

THE
OCTAGON

A Journal of The American Institute of Architects



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by Addison Erdman, A. I. A.

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Number 5

A Duty to the Future

THE next three years, and years beyond that period, will be fateful for the people of the United States of America. In all probability at the time of the Annual Meeting of The Institute in 1945 none of the men who are now Officers and Directors of The Institute will occupy the position he now holds. New representatives of a larger and more widely distributed membership will have been chosen to guide our professional organization after that time.

The first of this new group of leaders will be chosen this year at the Annual Meeting in June at Detroit. Delegates from the Chapters and affiliated State Associations who will make those leader-selections will be voted for by the corporate or affiliated members of A.I.A. during the next few weeks. There are many reasons why these elections of delegates and officers should be made with greater thought and care than has been given to the choice in past years.

The members of The Institute today more than ever before are aware of the necessity of exercising sound judgment in selecting those in whose care it places the safekeeping and administration of trust funds devoted to high purposes established by generous donors; the leadership of our educational methods and our influence upon the encouragement and development of the arts; the formation of our professional policies in a world of changing and confusing industrial and technical methods and relationships, and to whom it entrusts, above all, the maintenance at a high level of our ethical standards among ourselves, with our fellow-practitioners, and between us and our countrymen and our government.

In all of these phases of our national activities The Institute today holds high place. Intelligence and strength and courage will be needed to retain that position.

To the war effort, to the maintenance of our brotherhood in the stressful and uncertain period just ahead, to the planning of our future as capable and useful workmen, to our need properly to relate ourselves and the contribution we have to make to the communities in which we live,—to all these, and therefore to The Institute as the only national organization representing the profession, we should give our best.

This statement,—this call to service, goes to each of you in time to influence your action between now and the date of the Annual Meeting at Detroit on June 23, 24 and 25. We have dropped the thought of a Convention of mingled recreation and introspective discussion. We shall think of our relationships between ourselves and to the country's demands upon our strength, now and in the future. We shall look forward toward the days when we shall face again our national obligations at home rather than, as now, on foreign seas. We shall honor some among us who have greatly contributed to the part we play. We shall have an important assembly.

Won't you then go to the next meeting of your Chapter or of your Association and there discuss with your fellow-members what your group can do? Select your delegates thoughtfully and help as many as possible to come to the Annual Meeting. Where Directors have to be nominated let them be men aware of the need of strong leadership and earnest action. Today offers a challenge, not a laurel wreath.

The Officers and The Board look forward to meeting you at Detroit in a spirit of service to our nation and to the architects of our country.

R. H. SHREVE
President

THE OCTAGON

A Journal of The American Institute of Architects

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The Washington Situation

Information.

At the outset of the Washington venture last November, this office inaugurated a series of weekly informational bulletins, sending them to the Regional Directors with the thought that the Regional Directors could then pass the information contained in the bulletins on to the organizations within their respective districts. It soon developed that such a procedure threw a considerable burden on the Regional Directors, practically none of whom had the facilities for the redistribution of the news. Furthermore, this office soon learned that it was not possible to send out a news bulletin as frequently as once a week.

The Regional Directors may recall that when the bulletins were first issued they were labeled confidential. This precaution probably resulted from the profusion with which this word is used in Washington. After a week or two it appeared that there was no real reason why we could not tell all.

Therefore, this office sends from time to time, generally every ten days or two weeks, bulletins to the presidents of the chapters, to the presidents of the state association members and to the Regional Directors. The purposes of these bulletins is to supplement the information contained in the articles in THE OCTAGON and to attempt to keep the membership posted on current conditions.

In most instances, the presidents of the chapters and of the state associations find some means of conveying the contents of the bulletin to their respective memberships. It has been evident, however, that the contents of these bulletins have not reached all of the members. Therefore, this office suggests that at your next chapter or state association meeting, if

you have not heard of the bulletins, that you seek to have them read at the meeting or urge that the news be disseminated in the most practicable manner.

Civilian Personnel Branch, Corps of Engineers, U. S. Army.

We call your attention to the opportunities for employment in the Civilian Personnel Branch of the Engineer Corps. The Engineer Corps has many civilian positions which might well be filled by architects. Application may be made to the Chief of the Civilian Personnel Branch, U. S. Corps of Engineers, Temporary "T" Building, Washington, D. C., or to the district offices of the Engineer Corps. The addresses of the district offices were listed in Bulletin No. 10 issued by this office on March 26, 1942.

On Applications.

In applying for employment or in applying for commissions in the services, the architect should bear in mind a number of salient facts: First, we are at war; second, the entire effort, energy and material wealth of the country is devoted to the prosecution of the war and the achievement of victory. In the war program there is little or no opportunity for a display of architecture as many of us regard it. Nor will the architect be able to carry his peace-time pursuits into the turmoil of war.

The architect is well-equipped to participate in the war program and his equipment is derived not so much from what he may have considered his primary qualifications as from what may be termed his secondary qualifications. These may be briefly described as ability to coordinate work, to exercise his

executive and administrative abilities, to supervise construction in the field, to adapt himself for the many roles which his training and talents entitle him.

The architect must, however, display an eagerness to solve the problems which the war presents and not seek to find the problems which he imagines might be there and, furthermore, he must display a willingness to work in any part of the United States and possibly in any part of the world.

