the words "except petty cash items," and delete the last four words on the line.

3. In line three, delete all but the last three words.

4. In the last line add the words "countersigned by The Assistant Treasurer and approved by the Executive Secretary."

###### Section 2, Paragraph (a).

1. In line one, before the word "other," insert the words "written instruments."

2. In lines three and five, after the word "and," insert the words "other than."

3. In line six, delete the words "The Institute," and substitute therefor the words "no person, board, jury, committee, or other body."

4. In line six, delete the word "not."

5. At the end of line seven, after the word "obligation," add the words "for and in behalf of The Institute."

6. In line eight, delete the words "has been," and substitute therefor the word "is."

7. In lines nine and ten, delete the words "The Institute accept any gift, bequest, or devise or enter into."

8. At the end of line eleven, and after the word "dollars," add the words "be entered into for and on behalf of The Institute."

9. In line twelve, delete the words "shall be" and substitute therefor the word "is."

10. In line thirteen, delete the word "each," and bring all the matter that follows in the paragraph into a new paragraph lettered (b) and titled "Term."

11. In line thirteen, after the word "terms" insert the word "every."

12. In line fifteen, delete the words "gift, bequest, devise."

13. In line sixteen, and after the word "and," insert the word "the."

14. In line seventeen, and after the word "Institute," insert the words "and the seal of The Institute shall be affixed thereto by The Secretary, except as."

15. In line seventeen, delete the word "unless."

##### Article 4.

###### Section 1, Paragraph (a).

1. In line five, delete the last word of the line.

2. In line six, delete the first word of the line.

3. In line seven, delete the word "net," and after the word "received" insert the words "by The Institute."

4. In line eight and after the word "Board," insert the words "during any fiscal year."

5. In line eleven, delete the words "in any" and substitute therefor the words "during the said."

6. In line thirteen, delete the word "and" and the words "and for."

7. In line fourteen, delete the last three words of the line.

8. In line fifteen, delete the first word of the line and substitute therefor the words "borrowed funds."

9. In line fifteen, delete the word "net."

**Section 2, Paragraph (a).**

1. In the fifth line, after the word "Board," insert the words "during any fiscal year."

2. In the ninth line, delete the word "shall" and change "estimate" to "estimates."

3. At the beginning of the eleventh line, before the word "current," insert the word "then."

4. In the last line, before the word "fund," insert the words "capital of the."

**Section 3, Paragraph (a).**

1. At the end of the last line, delete the words, "of Directors," and substitute therefor the words "for such fiscal year."

**Section 4, Paragraph (a).**

1. In lines eleven, thirteen, and fifteen, and in lines sixteen, seventeen, delete the words "shall have," and substitute therefor the word "has."

2. In line twelve, insert the word "then" before the word "current."

3. In lines twelve and thirteen and sixteen, delete the words "of Directors."

4. In line eighteen, omit the word "of" and in lines eighteen and nineteen, change "persons" to "person," "committees" to "committee," "juries" to "jury" and "departments" to "department"; and after the word "department," add the words "agent or representative."

**Article 5.**

**Section 1, Paragraph (a).**

1. In line one, delete the words "of Directors."

2. In the seventh line, before the word "budget," insert the word "general."

3. At the end of the eighth line, after the word "gross," add the word "income."

4. In the ninth line, before the word "net," insert the words "the anticipated."

5. In the next to the last line, before the word "other," insert the word "all."

**Section 1, Paragraph (b).**

1. In the third line, delete the words "of Directors."

**Section 2, Paragraph (a).**

1. In the first line, delete the word "is," and substitute therefor the words "has been."

2. In the second line, delete the words "of Directors."

3. In the fourth and fifth lines, delete the words "and shall."

4. In the sixth line, delete the word "shall."

**Section 3, Paragraph (a).**

1. In line one, delete the last word of the line and substitute therefor the words "has been."

2. In line two, and after the word "adopted," delete the words "any item thereof" and substitute therefor the words "and the appropriations made for that year, then any item of the said appropriations."

3. In line three, after the first word, insert the word "new," and delete the last three words of the line.

4. In line four, delete all but the last word in the line.

5. In line five, delete the words "of Directors."

6. In line six, after the word "provided," insert the word "however."

7. In line seven and before the word "expenditure" insert the word "the;" and after the word "current," insert the word "fiscal."

8. In line ten, at the end of the line, add the word "said."

9. In line eleven, delete the words "shall be" and substitute therefor the word "are."

10. In line twelve, delete the words "the fiscal" and substitute therefor the word "that;" and delete the last word of the line.

11. In line thirteen, delete the first two words of the line.

12. In line fourteen, before the word "budget," insert the word "said."

13. In line fifteen, after the word "require," delete the word "the" and substitute therefor the word "an."

**Article 7.**

**Section 1, Paragraph (a).**

1. In the third and seventh lines, and in lines eleven-twelve, delete the words "of Directors."

**Section 1, Paragraph (b).**

1. In the third line after the word "Institute" and in the fifth line after the word "years," delete the comma.

2. In lines seven-eight, delete the words "of Directors."

**Section 1, Paragraph (c).**

1. In line three and before the word "Chapters" insert the words "classes, State Divisions, State Association members, and."

2. In line three after the word "Chapters" delete the word "classes."

3. In line four after the word "alphabetically" insert the words "at the close of each fiscal year."

4. In line four before the word "all" delete the word "and."

5. In line six delete the words "together with."

6. In line seven after the word "proceeding" delete the last four words of the line.

7. In line eight delete the first word in the line.

8. In line nine delete the words "of Directors."



**Section 2, Paragraph (a).**

1. In lines two and three delete the words "of Directors."

2. In line six delete the words "of Directors."

3. In line ten after the word "and" insert the words "shall set out" and in the same line and before the second "and" insert the words "the basis on which the appraisals were made."

4. In the last line in the paragraph delete the words "of Directors."

**Article 8.****Section 1, Paragraph (a).**

1. In the second line, after the word "income," insert the word "balance,".

**Article 9.****Section 1.**

1. In lines three and ten, delete the words "of Directors."

2. Insert a new paragraph (b) reading as follows:  
 "(b) The Board shall refuse to accept any gift, bequest or devise if such gift, bequest or devise will not promote the objects and purposes of The Institute, or if any condition attached to such gift, bequest or devise places an undue burden on The Institute, financially or otherwise."

**Article 11.****Section 1, Paragraph (a).**

1. In the eighth line, before the word "delegates," insert the words "accredited voting."

2. In the seventh and ninth lines delete the words, "of Directors."

**Section 2, Paragraph (a).**

1. In the eighth and thirteenth lines, delete the words "duly elected."

**Section 2, Paragraph (a-2).**

1. In the fifth line, after the words "Chapter X," insert the words "of these By-laws."

**Section 2, Paragraph (b).**

1. In the fourth line, after the word "section," insert the figure "2."

2. In the sixth line, delete the words, "of Directors."

3. At the end of the last line, insert the words "of these By-laws."

**Article 12.****Section 1, Paragraph (a).**

1. In the sixth line, before the word "committee," insert the word "Investment."

2. In the second line, delete the words "of Directors."

**Section 1, Paragraph (b).**

1. In the first line, before the word "committee," insert the word "investment."

2. In the second line, before the word "secretary," insert the word "its," and delete the last word "of."

3. In the third line, delete the words "the committee."

4. In line eleven, delete the words "of Directors."

**Section 1, Paragraph (c).**

1. At the end of the first sentence, add the word "thereof."

**Section 1, Paragraph (d).**

1. In the second line, delete the words "of Directors."

**Section 1, Paragraph (d-3).**

1. In the last line, after the word "Treasurer," insert the words "shall have the authority, right and power."

**Section 2, Paragraph (a).**

1. In line thirteen, delete the words "of Directors."

**Section 4, Paragraph (c).**

1. In the third and eighth lines, delete the words "of Directors."

2. In the fourth and eighth lines, delete the word "a" and substitute therefor the words "the Investment."

3. In the fourth line, delete the words "of the Board."

4. In the ninth line, delete the words "of the Board."

**Section 5, Paragraph (a).**

1. In lines five and six, delete the words "of Directors."

**Section 5, Paragraph (c).**

1. In lines eight and nine, delete the words "of Directors."

**Section 6, Paragraph (a).**

1. In lines one and two, delete the words "of Directors."

2. In the tenth line, after the word "prescribed," insert the words "in paragraph (b) of this Section 6," and delete the balance of the paragraph.

**Section 6, Paragraph (b).**

1. In the third line, delete the words "of Directors."

2. In the sixth line, delete the words "of the Board."

**Section 7, Paragraph (a).**

1. In the first line, delete the words "of Directors."

2. In the fifth line, before the word "advisor," insert the word "financial."

**Section 7, Paragraph (b).**

1. In the second line, delete the words "of the Board" and substitute therefor the words "as often as it is practicable for him to do so,".

2. In the fifth line, before the word "securities" insert the word "capital."

3. In the seventeenth line, delete the words "of Directors."

**Section 9, Paragraph (a).**

In the fourth line, delete the word "to."

**Article 13**

**Section 1, Paragraph (a-3).**

1. After the words "The Endowment Funds," delete the word "and."

**Article 14.**

**Section 2, Paragraph (a).**

1. In the second line delete the words "of Directors."

**Section 2, Paragraph (c).**

1. In the first line, delete the words "of Directors."
2. In the fourth line, delete the word "any."

**Article 15.**

**Section 1, Paragraph (a).**

In the second line, delete the words "of Directors."

**Section 1, Paragraph (b-2).**

Delete the existing paragraph and substitute therefor a new paragraph (b-2) reading as follows:

"(b-2) *Reserve from Annual Dues.* He shall reserve each year out of the income of the general fund an amount equal to five percent of the total amount paid to the Institute during that year by members on account of current or defaulted dues, as the case may be, and shall transfer the same to the capital of the general reserve fund."

**Section 1, Paragraph (b-4).**

1. In the last line, before the word "received," insert the words "said income is."

**Section 1, Paragraph (c-1).**

1. In line one, delete the words "of Directors."
2. In line two, delete the words "of the Board."

**Section 1, Paragraph (c-2).**

1. At the end of the third line, delete the word "appointed," and substitute therefor the words "accredited voting," and after the word "delegates" delete the words "entitled to vote at the meeting."

2. In the fifth line, delete the words "of Directors."

3. At the end of the tenth line, after the word "disburse," add the words "from said fund."

4. In the twelfth line, after the words "to every" insert the word "corporate."

**Section 1, Paragraph (d-2).**

In line nine, delete the words "of Directors."

**Section 1, Paragraph (d-3).**

1. In lines eight and thirteen, delete the words "of Directors."

2. In the ninth line, after the word "meeting," insert the words "of the Board."

3. In the fourteenth line, before the word "Treasurer," insert the word "The."

4. In the nineteenth line and in the next to the last line, before the word "income," insert the words "current or accrued."

5. In the twentieth line, delete all but the first and last words.

6. In the last and the next to the last lines, delete the words "or the income account."

**Section 1, Paragraph (e-2).**

1. In the ninth line, after the word "received," insert the words "by him."

**Section 1, Paragraph (e-3).**

1. In the eighth line, before the word "member," insert the word "life."

**Article 16.**

**Section 1, Paragraph (a).**

1. In the fifth line, after the word "organization," insert the words "or be," and delete the comma after the word "hypothecated."

**Section 1, Paragraph (a-1).**

1. In the fifth line, after the words "to the," insert the word "corporate."

2. In the ninth line, after the words "to maintain the," insert the words "said endowment."

**Section 1, Paragraph (a-2).**

1. In the eighth line, after the word "of," insert the words "all the duly accredited voting delegates at."

**Section 1, Paragraph (b-2).**

1. In the sixth line, delete the words "of Directors."

2. In the eighth line, after the words "on the fund, and" insert the words "the costs and expenses."

3. In the tenth line, after the words "creating the fund, and" insert the words "the costs and expenses."

**Section 1, Paragraph (b-3).**

1. In the fifth line, after the words "is held and," insert the words "to carry on and carry out," and after the words "terms of," insert the word "the."

2. In the sixth line, delete the word "and," and substitute therefor the word "or."

**Section 1, Paragraph (b-4).**

1. In the sixth line after the word "Section," insert the figure "1," immediately followed by the clause "or requiring the payment of such net income together with any part of the principal as may be provided in said deed or will."

2. At the end of paragraph (b-4) add a new sentence as follows: "In no event shall the aggregate total of all annuities or otherwise so paid in any year exceed in amount the net income earned and received from the investment of the capital of the fund during

the said year, nor (shall) the amount of any annuity or otherwise exceed its proportionate share thereof, except as hereinbefore provided."

**Section 2, Paragraph (b).**

1. In the fifth line delete the words "to the credit of" and substitute therefor the word "in."
2. In the sixth line after the word "place" insert the words "as capital in the fund."
3. In the last line delete the words "to the capital of the fund."

**Section 2, Paragraph (c).**

1. In the last line, delete the words "of Directors."

**Section 3, Paragraph (a).**

1. In line eleven and sixteen, delete the words "of Directors."

**Section 3, Paragraph (a-1).**

1. Insert new paragraph (a-1) as follows:  
 "(a-1) *Disbursements.* The Treasurer shall transfer to the general fund each year such portion of the gross cash income of each specific endowment fund as is required to pay the costs and expenses of administering the fund, in accordance with the provisions of paragraph (b-2) of Section 1 of Article 16 of these By-Laws and also such portion of the net income of each of said funds as The Board authorizes to be used for the purposes of the fund."

**Section 3, Paragraph (c).**

1. In lines two and ten, delete the words "of Directors."
2. In the fifth line after the word "described" insert the words "in this Section 3."

**Section 3, Paragraph (c-1). Purpose.**

1. In the fifth line after the word "Institute" insert the word "and."
2. In the last line delete the word "thereof," and substitute therefor the words "therein described under 'Disbursements' in this paragraph (c-1)."

**Section 3, Paragraph (c-1). Capital.**

1. Delete the first six lines and substitute therefor the words "The Board from time."
2. In the twelfth and thirteenth lines delete the word "buildings" and substitute therefor the word "improvements."

**Section 3, Paragraph (c-1). Disbursements.**

1. In line four, after the word "pay," insert the word "first."
2. In line five after the word "property" insert the words "of The Institute."
3. In line six, after the first "and," insert the words "to pay the insurance."
4. In line eight delete the words "and to pay" and substitute therefor the word "second."

5. In line twelve, delete the words "and to pay" and substitute therefor the word "third."

6. In line fifteen, delete the words "and to pay" and substitute therefor the word "fourth."

**Section 3, Paragraph (c-2). Capital.**

1. Delete all of line one after the word "Treasurer;" all of lines two, three, four, and five; and the first word on line six.

**Section 3, Paragraph (c-3). Purpose.**

1. In the last line after the word "Institute" insert the following words "other than for traveling and/or subsistence expenses of delegates."

**Section 3, Paragraph (c-3). Disbursements.**

1. In lines three and four, delete the words "of Directors."

**Section 3, Paragraph (c-4). Purposes and Use of Income.**

1. In the eighth line after the word "administration" delete the words "of each."
2. In the eleventh line after the words "library and," delete the word "the."

**Section 3, Paragraph (c-4). Capital.**

1. In the second line delete the words "of Directors."

**Section 3, Paragraph (c-4). Disbursements.**

1. Change the title of this paragraph from "*Distribution*" to "*Disbursements*."
2. In the third and fourth lines delete the words "of directors."

**Section 3, Paragraph (c-5). Purposes and Uses of Income.**

1. In the tenth line after the word "architecture" delete the words "and in."
2. In the last line delete the words "and in," and substitute therefor the word "or."

**Section 3, Paragraph (c-5). Capital.**

1. Beginning on line two, delete all of lines two, three, four and delete line five to and including the words "such capital."
2. In line one after the word "transfer," insert the word "to;" and after the word "capital" insert the words "of the general scholarship fund."
3. In last line, delete the words "of Directors."

**Section 3, Paragraph (c-6).**

1. In the seventh line, after the words "to advance," insert the word "the."
2. Insert new paragraph titled "Capital" as follows:  
 "*Capital.* The Treasurer shall transfer to the capital of the general education fund all gifts made thereto by will or deed and all appropriations and transfers made thereto by The Board. He shall place to the credit of the income account of said fund all income earned by the fund and all gifts and appropriations to the income of said fund."



**Section 3, Paragraph (c-7). Purposes and Use of Income.**

1. In line six delete the words "of Directors."

**Section 3, Paragraph (c-7). Capital.**

1. In the first line delete the words "the capital."
2. Delete all of line two, and all of line three except the two words "to the;" in line four, delete the words "hereby established," and in line five delete the words "and shall credit to such capital."
3. In the last line after the word "made," insert the word "thereto," and delete the words "of Directors to said fund."

**Section 3, Paragraph (c-8). Capital.**

1. Delete all of line one after the word "transfer;" delete all of line two; delete all of line three except the words "to the capital;" delete all of line four after the word "fund;" delete the first four words of line five.
2. In the next to the last line after the word "made" insert the word "thereto."
3. In the last line delete the words "of Directors to said fund."

**Section 3, Paragraph (c-9). Capital.**

1. Delete from line one the words "the capital;" delete all of line two; delete all of line three except the words "to the capi-"; delete from line four the words "hereby established," and delete all of line five to and including the words "such capital."
2. In the last line, after the word "made," insert the word "thereto."
3. In the last line delete the words "of Directors to said fund."

**Section 3, Paragraph (c-10). Capital.**

1. Delete from line one the words "the Capital;" delete all of line two; delete all of line three except the words "to the;" delete from line four the words "and income respectively;" delete all of line five except the words "Aldrich fund;" delete from line six the words "such capital;" in line six, after the word "gifts" insert the words "made thereto."
2. In the next to the last line, after the word "made," insert the word "thereto."
3. In the last and the next to the last line, delete the words "of Directors to said fund."

**Section 3, Paragraph (c-11). Purposes and Use of Income.**

1. In the last line, before the word "producers," insert the word "the," and before the word "users" insert the word "the."

**Section 3, Paragraph (c-11). Capital.**

1. Delete the words "the capital" from line one; delete all of line two; delete all of line three except the words "to the;" delete from line four the words "hereby estab-"; and delete all of line five except the words "all gifts made."
2. In the last line, after the word "made," insert

the word "thereto," and delete the words "of Directors to said fund."

**Section 3, Paragraph (c-12). Capital.**

1. In the last two lines, delete the words "of Directors."
2. In line two, after the words "of the," insert the words "Milton B. Medary Scholarship Fund," and after the word "thereto," insert the words "by will or deed."
3. In line three, after the word "transfers" delete the word "thereto" and after the word "made" insert the word "thereto."

**Section 3, Paragraph (c-13). Capital.**

1. In the last two lines, delete the words "of Directors."
2. In line two, after the words "of the," insert the words "Edwin H. Brown Memorial Fund," and after the word "thereto" insert the words "by will or deed."
3. In line three, after the word "transfers" delete the word "thereto" and after the word "made" insert the word "thereto."

**CHAPTER X***(Amendments as to Substance)***PROPERTY, INVESTMENTS, FINANCES  
AND ACCOUNTING****Article 1.**

*(Delete all of Sections 1 and 2, which are transferred to Chapter I, Article 2, Section 1, paragraphs (d) and (e), and amended, paragraph (a) of Section is transferred to Chapter II, Article 2, Section 16, and amended; delete paragraph (b) of Section 3; transfer paragraph (a) of Section 5 to Chapter II, Article 2, Section 17; delete paragraphs (b) to (e) inclusive of Section 5 of Article 1, Chapter X of the By-laws; and substitute therefor a new Section 1, a new Section 2, and a new Section 3, reading as follows.)*

**Section 1. Admission Fees.**

*(a) Admission Fees.* Every applicant for admission to a class of membership in The Institute Body shall pay to The Institute the admission fee herein fixed for admission to such class as a condition precedent to admission thereto, but no admission fee shall be paid by a person elected to honorary membership or by a corporate member to become a retired member, master, or fellow.

*(b) Admission Fee and Installments.* During any year in which the payment of an admission fee of more than ten dollars is required, The Board, by the

concurring vote of not less than two-thirds of its entire membership and for what it deems to be adequate reason, may permit an applicant to pay not less than one quarter of such fee prior to his admission and the balance in installments during the fiscal year in which he was admitted.

(b-1) A person who has not paid his admission fee in full shall not vote or hold any office or directorship in The Institute.

(b-2) Any person whose admission fee is not paid in full before the close of the last day of the fiscal year in which he was admitted, *ipso facto* terminates his membership in The Institute at that time without notice from The Institute, and without recourse on his part or behalf.

(c) *Readmission Fees.* An ex-member of The Institute may be re-admitted to his former class of membership without the payment of any admission or re-admission fee if he is eligible for admission to such class at the time of his application for re-admission and is not then indebted to The Institute. If he is then indebted to The Institute, but notwithstanding may be re-admitted thereto under any provision of these By-Laws, then he shall pay the admission fee then required for admission to the class of membership applied for, as a condition precedent to being admitted thereto.

(c-1) The Board, by the concurring vote of not less than two-thirds of its entire membership, may fix the amount of the admission fee to be so paid for readmission at not less than five dollars (\$5.00) and at not more than the maximum amount then required to be paid; provided, that the reduced fee shall apply to all applicants for re-admission to the class of membership for which the fee is fixed and that notice of the reduced fee is given to the membership in at least one issue of The Bulletin.

#### Section 2. Annual Dues.

(a) *Annual Dues Required.* Every member of each class of membership in The Institute Body, except an honorary, a retired, or a life member, shall pay each year to The Institute the annual dues fixed in these By-Laws for the members of his class. As a condition precedent to his admission, every applicant shall pay in full the then current annual dues required to be paid by members of the membership class to which he desires to be admitted.

(b) *Period and Due Date of Annual Dues.* Every annual dues shall be for the period of the fiscal year of The Institute, and shall be due and payable on the first day of that fiscal year, at the executive offices of The Institute.

(c) *Pro-rating First Annual Dues.* The first annual dues paid by the newly admitted member to the Institute Body shall be pro-rated by The Treasurer as follows:

(c-1) If the member was admitted during the first six months of the fiscal year he shall be credited with having paid in full the annual dues for the

fiscal year of his admission and one-half of the annual dues for the immediately following fiscal year.

(c-2) If the member was admitted during the last six months of the fiscal year he shall be credited with having paid in full the annual dues for the fiscal year of his admission and for the immediately following fiscal year of The Institute.

#### Section 3. Members in Default.

(a) *Default.* Every member who has not paid the entire amount of the annual dues for the then current fiscal year, or an installment equal to not less than one-third thereof, on or before March 31 of said year shall be in default for the unpaid amount.

Every member who has not paid the entire amount of the annual dues for the then current fiscal year or an amount equal to not less than two-thirds thereof on or before September 1 of said year, shall be in default for the unpaid amounts.

Every member who has not paid the entire amount of the annual dues for the then current fiscal year on or before December 31 of said year shall be in default for the unpaid amount.

(b) *Rights and Privileges Curtailed for Default.* A member who is in default for any dues shall not be elected or appointed a director or officer or act as a representative of The Institute or of any state division, state association member or chapter, nor shall he have any right to vote in any thereof, nor shall he be accredited as a delegate at a meeting of The Institute.

(c) *Default Terminates Memberships.* Except as provided in paragraph (c) of this section, if a member of the Institute Body, is in default at the end of a fiscal year of The Institute, then *ipso facto*, his membership therein shall terminate on the last day of the fiscal year in which the default occurred; provided that, on or before thirty days before the end of the said fiscal year, The Secretary has given the member in default a final notice in writing of the amount of his default and of the impending termination of his membership.

(c-1) The Board shall terminate the membership or association of any member of The Institute Body who is indebted to the state division, state association member, or the chapter of which he is a member, upon the written request of the governing board of the state division, state association member or chapter, as the case may be. Upon receipt of such request, The Secretary shall give the member notice of the impending action at least thirty days prior to the next meeting of The Board, and The Board shall act thereon at said meeting.

(d) Other than giving the final thirty-day notice to a member who is in default but still in good standing, The Institute shall not be required to notify any member of his default to The Institute and/or of the penalty therefor, provided that The Treasurer, at the beginning of the year in which the member made his default, mailed to him a due bill for the annual dues for that fiscal year.

(e) If a member is not in good standing in The Institute, he shall not be in good standing in the state division or state association member and the chapter of which he is a member, and his rights and privileges in each thereof shall be suspended until his default in The Institute is cured or his membership therein is terminated.

(f) *Posting of Members in Default.* The Institute, the state division or state association member and/or the chapter of which the member in default is a member may post his name as being in default in their respective headquarters, and The Secretary may publish in The Bulletin his name as being in default, but none thereof shall post or publish the amount of his default.

## CHAPTER XI

### (Amendments as to Form)

#### OFFICES

##### Article 2.

###### Section 1, Paragraph (a).

1. Delete last two words of paragraph.

###### Section 2, Paragraph (a).

1. In lines five and six delete the words "of Directors."
2. In the last line, delete the word "thereof" and substitute therefor the words "said duties, responsibilities and work."

###### Section 3, Paragraph (a).

1. In line two delete words "of Directors."

##### Article 3.

###### Section 1, Paragraph (a).

1. In line one and line four, delete the words "of Directors."
2. In the fifth line, delete the word "administrative."

###### Section 2, Paragraph (a).

1. In lines four and ten delete the words "of Directors."
2. In the twelfth line delete the words "chapters, associations" and substitute therefor the words "state divisions, state associations, members, chapters."
3. In the eighteenth and nineteenth lines, delete the words "chapters, and to state associations," and substitute therefor the words "state divisions, state association members, chapters."

##### Article 4.

###### Section 1, Paragraph (a).

1. In line four, after the word "departments" insert the words "with headquarters at the executive offices."
2. In the fourth line, delete the words "of which" and substitute therefor the words "such department."

3. In the seventh line, delete the words "of Directors."

4. In the ninth line, after the word "assistant," insert the words "employed by the Executive Secretary."

##### Article 5.

###### Section 2, Paragraph (a).

1. In the fourth line, after the word "and," insert the word "shall."

###### Paragraph (c).

1. In the fourth line delete the words "of Directors."

##### Article 6.

###### Section 2, Paragraph (a).

1. In the second line delete the words "Board of Directors" and substitute therefor the word "Committee."

##### Article 7.

###### Section 2, Paragraph (a).

1. In the second line delete the words "Board of Directors," and substitute therefor the word "Committee."

##### Article 8.

###### Section 2, Paragraph (a).

1. In the second and third lines delete the words "Board of Directors" and substitute therefor the word "Committee."

###### Section 3, Paragraph (a).

1. In the fourth line, delete the word "the."
2. In the fourth line, delete the words "and distribution of."
3. In the seventh line, delete the word "through" and substitute therefor the word "for."
4. In the seventh line, after the word "press" insert the words "and of distributing it thereto."

† Delete all of Chapter XII and substitute therefor a new Chapter XII, reading as follows:

## CHAPTER XII

### (Amendments as to Substance)

#### COMMITTEES

##### Article 1. General Provisions Respecting Committees.

###### Section 1. Authorization, Classification, and Functions of Committees.

(a) *Committees Authorized.* Committees, juries and boards composed of members of The Body



may be established to perform service for The Institute. Juries and boards, other than The Board and The Executive Committee, shall be, and have the standing of, committees, and the provisions of this Chapter XII relating to committees shall be deemed to relate also to juries and to boards.

(b) *Classification of Committees.* The committees of The Institute shall be classed as permanent committees, special committees, and sub-committees. The permanent committees shall be the administrative committees and the standing committees established by these By-laws.

(c) *Functions of Committees.* The general functions of every committee shall be to find the facts regarding matters within its jurisdiction and to plan and recommend to The Board policies relating thereto. The general duties of each permanent committee shall be those prescribed in these By-laws, but The Board may assign supplementary duties to any such committee at any time. The administrative committees shall perform certain administrative duties in addition to its general functions. The duties of each special committee and of each sub-committee shall be fixed by the body that creates it.

(d) *Appointment of Members of Standing Committees.* The members and the chairmen of each standing committee shall be appointed by The President.

(e) *Advisory Members of Committee.* Every committee shall have the authority to and may add advisory members to its personnel. They shall be appointed by the chairman of the committee and be listed as advisory members. The advisory members shall have no vote in the committee.

(f) *Chairmen of Committees.* The chairman of each committee shall be elected or appointed, as the case may be, from its membership. A vice-chairman may be similarly elected or appointed for each committee or any thereof.

#### Section 2. Terms of Office of Committee Members.

(a) *Expiration of Terms of Office.* The expiring terms of offices of members of permanent committees shall expire at the adjournment of the annual convention and, if a convention is not held, at the end of the last day of the month during which the convention normally would have been held. But a member whose term has expired shall serve until his successor qualifies.

(a-1) *Successor Member Qualifies.* The member elected or appointed on a permanent committee shall be deemed to have qualified when his acceptance of his election or appointment has been received by The Secretary.

(b) *Extension of Term of Office.* The term of office of any member of a committee shall not be extended beyond the time fixed in these By-Laws for the expiration thereof because of any delay in his election or appointment or otherwise.

(c) *Rotation in Terms of Office.* Rotation in the terms of office of the members of the permanent committees shall be provided by the election each year of a stated number of members of each committee, and as nearly as possible the number of members elected to a committee shall be the same each year.

#### Section 3. Vacancies in Committees.

(a) The membership of any or all members of any committee and/or the chairmanship of any committee may be declared vacant at any time by the concurring vote of not less than two-thirds of the entire membership of The Board, and the membership of any or all members of any committee and/or the chairmanship of any committee appointed by The President may be declared vacant by him at any time.

(b) If a membership on any committee becomes vacant before the term of office thereof has expired, then such vacancy on an appointive committee shall be filled by appointment by the President, and such vacancy on an elected committee shall be filled by election by The Board or The Executive Committee unless otherwise provided in these By-Laws. The member appointed or elected to fill a vacancy shall serve for the unexpired term of office.

#### Section 4. Nominations of Committee Members.

(a) *Nominations for Administrative Committees.* Unless otherwise provided in these By-laws, nominations for members and chairmen of the administrative committees shall be made by the members of The Board, individually.

(b) *Nominations by Regional Directors.* If the memberships of a committee are apportioned among the regional districts, it shall be the duty of the regional director of the district in which any such membership is or is about to become vacant, to nominate in writing one or more members from that district eligible to fill the vacancy. If the vacancy is on an appointive committee, such nominations shall be made to The President, otherwise they shall be made to The Board. The failure of a regional director so to act shall not delay the appointment or election.

#### Section 5. Elections and Appointment of Committee Members.

(a) *Administrative Committee Members Elected.* The members and the chairman of every administrative committee shall be elected by The Board.

Each year The Board, at its organization meeting held after an annual convention, shall elect the successors of the members of the administrative committees whose terms of office normally expired at the close of said convention, and, at the same meeting shall elect the chairman of each of the said committees. If for any reason an organization meeting is not held in any year then the election shall be at the first meeting of The Board held after

the time when the organization meeting would normally have been held in that year.

(b) *Standing Committee Members Appointed.* The members and the chairman of every standing committee shall be appointed by The President.

(c) *Special Committees. Members Appointed.* Special committees may be created by the delegates at a meeting of The Institute or by The Board or by The Executive Committee to perform specific duties not included within the duties of any permanent committee. The members and the chairman of every special committee shall be appointed by The President, unless the resolution creating the committee provides otherwise.

(c-1) Every special committee and the terms of office of its members shall expire simultaneously with the adjournment of the first annual convention of The Institute held subsequent to the establishment of the committee; provided, however, that this shall not be construed to prevent the reestablishment of the committee year by year until the purpose for which the committee was established has been accomplished.

#### Section 6. Appointment of Sub-Committee Members.

(a) *Sub-Committees.* Sub-committees may be created to perform some of the duties of permanent committees and of special committees. The members of each sub-committee and its chairman shall be members of the major committee and shall be appointed by the chairman of the major committee from the membership of the major committee.

(b) Every sub-committee shall expire with, or at the will of the committee that established it, and the terms of office of its members shall expire at the same time, or at the time the chairman who appointed them relinquishes his office, or at any time prior thereto if the chairman so requests.

#### Section 7. Meetings of Committees.

(a) *Meetings of Administrative Committees.* Each administrative committee shall hold the regular meetings required by these By-laws, and shall hold special meetings at the call of The Board, The Executive Committee or the chairman of the administrative committee.

(b) *Meetings of Standing Committees.* Each standing committee shall meet at the call of The Board, The Executive Committee, or the chairman of the standing committee, whenever the necessary appropriations have been made therefor.

(c) *Meetings of Special Committees and of Sub-committees.* Each special committee and each sub-committee shall hold such meetings as are authorized by the resolution creating it and for which the necessary appropriations have been made. The chairman of a sub-committee shall meet with the major committee or its chairman on call of that chairman.

(d) *Meetings with The Board.* The chairman of a

committee shall meet with The Board or The Executive Committee, on call of The President.

(e) *Minutes of Meetings of Committees.* Every permanent committee, and each special committee when so directed by The Board, shall keep minutes of each of its meetings, showing the names of those present, the reports of sub-committees, the matters presented and discussed, the actions taken, and the unfinished business. The chairman of the committee shall sign the minutes of all meetings at which he was present; otherwise they shall be signed by the chairman pro-tem. One copy of the minutes shall be kept in the files of the committee and a duplicate copy thereof shall be transmitted to The Secretary immediately after each meeting.

#### Section 8. Reports of Committees.

(a) *Reports, to whom made.* Every permanent committee shall report in writing direct to The Board, and every special committee shall report in writing direct to the body that created it. Every sub-committee shall report in writing to its major committee, which report shall be included in the report of the major committee.

(b) *Annual Reports.* Every permanent committee and every special committee shall make an annual report to The Board prior to its annual meeting, at the time fixed by The Secretary for receiving it. Each such report shall be signed by the chairman of the committee and show the number of meetings held, the members in attendance at each meeting, the finished business, the unfinished business, and full information regarding the activities of the committee. With said annual report and as a part thereof, each chairman shall set out all suggestions, conclusions and recommendations of the committee relating to the matters before it.

(c) *Progress Reports.* A progress report in writing shall be made by the chairman of each permanent committee and of each special committee to The Board at its semi-annual meeting, and at such other times as The Board or The Executive Committee requests.

(d) *Reports of Sub-Committees.* Every sub-committee, at the conclusion of its duties, shall make a final written report to the body that created it, and shall make a progress report whenever requested so to do by the chairman of the major committee.

(e) *Reports to Members of Committees.* Unless these By-Laws provide otherwise, the draft of every final and of every annual report by a committee shall be prepared by its chairman and submitted by him to every member of the committee, requesting his attitude with respect thereto. If the chairman does not receive an answer from a member within a reasonable number of days after the date the draft was sent to him, he shall note that fact on the report. He shall also enter on the report the attitude of each member who answers his request, and shall attach

to the report all communications received by him from the members explaining their attitude.

If the chairman has not submitted the said draft to any committee member in time to permit the member a reasonable number of days to reply thereto, then that fact shall be noted on the report.

#### Section 9. Correspondence and Files of Committees.

(a) *General Procedure.* If the chairman of a committee other than the chairman of an administrative committee, desires to send any general letter, questionnaire, report, statement, document or information to any membership class of The Institute Body or to the state divisions, state association members and chapters, or to the public, he shall prepare the same and send it to The Secretary. The Secretary shall issue the same over the name of the committee and the signature of its chairman, if the appropriations of the committee provide the funds necessary therefor and The President and the Secretary do not deem the sending thereof undesirable. If the said officers deem it undesirable to send the matter, then The Secretary shall return it to the committee with his suggestions. If the committee does not agree with the suggestions, then The Secretary shall refer the matter to The Board or to The Executive Committee for instructions. Nothing contained in this paragraph (a) shall be construed to prohibit the chairman or a member of any committee from conducting correspondence relating to the duties and business of the committee with The Institute headquarters or with any member of The Institute Body individually.

(b) *Files.* All minutes, records, reports, correspondence, data, documents and other matters of the committee shall be kept by the chairman thereof in a committee file, and such file shall be delivered by him to his successor or to The Secretary when the committee expires.

#### Section 10. Quorums and Decisions of Committees.

(a) *Number of a Quorum.* A quorum of a committee shall be a majority of the entire number of members of the committee; provided however, that advisory members of a committee shall not be counted and, if a committee consists of a member from every state division, state association member or chapter, the quorum of such committee shall be one-quarter of its total membership except as otherwise provided in these By-laws.

(b) *Decisions.* Decisions of a committee shall be by majority vote of not less than a quorum, unless otherwise provided by these By-laws.

A decision of a committee shall be had either by vote in a duly called meeting of the committee or by letter ballot under the conditions prescribed by the rules of The Board.

The vote of every administrative committee on every matter on which he votes, by letter ballot or otherwise, shall be recorded in the minutes of the committee.

#### Section 11. General Procedure of Committees.

(a) Each committee shall carry on its functions and perform its duties in accordance with these By-laws and the rules of The Board and under its general direction, supervision and control. Each committee may formulate special rules for its own procedure, which must be filed with The Secretary. Each committee may elect its own secretary, or the chairman may act thereas. Each committee may call and hold meetings and meet with other organizations or their representatives, but neither a committee nor any member or chairman thereof shall commit The Institute orally or otherwise on any matter, unless specifically authorized so to do by The Board or The Executive Committee.

#### Section 12. Expenses of Committees.

(a) *Budgets.* Each committee in its progress report to The Board shall present a general preview and survey of the work it is undertaking, the results it hopes to accomplish, and the expenses it considers necessary to incur on account thereof, to aid The Board in preparing its general budget.

(b) *Expenses Incurred.* A member of a committee shall not incur any expense or liability for or in behalf of the committee until and unless such expense or liability has been approved in writing by the chairman of the committee, and the chairman of a committee shall not incur any expenses or liability which The Institute must pay except under the conditions prescribed in Chapter X, Article 4, Section 4 of these By-laws.

### Article 2. Administrative Committees.

#### Section 1. Names and Duties.

(a) *Names and Duties.* The Administrative Committees shall be those named in this Article 2, and each thereof shall perform the administrative duties herein delegated to it, for and on behalf of The Board.

#### Section 2. The Board of Examiners.

(a) *Duties.* There shall be an administrative committee called the Board of Examiners. It shall be its duty to perform the duties described in Chapter II, Article 2, Section 5 of these By-Laws.

(b) *Membership.* The Board of Examiners shall consist of three corporate members.

(c) *Terms of Office.* The term of office of each member of the Board of Examiners shall be three years, but the terms of office shall be arranged by The Board so that not more than one term shall expire normally each year. The term of office of the chairman shall be one year, but he may be re-elected as chairman each or any year during his membership on the committee.

(d) *Meetings.* The Board of Examiners shall meet whenever its duties require, at the call of its chairman, The Secretary, or The Board.



**Section 3. The Jury of Fellows.**

(a) *Duties.* There shall be an administrative committee called the Jury of Fellows. It shall be its duty to perform the duties described in Chapter II, Article 2, Section 16 of these By-laws.

(b) *Membership.* The Jury of Fellows shall consist of six fellows of The Institute.

(c) *Terms of Office.* The term of office of each member of the Jury of Fellows shall be six years, and the terms of office shall be arranged by The Board so that not more than one term shall expire normally each year. The term of office of the chairman shall be the unexpired term of his membership on the jury.

(d) *Regular Meetings.* The jury shall hold one regular meeting every two years and special meetings at the call of its Chairman or The Board.

**Section 4. The Committee on Professional Practices.**

(a) *Duties.* There shall be an administrative committee called the Committee on Professional Practices. It shall be its duty to perform the duties described in Chapter XIII, Article 2 of these By-laws.

(a-1) The chairman, or the chairman with two other members of the committee designated by him shall act for and in behalf of the committee on any matter before it, as provided in Chapter XIII, Article 2, Section 7, of these By-laws.

(b) *Membership.* The Committee on Professional Practices shall consist of one corporate member in each state division or chapter, as The Board shall deem best. The member in each state division and in each chapter shall be nominated in writing to The Board by the governing board of the division or the chapter, as the case may be, and The Secretary, for and on behalf of The Board, shall declare the nominee elected to membership on the committee, and shall notify him and the state division and chapter to that effect. If there is no state division in a state or if the state division or any chapter fails to make such nomination within thirty days after it has been notified by The Secretary to do so, then The President shall nominate the state division or chapter member, and The Secretary for and on behalf of The Board shall declare him elected as provided above.

(c) *Terms of Office.* The term of office of the chairman shall be three years. Each of the other members of the committee shall continue to serve until the state division or chapter of which he is a member or The President nominates his successor and his successor is elected and qualifies.

(c-1) If the chairman or any member of the committee whose term of office has or is about to expire has before him any case wherein the examination of a charge of unprofessional conduct is well advanced, then the chairman or member shall serve on that particular case until it is disposed of, but on no other case before the committee.

(c-2) If a new chairman is elected while the old

chairman is still engaged on a case, then the old chairman shall complete his case and sign the report, but he shall not function as chairman on any other case before the committee.

(d) *Meetings.* The committee, as a whole, shall hold a meeting of all its members only at the call of The Board but every special committee appointed in accordance with the provisions of Chapter XIII, Article 2, Section 7, shall hold such meetings as its chairman shall call.

**Section 5. The Judiciary Committee.**

(a) *Duties.* There shall be an administrative committee called the Judiciary Committee. It shall be its duty to consider and act on every case of unprofessional conduct presented to it by the Committee on Professional Practices in the manner prescribed under Chapter XIII, Article 2, Section 5 of these By-laws.

(b) *Membership.* The Judiciary Committee shall consist of three regional directors elected by The Board. One thereof shall be elected each year by The Board at its organization meeting, from among the regional directors who are then beginning a full term of office.

(c) *Quorum.* Two members of the Judiciary Committee shall constitute a quorum for a hearing before it, and the two members who heard the case may adjudge it, dismiss it, or find the accused guilty and recommend a penalty, as the case may be.

(d) *Terms of Office.* The terms of office of each member of the committee shall expire coincidentally with the expiration of his term of office as regional director; provided, however if the committee has before it any case wherein the examination of the evidence is well advanced but not disposed of, then the retiring member of the committee shall continue to serve on the said case until it is completed and disposed of, but on no other case before the committee.

(e) *Vacancy.* If any membership on the committee becomes vacant before the expiration of the term of office thereof, then The Board shall elect one of the regional directors to serve for the unexpired term.

(f) *Meetings.* The committee shall hold such meetings as are necessary to perform its duties, at the call of its chairman or The Board.

**Section 6. The Committee on Competitions.**

(a) *Duties.* There shall be an administrative committee called the Committee on Competitions. It shall be its duty, *first*, to interpret from time to time the provisions of the Competition Code of The Institute for the guidance of the members; *second*, to have general oversight of the chapter sub-committees on competitions created in accordance with the provisions of Section 6 of Article 1 of this chapter; *third*, to advise regarding architectural competitions and to approve or disapprove programs submitted to it by The Board or by any of said chapter sub-

committees; *fourth*, to prepare revisions of the said Code from time to time as The Board or the committee deems necessary, and to submit the same to The Board.

(a-1) *Limitations on Authority.* Neither the Committee on Competitions nor any chapter subcommittee shall advise as to the necessity of holding a competition, nor as to the appointment of a professional advisor or any member of a jury of award, nor in general as to any action taken by an owner prior to the production of the competitions program. But any of the said committees may advise a professional advisor as to the details of his program when so requested, and discuss with him the preliminary draft of the program prior to its submission to the owner.

(a-2) *Authority of Chairman.* In an emergency case the chairman, otherwise the chairman and any two other members of the committee he selects, by a concurring vote by letter or otherwise, shall have the authority to and may make the said interpretations of the code and/or to pass upon and approve or disapprove said programs, for and in behalf of the committee

(b) *Membership.* The Committee on Competitions shall consist of one corporate member from each regional district; provided, that The Board, for the better administration of the affairs of the committee, in any year may elect not to exceed two additional corporate members-at-large from the same or different regional districts to membership on the committee. The term of office of each said additional membership shall be one year.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The terms of office of each member of the committee shall be three years, but the terms of office of the members elected from the regional districts shall be arranged by The Board so that, normally, not more than one-third thereof shall expire in any one year and not more than one expiration shall occur in the same year in the same general geographical section of the United States.

(d) *Meetings.* The committee shall meet at the call of its chairman or The Board.

#### Section 7. The Committee on Contracts.

(a) *Duties.* There shall be an administrative committee called the Committee on Contracts. It shall be its duty, *first*, to interpret the provisions of the standard documents of The Institute that relate to the contractual relations between the architect, owner, contractors, surety and insurer; and, *second*, to prepare such documents and such revisions thereof as The Board or the committee shall deem necessary from time to time and submit them to The Board.

(a-1) The said documents and revisions thereof, when adopted by The Board, shall be the standards of The Institute with respect to the matter contained

therein, and may be published and sold and/or otherwise distributed by The Institute.

(a-2) The chairman of the committee or any other member he selects or any counsel The Board may employ therefor, shall have the authority and may make the said interpretations for and in behalf of the committee.

(b) *Membership.* The committee on contracts shall consist of one corporate member from each regional district.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The terms of office of each member of the said committee shall be three years, but the terms of office of the members shall be arranged by The Board so that, normally, not more than one-third thereof shall expire in any one year and not more than one expiration shall occur in the same year in the same general geographical section of the United States.

(d) *Meetings.* The committee on contracts shall meet at the call of its chairman or The Board.

#### Section 8. Committee on Education.

(a) *Duties.* There shall be an administrative committee called the Committee on Education. It shall be its duty, *first*, to exercise general oversight over the educational programs and activities of The Institute and its scholarships; *second*, to have charge of the selection of recipients of its scholarships and student honors; *third*, to formulate plans whereby the aesthetic qualifications and the scientific efficiency of the profession will be enhanced and the public appreciation of the arts of design will be promoted; *fourth*, to maintain contacts with the schools of architecture, consider the general aspects of their educational programs and curricula, and survey the national requirements for architectural services as related to such schools and programs; *fifth*, to maintain contacts with the state boards of examiners licensing or registering architects for practice and with the national association of such boards; *sixth*, to perform other duties consistent with the general duties stated above that The Board shall assign to it.

(a-1) *Authority of Chairman.* The chairman of the committee and any other three of its members he selects, by a concurring vote by letter or otherwise, shall have the authority to and may act as an executive committee for and in behalf of the committee on education for the purpose of carrying on its administrative work only.

(b) *Membership.* The committee on education shall consist of nine corporate members.

(c) *Terms of Office.* The terms of office of each member of the committee shall be three years, but the said terms of office shall be arranged by The Board so that, normally, not more than one-third thereof shall become vacant in any one year.

(d) *Meetings.* The committee on education shall

hold a regular meeting, coincident with the annual meeting of The Board and at the same place when it is practicable to do so, and it shall hold such special meetings as its appropriations permit and its chairman or The Board shall call.

#### Section 9. Structural Service Committee.

(a) *Duties.* There shall be an administrative committee called the Structural Service Committee. It shall be its duty, *first*, to have general oversight over the structural service department of The Institute; *second*, to encourage an effective contact and an active collaboration with those engaged in constructing and erecting buildings, with the producers of the materials of construction and the equipment of buildings, and with those engaged in developing an efficient and economical use of such materials and equipment; and *third*, to perform other duties consistent with the general duties stated above that The Board shall assign to it.

(a-1) *Authority of Chairman.* The chairman of the committee and any other three of its members he selects, by a concurring vote by letter or otherwise, shall have the authority and may act for and on behalf of the committee, for the purpose of carrying on its administrative work only.

(b) *Membership.* The Structural Service Committee shall consist of one corporate member from each regional district.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The terms of office of each member of the committee shall be three years, but the terms of office of the members shall be arranged by The Board so that, normally, not more than one-third thereof shall expire in any one year and not more than one expiration shall occur in the same year in the same general geographical section of the United States.

(d) *Meetings.* The committee shall meet at the call of its chairman or The Board.

#### Section 10. Committee on Public Information.

(a) *Duties.* There shall be an administrative committee called the Committee on Public Information. It shall be its duty, *first*, to devise ways and means of informing the public through the press of the beneficial services that the profession of architecture can render to society; *second*, to exercise a general oversight of the public information department of The Institute and of the publicity of The Institute; *third*, to supervise the preparation of its general publicity programs and matter for the press and the methods and manner of distributing such publicity; and *fourth*, to perform other duties consistent with the general duties stated above that The Board shall assign to it.

(a-1) *Authority of Chairman.* The chairman of the committee and any other three of its members thereof he selects, by a concurring vote by letter or

otherwise, shall have the authority and may act for and in behalf of the committee, for the purpose of carrying on its administrative work only.

(b) *Membership.* The Committee on Public Information shall consist of one corporate member from each regional district.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The term of office of each member of the committee shall be three years, but the terms of office of the members shall be arranged by The Board so that, normally, not more than one-third thereof shall expire in any one year and not more than one expiration shall occur in the same year in the same general geographical section of the United States.

(d) *Meetings.* The committee shall meet at the call of its chairman or The Board.

#### Section 11. Committee on Membership.

(a) *Duties.* There shall be an administrative committee called the Committee on Membership. It shall be its duty, *first*, to have general oversight over the recruiting activities of The Institute; and *second*, to develop methods and means of maintaining a consistent growth in the number and qualifications of the members and of keeping The Institute consistently representative of the profession.

(b) *Membership.* The committee on membership shall consist of one corporate member from each regional district.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The term of office of each member of the said committee shall be three years, but the terms of office of the members shall be arranged by The Board so that, normally, not more than one-third thereof shall expire in any one year and not more than one expiration shall occur in the same year in the same general geographical section of the United States.

(d) *Meetings.* The committee shall meet at the call of its chairman or The Board.

#### Section 12. Committee on By-Laws.

(a) *Duties.* There shall be an administrative committee called the Committee on By-Laws. It shall be its duty, *first*, to prepare the text for all amendments to the By-laws and for the rules and regulations of The Institute, and secure the opinion of counsel as to the legality and form thereof; *second*, to interpret the provisions of all of said By-laws, rules and regulations, securing the opinion of counsel on all points of law involved; *third*, to aid the state divisions, state association members, and chapters in planning their organizations and preparing their by-laws and rules, and the amendments thereto, and to examine and approve such by-laws and the amendments thereto when satisfied that their



adoption will be to the best interest of The Institute; and *fourth*, to perform other duties consistent with the general duties stated above that are assigned to it by The Board.

(a-1) *Authority of Chairman.* The chairman shall have the authority, and for and in behalf of the committees, may perform the duties described in *second* and *third* above, and in *fourth* above unless The Board shall otherwise designate. He shall also prepare the subject matter under *first* above and submit the same to the committee for its consideration and action either by letter or at a meeting of the committee, and shall sign all approvals or disapprovals arising out of *third* above, for and in behalf of The Board.

(b) *Membership.* The committee on by-laws shall consist of three corporate members.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The term of office of each member of the committee shall be six years, but the said terms shall be arranged by The Board so that, normally, one but not more thereof shall expire every two years.

(d) The committee shall meet at the call of its chairman or The Board.

#### Section 13. Committee on Standard Accounting.

(a) *Duties.* There shall be an administrative committee called the Committee on Standard Accounting. It shall be its duty, *first*, to have general oversight of the standard accounting system promulgated by The Institute and to promote its use; *second*, to prepare forms and other documents for the accounting system and revise the same as necessary; *third*, to collect cost accounting data and distribute it to members; *fourth*, to advise concerning the use of the standard accounting system and of efficient operating methods and procedure in the practise of architecture to forward the practical efficiency of the profession; and *fifth*, to perform other duties consistent with the above general duties that are assigned to it by The Board.

(a-1) *Authority of the Chairman.* The chairman of the committee shall have the authority to act for and on its behalf in all matters of routine administrative nature.

(b) *Membership.* The Committee on Standard Accounting shall consist of three corporate members.

(c) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The term of office of each member of the committee shall be three years, but the said terms shall be arranged by The Board so that, normally, not more than one thereof shall expire in any one year.

(d) *Meetings.* The committee shall meet at the call of its chairman or The Board.

#### Section 14. The Investment Committee.

(a) There shall be an administrative committee

called The Investment Committee. Its duties, membership, and terms of office of its members, and other matters concerning it are set out in Chapter I, Article 12, Section 1 of these By-Laws.

### Article 3. Standing Committees of the Institute.

#### Section 1. Membership of the Standing Committees.

(a) The membership of every standing committee shall consist of one corporate member from each regional district, unless otherwise prescribed in this Article 3. The members of each standing committee shall be appointed by The President, and he shall designate one of them as chairman.

#### Section 2. Term of Office of Members of Standing Committees.

(a) The term of office of the chairman of each standing committee shall be the unexpired term of his membership on the committee. The term of office of each member of a standing committee shall be three years, but their terms of office shall be arranged by The Board so that normally not more than one-third thereof shall expire in any one year and not more than one expiration shall occur in the same year in the same geographical section of the United States.

#### Section 3. Establishing Standing Committees.

(a) The standing committees shall be those named in the sections of this Article that follow this Section 3, and their respective duties shall be as therein set out.

(b) The Board, by the concurring vote of not less than two-thirds of its entire membership, may abolish any standing committee, change the titles and/or duties of any thereof, re-establish any thereof or establish others and fix the duties to be performed by each.

Whenever The Board takes any such action and without further action by The Institute, the then Secretary shall delete, amend, or add to the sections of this Article 3 to correspond with the action of The Board; it being the intent of this paragraph that the By-laws shall include at all times the name of every standing committee then existing and the duties of each such committee.

#### Section 4. The Octagon Building Committee.

(a) There is hereby established a standing committee called The Octagon Building Committee.

(b) It shall be the duty of The Octagon Building Committee to exercise general supervision of The Octagon property, building and furnishings, and of their repairs and maintenance.

#### Section 5. Committee on Architectural Practice.

(a) There is hereby established a standing committee called the Committee on Architectural Practice.

(b) It shall be the duty of the Committee on

Architectural Practice to consider and report on matters concerning fees, standards for quality of drawings, specifications and other documents, building and safety codes, relations with draftsmen, and all other matters relating to the practice of architecture that are not delegated to the administrative committees on professional practices, judiciary, competitions, contracts, structural service, public information or standard accounting, or to the standing committee on public works or industrial relations.

#### Section 6. Committee on Allied Arts.

(a) There is hereby established a standing committee called the Committee on Allied Arts.

(b) It shall be the duty of the Committee on Allied Arts to foster and promote an ever closer aesthetic and practical relationship between the architects and sculptors, painters and other artists practicing the arts of design allied with architecture.

#### Section 7. Committee on Public Works.

(a) There is hereby established a standing committee called the Committee on Public Works.

(b) It shall be the duty of the Committee on Public Works, *first*, to devise ways and means to promote the usefulness of The Institute to the various federal, state, municipal, and other governmental agencies having charge of the planning and designing of public buildings and their environs and/or the planning and designing of public parks and monuments; *second*, to promote the employment of architects in private practice to plan and design such public works; *third*, to discourage the planning and designing of such public works by governmental bureaus.

#### Section 8. Committee on Industrial Relations.

(a) There is hereby established a standing committee called the Committee on Industrial Relations.

(b) It shall be the duty of the Committee on Industrial Relations to foster and promote an ever closer amicable and practical relationship between the architects, contractors, producers of material, and the labor used in constructing and erecting buildings and other structures and to bring about co-operation in whatever may affect the welfare of the building industry.

#### Section 9. Committee on Foreign Relations.

(a) There is hereby established a standing committee called the Committee on Foreign Relations.

(b) It shall be the duty of the Committee on Foreign Relations, *first*, to foster and promote a closer relationship between the architects of the United States and those of other countries; *second*, to recommend to The Board from time to time architects whom the committee considers deserving of honorary corresponding memberships; and *third*,

to organize exhibitions of American architecture for foreign countries and exhibitions of foreign architecture for the United States; and *fourth*, to perform other duties consistent with the general duties stated above that the Board shall assign to it.

#### Section 10. Committee on Historic Buildings.

(a) There is hereby established a standing committee called the Committee on Historic Buildings.

(b) It shall be the duty of the Committee on Historic Buildings to encourage the preservation of historic buildings having an architectural value and to supervise the preparation and collection of drawings and photographs of such buildings when occasion arises.

#### Section 11. Committee on Registration Laws.

(a) There is hereby established a standing committee called the Committee on Registration Laws.

(b) It shall be the duty of the Committee on Registration Laws to promote the establishment of registration laws for architects in every state, promote uniformity of such laws and of examinations conducted thereunder, encourage a uniformly high standard of qualifications for admission to practice architecture, and cooperate with registration boards and their national association to bring about these objects.

#### Section 12. Committee on Community Planning.

(a) There is hereby established a standing committee called the Committee on Community Planning.

(b) It shall be the duty of the Committee on Community Planning to study and formulate principles to govern the proper planning and beautification of communities, cities, and regions, the economics of site planning and the economics of low priced housing, and to cooperate with the public or other agencies having such matters in charge.

#### Section 13. Committee on Finance.

(a) *Establishment.* There is hereby established a standing committee called the Committee on Finance.

(b) *Duties.* It shall be the duty of the Committee on Finance, *first*, to develop ways and means to increase the general endowment fund and the special funds; *second*, to develop new sources of general income; and *third*, to recommend to The Board means of financing the special undertakings planned by The Board for the welfare of The Institute and the betterment of the profession which can not be financed out of the normal income; and *fourth*, to perform other duties consistent with the general duties stated above that are assigned to it by The Board.

(c) *Membership.* The Committee on Finance shall consist of five corporate members and ex-officio, The President and The Treasurer.

(d) *Terms of Office.* The term of office of the chairman shall be the unexpired term of his membership on the committee. The terms of office of each member of the committee shall be five years, but the said terms shall be arranged by The Board so that, normally, not more than one thereof shall expire in any one year.

*Delete all of existing Chapter XIII and substitute therefor a new Chapter XIII, reading as follows:*

### CHAPTER XIII

#### (Amendments as to Substance)

#### PRINCIPLES OF PROFESSIONAL PRACTICES AND STANDARDS OF PRACTICE

##### Article 1. The Practice of Architecture.

###### Section 1. Obligations.

(a) The American Institute of Architects shall uphold the practice of architecture as a profession and shall endeavor to maintain a high standard of practice and conduct by its members as a safeguard of the important financial, technical and aesthetic interests entrusted to them as practitioners of that profession. Therefore, every member of The Institute by virtue of his membership in The Institute subscribes to the principles of professional practices and the standards of practice established by The Institute and agrees to abide by and uphold those principles to the best of his ability and to practice his profession accordingly, and to conduct himself and his affairs at all times to the best interests of the profession and The Institute.

###### Section 2. Unprofessional Conduct.

(a) Since such conduct and such adherence to the principles and the standards of practice established by The Institute and to the provisions of its By-laws, rules and regulations and the By-laws, rules and regulations of the State Division or State Association Member and the Chapter of which he is a member, is the obligation of every member of The Institute, deviation from any thereof by any such member is declared to be not to the best interests of the profession and The Institute and shall be deemed to be *unprofessional conduct* on his part, and *ipso facto* he shall be subject to discipline by The Institute, in proportion to the seriousness of the deviation.

##### Article 2. Adjudging Unprofessional Conduct.

###### Section 1. Responsibility of The Board for Discipline.

(a) *Powers and Duties.* The Board shall do whatever is in its power to maintain compliance by every member of The Institute Body with the principles of professional practices and the standards

of practice established by The Institute, and to require that the conduct of each such member shall always be to the best interests of the profession and The Institute. For that purpose The Board shall be sole judge of the compliance by the member with such principles, standards, By-laws, rules and regulations and of his conduct, and for what it deems to be unprofessional conduct on his part, it may reprimand or censure him or may suspend or terminate his membership, whichever, in its judgment, is in proportion to the seriousness of his deviations and his offence.

(b) *Decisions Final and Without Recourse.* The decisions of the Board in every matter concerning the conduct of a member, and every penalty imposed by it on a member on account of unprofessional conduct shall be final and conclusive and without recourse as to the member.

###### Section 2. Delegation of Powers to Adjudge.

(a) *Prompt Adjudication.* The Board shall adjudge diligently every charge of unprofessional conduct against a member that is brought to its attention.

(b) *Delegation of Power Prescribed.* The Board shall not delegate to any other person or body its duty of adjudging charges of unprofessional conduct, or of imposing penalties on account thereof, and no other person or body shall have any right to hear or adjudge any charges of unprofessional conduct against any member of The Institute Body other than as expressly provided elsewhere in this Section 2, or to impose any penalties therefor upon him.

(c) *Delegation of Powers Permitted.* The hearings of a charge of unprofessional conduct shall be conducted for and on behalf of The Board by the Committee on Professional Practices and by the Judiciary Committee, in accordance with the procedure set forth in these By-laws, but The Board shall conduct the final hearings, if there are any, and at any time it may conduct any hearing or proceeding delegated to either of said committees or it may intervene in any thereof. In the latter event the intervened committee shall be relieved of its duty and authority in the case.

###### Section 3. Rules.

(a) *Rules of Procedure.* Supplementing these By-laws, The Board shall adopt and print rules relating to the procedure of adjudging charges of unprofessional conduct, conducting the hearings thereof, giving notices of the hearings, and making appeals from the findings.

The adjudging of every charge of unprofessional conduct shall be conducted and concluded in accordance with the said rules and the provisions of these By-laws in effect at the time the charges are filed with the said chairman.



**Section 4. Appeals.**

(a) A complainant whose charge has been denied by the Committee on Professional Practices or by the Judiciary Committee may appeal from its finding to The Board, provided that he presents new evidence to The Board within thirty days after the date on which the notice of the findings has been mailed to complainant.

**Section 5. Hearings.**

(a) *Appearance.* An appearance at a hearing may be waived in writing by any accused member or by the complainant, or both. In that event, or if either or both are not present at the hearing, the hearing shall proceed at the time and place set in the notice; provided that the notices of the meeting have been sent as required by the By-laws and the relevant rules. The waiver and/or absence of the accused member or complainant, or both, as the case may be, shall be noted in the records of the case.

(b) *Attorneys.* The accused member may be advised by his attorney at this hearing before The Board, but not at a hearing before the Judiciary Committee or the Committee on Professional Practices. The Attorney may speak thereat in behalf of the accused provided that the accused is present and that at least ten days prior to the time fixed for said hearing he has given written notice by registered mail to The Secretary that his Attorney will be present.

(c) *Evidence.* The accused member and the complainant may each offer evidence and call witnesses at any hearing of a case, in writing, or in person, or both.

(d) *Volunteer Evidence.* It shall be the duty of every member, if he has verbal testimony to offer, or has in his possession letters, papers or documents bearing on any case, to give such testimony and/or to produce said letters, papers or documents, or certified copies thereof, voluntarily or on request of The Board, the Committee on Professional Practices or the Judiciary Committee.

(e) *Witnesses.* The Board, the Chairman of the Committee on Professional Practices, and/or the Chairman of the Judiciary Committee may summon and question witnesses in any case if in its or his judgment the circumstances so warrant, and whether or not the accused member or the complainant, or both, so requests.

(f) *Testimony.* The accused member and the complainant shall fully and truthfully answer all relevant questions which The Board, the Committee on Professional Practices, and the Judiciary Committee, shall ask. Refusal to so answer, or giving answers which, in the judgment of The Board or either Committee, are evasive shall be construed as conduct not to the best interests of The Institute. Such conduct shall be an independent and separate *prima facie* case of unprofessional conduct against such member, and shall be adjudged by The Board.

If the member is found guilty, the penalty imposed shall be expulsion.

**Section 6. Procedure of Accusation.**

(a) *Complainant.* Any legally constituted State Board that registers architects or issues licenses to them, may bring to the attention of The Secretary any case of alleged unprofessional conduct of a member of The Institute Body of which such person or board is cognizant, and it shall be the duty of every member of The Institute Body and of every State Division, State Association Member, and Chapter of The Institute to bring to the attention of The Secretary every case of alleged unprofessional conduct of which he or it is cognizant.

(b) *Complaints in Writing.* Every complaint alleging unprofessional conduct shall be in writing and state the facts alleged to be true, shall be signed by the member, members or body making the complaint, and shall be sent to The Secretary.

**Section 7. Procedure of Committee on Professional Practices.**

(a) Every complaint alleging unprofessional conduct of a member of The Institute received by The Secretary shall be sent immediately by him to the Chairman of the Committee on Professional Practices. Thereupon the said Chairman shall examine the complaint and if he determines that the circumstances should be investigated, he shall designate two other members of that Committee to act with him in the case, and shall furnish each accused member and the complainant with a printed copy of said rules, and of this Chapter XIII of the By-laws. The Chairman and the two others designated by him shall be and act in the particular case as the Committee on Professional Practices and shall have and exercise all the powers and perform all the duties delegated to the Committee on Professional Practices in the case, but the Chairman shall make and sign the report.

(c) If the alleged unprofessional conduct occurred more than one year before the matter is brought to the attention of the Committee, the Chairman may ignore the charges.

(d) If for personal reasons the Chairman finds he should not serve on any complaint before him, he shall designate a member of the Committee to act in his stead.

(e) The special committee appointed in a case shall conduct a preliminary examination of the alleged facts and may summon the accused and/or the complainant to appear before it. If the special committee finds that a *prima facie* case has been made, then the Chairman shall notify the accused, the complainant, The Secretary and the governing boards of the State Division or State Association Member and the Chapter of which the accused is a member, in writing, to that effect, stating to them that the case will be heard by the Judiciary Committee. Thereupon the Chairman shall turn over to

the latter committee all data concerning the case, and shall notify The Secretary that he has done so.

If the special committee does not find a *prima facie* case, then it shall dismiss the charge and the Chairman shall notify the accused, the complainant and The Secretary to that effect, in writing.

(f) Every complaint before the Committee on Professional Practices shall be privileged and all proceedings of and before said Committee relating to the complaint shall be confidential.

#### Section 8. Procedure of Judiciary Committee.

(a) Every charge of unprofessional conduct sent by the Committee on Professional Practices to the Judiciary Committee shall be adjudged by the latter committee and its findings therein reported in writing to The Board.

(b) If the Judiciary Committee agrees in the findings of the Committee on Professional Practices, then it shall give notice to accused member and the complainant, and may summon other witnesses, to appear before it for a hearing of the case. If it finds the accused member guilty, then it shall recommend the penalty to be imposed. It shall send a copy of its findings to the accused member, the complainant, The Secretary and the governing boards of the State Division or State Association Member and the Chapter of which the accused is a member, and then transmit under seal all the evidence, data and findings to The Secretary.

(c) If the Judiciary Committee finds that the evidence before it does not support the alleged facts, it shall dismiss the case and notify the accused member, the complainant and The Secretary, in writing to that effect. Then it shall send all papers in the case and transmit them to The Secretary.

(d) The Judiciary Committee shall judge the admissibility and value of all evidence brought before it, and shall base its findings upon the nature and gravity of the offence and the evidence submitted. Its findings shall be conclusive on all questions of fact set out in the evidence submitted, unless an appeal therefrom is taken to the Board by the accused member or the complainant.

(e) If for any personal reason the Chairman of the Judiciary Committee or any member thereof finds he should not hear and adjudge any case, he shall notify The President to that effect, and The President shall appoint a temporary chairman or member as the case may be, from the membership of The Board to act in the particular case only.

#### Section 9. Procedure of the Board.

(a) *Time of Adjudgment.* The Board shall hear and adjudge every *prima facie* case of unprofessional conduct that is not dismissed by the Judiciary Committee, at the first regular meeting of the Board held thirty days or more after notice to appear before The Board has been sent to the accused member and the complainant. The Secretary, within five days after

the receipt of the findings in a case from the Judiciary Committee shall send notice to the accused member, the complainant, the Chairman of the Committee on Professional Practices, and the Chairman of the Judiciary Committee, stating the time and place at which The Board will hear the case.

(b) *Presentation of Case.* At the hearing before The Board, the Chairman of the Judiciary Committee shall present the evidence in the case and the findings of the Committee, and shall prosecute the case. Neither the said prosecutor, nor any member, temporary or otherwise, of the Judiciary Committee, shall take part in the deliberation of The Board after the case has been presented to it, or vote thereon.

(c) *Absence of Prosecutor.* If the said Chairman is absent, either of the other members of the Judiciary Committee may present the evidence and findings and prosecute the case. If all members of the committee are absent, The President shall appoint a member of The Board to present and prosecute it.

(d) *Judge of Evidence.* The Board shall be the final judge of the admissibility and value of all submitted evidence.

(e) *Notice of Judgment.* When the case has been concluded by The Board, The Secretary shall send written notice of the judgment taken and the penalty imposed, or of the dismissal of the charges, as the case may be, to the accused member, the complainant, the governing boards of the State Division or State Association Member and the Chapter of which the accused is a member, and to each member of The Institute. The Secretary shall enforce the penalty.

#### Section 10. Publication of Judgments.

(a) The action of The Board in any case of unprofessional conduct shall be published once in The Bulletin, and such publication may include the findings, in full or in brief, as The Board shall determine. If the accused member is exonerated prior to action by The Board, notice thereof shall be published once in The Bulletin; provided that the accused shall so request in writing and that the period of appeal has elapsed.

### Article 3. The Standards of Practice.

#### Section 1. Principles of Professional Practices.

(a) *Basic Principles.* The profession of architecture calls for men of integrity, business capacity and artistic ability. The architect is entrusted with financial undertakings in which his purpose and honesty must be above suspicion. He acts as professional adviser to his client and his advice must be wholly disinterested.

He is charged with the exercise of quasi-judicial functions as between client and contractors and must act with unqualified impartiality. He has responsibilities to his professional associates and

subordinates. Finally, he is engaged in the practice of a profession which carries with it grave responsibility to the public. These duties and responsibilities cannot be properly discharged by an architect unless his motives, conduct, and ability are such as to command respect and confidence.

(b) *Particular Rules of Professional Practice.* Founded upon the basic principles of professional practices, The Board shall prepare, publish and promulgate to the profession of architecture a set of rules which shall particularize the normal duties and responsibilities of the architect as a member of that profession.

(c) *Principles of Professional Practice for The Institute.* Such rules may be adopted by The Institute at a duly called meeting thereof by the concurring vote of a majority of the total number of votes accredited to the meeting. When and as so adopted, such rules shall be "The Principles of Professional Practice" of The Institute, to which every member of The Institute Body subscribes and agrees to abide by and uphold, and for deviation from which he may be charged with unprofessional conduct, as prescribed in these By-laws.

(d) *Publishing Rules.* The Principles of Professional Practice of The Institute so adopted shall be appended by these By-laws at the end thereof, and be published therewith as a single document, but this shall not prohibit the said Principles from being published as a separate document.

(e) *Amending Principles.* Said Principles of Professional Practice may be amended by The Institute at any duly called meeting, in the same manner as these By-laws may be amended except that a majority only of the total number of votes accredited to the meeting shall be required for the adoption of any amendment to the said Principles.

## Section 2. Principles Governing the Selection of Architects.

(a) *Basic Principles.* The Institute shall discourage the selection of an architect for any project for any reason other than his fitness and ability to render competent, efficient and economical services on the project. Therefore the selection of an architect by competitive bidding on the basis of the amount of the fee shall be discouraged as precluding the proper consideration of fitness and experience, and the planning and designing of public buildings and monuments by governmental bureaus shall be discouraged as tending to produce uneconomical and uninspiring results.

(b) *Particular Rules.* Based on these principles The Board may prepare and promulgate for the profession a method of procedure by which an owner who intends to construct a building may best secure simultaneously from two or more architects evidences of their creative skill in connection with his project, as an aid to him in selecting the architect

for the project. Such rules shall be called "Rules for Architectural Competitions".

(c) *Adoption of the "Rules for Architectural Competition" by The Institute.* The rules of architectural competitions may be adopted at any duly constituted meeting of The Institute by the concurring vote of a majority of the total number of votes accredited to the meeting. When so adopted, such rules shall be "The Competition Code" of The Institute, and shall constitute a standard of practice which each member of The Institute Body accepts and agrees to follow and uphold, and any deviation therefrom may subject him to charges of unprofessional conduct as prescribed in these By-laws.

(d) *Publishing Code.* The Competition Code of The Institute so adopted shall be appended to these By-laws, and be published therewith as a single document, but this shall not prevent the Code from being published as a separate document.

(e) *Amending Code.* The Competition Code may be amended by The Institute at any duly called meeting, in the same manner as these By-laws may be amended, except that a majority only of the total number of votes accredited to the meeting shall be required for the adoption of any amendment to the Code.

## Section 3. Principles Governing Architectural Fees.

(a) *Basic Fees.* The compensation which an architect should be paid for performing his services vary with the extent and character of the services performed, the type of building on which they are performed, the time involved in performing the services, and the training and experience of the architect.

(b) *Schedule of Basic Architectural Fees.* The Board may prepare, and promulgate for the profession a "Schedule of Basic Architectural Fees" which will aid in establishing local schedules and may be used to guide the individual architect in fixing a proper fee for his project. Such schedule shall set out the general basic prices for performing normal architectural services on usual types of buildings under ordinary conditions, and such prices should not be construed to be the amount that an architect who is especially qualified because of his experience and ability should charge as his fee therefor.

(c) Such a "Schedule of Basic Architectural Fees" may be adopted by The Institute at any duly constituted meeting thereof by the concurring vote of a majority of the total number of votes accredited to the meeting. Adherence to such schedule by members of The Institute Body shall not be mandatory. However, destructive price cutting is an unfair method of competition and is not to the best interests of the public, the profession, or The Institute, and a member who engages in such practice shall be subject to a charge of unprofessional conduct.

(d) *Publishing Schedule.* The "Schedule of Basic Architectural Fees" adopted by The Institute shall



be appended to these By-laws and be published therewith as a single document, but this shall not prevent the schedule from being published separately.

(c) *Amending Schedule.* The said Schedule may be amended by The Institute at any duly constituted meeting in the same manner as these By-laws may be amended, except that a majority only of the total number of votes accredited to the meeting shall be required for the adoption of any amendment to the Schedule.

#### CHAPTER XIV

##### *(Amendments as to Form)*

###### Article 1.

###### Section 2, Paragraph (a).

1. In the first line delete the words "of Directors."
2. In the eleventh line delete the words "shall have" and substitute therefor the word "has."

###### Article 2.

###### Section 2, Paragraph (a).

1. In the first and second lines delete the words "of Directors."
2. In the fifth line delete the first "The" and substitute therefor the word "that."

###### Article 3.

###### Section 2, Paragraph (a).

1. In the first and second lines, delete the words "of Directors."
2. In the fifth line, delete the first "The" and substitute therefor the word "that."

###### Article 4.

###### Section 1, Paragraph (a).

1. In the first line, delete the word "shall" and substitute therefor the word "may."

#### CHAPTER XV

##### *(Amendments as to Form)*

#### PUBLICATIONS AND LITERATURE

###### Article 1.

###### Section 1, Paragraph (a).

1. In line one delete the words "of Directors."
2. At the end of line three add the words "members, affiliates, State Divisions, State Association Members and Chapters."
3. In line four delete the words "chapters and membership," and delete the word "Bulletin" and substitute the words "said bulletin, called The Bulletin in these By-laws."

4. In line 7, delete the last word "of."

5. In line 8, delete the word "Directors," and delete the word "such" and substitute therefor the word "the."

###### Article 2.

###### Section 1, Paragraph (a).

1. In line one after paragraph reference letter (a) insert the words "unless the financial condition of The Institute does not permit."

In line one delete the words "of Directors."

2. In line two after the word "annuary" insert the words "called 'The Annuary' in these By-laws."

###### Article 3

###### Section 1, Paragraph (a).

1. In the first line, delete the words "of Directors."

###### Article 4.

###### Section 1, Paragraph (a).

1. In the fourth line delete the word "executive."
2. In the fifth line delete the words "of Directors."
3. In the sixth line delete the word "activities."
4. In the seventh line, delete the word "affiliations," and delete the word "those" and substitute therefor the words "the affairs";
5. In the last line delete the words "chapters, state associations, and affiliates" and substitute therefor the words "State Divisions, State Association Members, Chapter or Affiliates."

*Delete existing Chapter XVI and substitute therefor a new Chapter XVI reading as follows:*

#### CHAPTER XVI

##### *(Amendments as to Substance)*

#### GENERAL PROVISIONS.

###### Article 1. Inspection of Books and Records.

###### Section 1. Open to Members.

(a) The correspondence, books of account, and general records of The Institute, except as otherwise provided in these By-Laws, shall be open during the business hours fixed by The Institute for the executive office to the inspection of any corporate member in good standing.

###### Article 2. Certificates of Membership.

###### Section 1. Certificates Required.

(a) When a person or organization is elected to any class of membership in or to affiliation or association with The Institute, such person or organization is entitled to obtain a certificate from The Board certifying to that effect.

(b) The name of the person or organization to whom the certificate is issued shall be written in on the face of the certificate, and the terms under which it is issued, the kind of membership, affiliation, or association that it certifies to, the rights and privileges granted, the obligations undertaken by the person or organization, and such other matters as The Board shall prescribe, shall be printed or engraved thereon. Each certificate shall be signed by The President and The Secretary and shall be sealed with the seal of The Institute.

(c) The titles of the various certificates shall be as follows:

(c-1) for a corporate member, "Certificate of Corporate Membership";

(c-2) for a retired member or a retired fellow, "Certificate of Retirement";

(c-3) for a life member, "Certificate of Life Membership";

(c-4) for a master, "Certificate of Honorable Service";

(c-5) for a fellow, "Certificate of Fellowship";

(c-6) for an associate, "Associate's Certificate";

(c-7) for a junior associate, "Junior Associate Certificate";

(c-8) for the honorary class, "Certificate of Honorary Membership";

(c-9) for a state division, "Charter of..... State Division";

(c-10) for a state association member, "Charter of..... State Association Member";

(c-11) for a chapter, "Charter of..... Chapter", and

(c-12) The certificate of an affiliation shall be the "Agreement of Affiliation".

(d) Every certificate shall be and always remain the property of The American Institute of Architects, and shall be a loan to the person or organization so long as he or it remains a member, affiliate or associate, as the case may be.

#### Section 2. Cancellation of Certificate.

(a) If the membership, affiliation or association of a person or organization is terminated otherwise than by death, then said person or organization must return the certificate held by him or it to The Institute within thirty days after notice has been given him or it of such termination, and upon receipt thereof, The Secretary shall cancel it. If the certificate is not returned to The Institute within said time, then The Board may act to recover it, together with all costs and expenses incurred in connection with said recovery.

(b) Notice of the cancellation of a certificate shall be published once in The Bulletin and in such other publications as The Board determines.

### Article 3. Definitions.

#### Section 1.

(a) *Good Standing.* A member of The Institute shall not be in good standing if he is indebted to The Institute or any of its state divisions, state association members or chapters at the close of the last day of the fiscal year of The Institute or if he is under censure or suspension.

(b) *Profession of Architecture.* The term "profession of architecture," as used in these By-Laws to connote persons, shall include all persons who are engaged in the practice of architecture as a vocation, whether as architects in independent practice or in the employ of others or as employees of architects, and all persons who are engaged in teaching or are under-graduate or post-graduate students of the art and science of architecture or the arts and sciences allied therewith, and all of such persons who have retired from the practice or the teaching of architecture, as retired is defined in these By-laws.

(c) *General.* Words used in the masculine gender include the feminine and the neuter, and the words "writing" and "printing," are used synonymously and comprise typewriting.

### Article 4. Endorsements.

#### Section 1. Endorsements by The Institute.

(a) *Business Endorsements.* The Institute shall not sponsor or endorse, aid, or take part in the direction, or control of any business enterprise not owned, directed or conducted solely by The Institute.

(b) *Material Endorsements.* Neither The Institute nor any of its officers, directors, committee members, or employees shall approve, sponsor, or endorse, or do any thing that may be deemed or construed to be an approval, sponsorship or endorsement of any method or manner of handling, using, distributing or dealing in any material or product, unless it is owned by or under the sole control of The Institute. This shall not be construed to limit an approval by The Board of the manner of presenting to the architectural profession data relating to such material, product, or to limit the approval, sponsorship or endorsement by it of books or other literature relating to architecture, to the practice of architecture, or to the objects and purposes of The Institute that is published by others than The Institute. The work for which approval is desired shall be submitted to The Board and its approval, sponsorship or endorsement must be by the concurring vote of not less than two-thirds of the entire membership of The Board. By a like vote, The Board may permit the seal and/or other insignia of The Institute to be imprinted on the title page of such book or other literature, for a royalty consideration or otherwise; provided that in such case The Institute is protected from all liability in connection therewith or that may arise therefrom.

(c) The prohibitions and limitations imposed by

the provisions of this section shall be equally binding on every state division, state association member and chapter, and shall be set out in their respective By-Laws.

**Article 5. Parliamentary Authority.**

**Section 1. Roberts Rules.**

(a) The rules contained in "Roberts Rules of Order Revised" shall supplement the rules and regulations adopted by The Institute and shall govern The Institute, The Board, The Executive Committee, and the committees in all cases in which such rules are applicable and are not inconsistent or in conflict with the provisions of law, these By-Laws, or the rules and regulations adopted by The Institute or by The Board.

**CHAPTER XVII**

*(Amendments as to Form)*

**AMENDMENTS AND INTERPRETATIONS**

**Article 1.**

**Section 1. Paragraph (a).**

1. In the third line delete the words "entitled to

vote at" and substitute therefor the words "so credited to".

2. In the fourth line after the word "each", insert the word "corporate."

**Paragraph (b).**

1. In the second line after the word "each," insert the word "corporate".

2. In the third line after the word "in" delete the word "the" and substitute therefor the letter "a".

3. In the fourth line, delete the word "monthly", and the words "required to be issued by these by-" and delete the first word, "laws," in the fifth line.

**Paragraph (c).**

1. In the fourth line, delete the words "of Directors".

2. In the fifth line, after the first word "of", insert the word "corporate".

3. In the sixth and seventh lines, delete the words "The petition of members" to read "The said petition".

4. In the eighth line after the second "of", insert the word "corporate".

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**NOTES**

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