To elaborate somewhat, it is well to repeat that an architect is a man who by education, training and generally by natural talent has it within his power to make a notable contribution to the general welfare in time of peace. He can make this contribution in time of war, provided he gives himself the chance to do so, or at least if he gives himself the same chance that men from other walks of life give themselves. In doing so he need not deny the architectural character or heritage. He should fit them into the new outlook on life and the new psychology.

The architect has been educated somewhat beyond the normal scope. His imagination has been stimulated. He thinks in three dimensions. He has been taught to think in many terms including those of construction; he is technically skilled. His training after college is one of coordination, of tact, of plan, of finance, of meeting time schedules, of arbitration and of getting things accomplished. One could easily go further in citing the many facets of the architect's abilities.

His attributes are those that are in constant demand by the military, naval and governmental authorities, but the authorities seldom look for these attributes in the profession. It is possible that the architect himself has discouraged them from doing so. They look for these attributes in others than architects. In fact, they go to great length to find in other people what they may for the asking have from an architect.

There have been striking examples of this singular misunderstanding. Various Army Departments have sought far and wide for men who could put their construction programs through. They had not realized until told so that it is the architect who can achieve their goals for them. This absence of realization is not due entirely to lack of knowledge of the architect, as many of them have met architects, but the architects have not given the impression that

they could be particularly helpful.

In the services themselves, the architect very often has the ability, the training, in fact, all of the attributes that would make a good officer, but too often the other fellow gets the commission. Generally it is because the other fellow shows an unqualified willingness to serve the country while the architect seeks first to impose his philosophy on the Army or Navy.

You may question what all this has to do with the Washington Situation and with the office of the Washington Representative. It has a great deal to do with the situation. The Representative can only go so far. The Institute can take up questions of policy, can appear before legislative committees, can work on contracts and policies with the departments, can effect contracts and blaze trails. The Institute can also open doors, the doors for its members, but the members themselves will have to walk through the doors. There is only one person who can possibly get an individual architect a job in the war program and that is the individual architect himself. It would be well to remember that when appearing before an interviewing board, be it for a Government contract or for a commission in the services, or for employment in the Government, that the profession is greatly judged in the eyes of the interviewing officer by the appearance that the individual makes and the impression that he creates.

The architect has a sort of peculiar determination to fit the world into his architectural way of thinking—even the war. This psychology is in the process of undergoing a revision and its proponents who are many are in for a sad disillusionment. The architectural psychology must and will fit the pattern of the national economy.

This office is always ready to guide those who come to Washington and can point the way and give you the benefit of the contacts it has made and the relations it has established. But very definitely your future lies in your own hands.

Legislation.

In the last number of *THE OCTAGON* we referred to those bills and amendments which contained clauses classifying the architect and engineer as war contractors and limiting the profits of war contractors to a percentage of the contractor's cost. By Congressional and Committee action, consideration

of those bills has been deferred, probably until after the next election. Most likely the form of those bills will be quite different when they next appear.

War Contracts.

It is still possible to obtain war contracts but their number is distinctly limited. Architects desiring to be considered for war contracts are again advised to register with the district offices of the Engineer Corps and with the local Public Works Offices of the Navy, in addition to filing credentials with the Construction Contract Board and with the Bureau of Yards and Docks of the Navy. There are many firms who will not receive war contracts.

Conservation of Critical Materials.

Joint meetings on the Conservation of Critical Materials have been or will be held by the local chapters and Producers' Council clubs in the following cities:

Detroit	April 24	Philadelphia . . .	May 1
Seattle	April 24	Minneapolis . . .	May 4
Cincinnati	April 27	New York	May 20
San Francisco		Chicago	June 9
	May 26 or 27		

EDMUND R. PURVES

Washington Representative, A.I.A.

SERVICE TO THE PROFESSION—IN WASHINGTON

Installment No. 1—Excerpt from letter of December 26, 1941 received by The President of The Institute from the Secretary of a Chapter:

"We now definitely look to the officers and leaders of The American Institute of Architects to formulate a plan that will employ the talents of the profession immediately in Government work. One of our members * * * has already asked you, as President, to reveal to us whatever plans have been made in this direction. We now ask for a prompt reply to the question, what is the A.I.A. doing for its members. If there is no plan, we should know it at once so that we can make our plans as individuals with the full realization that we can expect nothing from the A.I.A."

Installment No. 2—Excerpts from letter of January 2, 1942 from The President of The Institute to the Secretary of the same Chapter:

"No letter such as yours addressed to me under date of December 26th could be answered without very careful consideration: * * * because the letter comes to me as President of The Institute and presents a challenge to The Institute. This answer must, therefore, be formed of two parts.

"* * * It is a serious thing that a man's livelihood should be taken from him or so affected as to obstruct continuation of what has been for many of the men a long process of building up a clientele. As to that phase of the problem, there is little that any of us can do so long as the control arises from policies adopted in the defense of the Nation, and

this I am sure we all recognize. I am sure we recognize, too, that this interference with our means of securing a living is not limited to the architects but is touching people everywhere and in many forms of activity.

"* * * but it is not possible to make of the Washington office of The Institute an agency for dealing with this question except as noted in Mr. Kemper's comment on the Washington Situation in his report to The Board of Directors, as follows:

"It is bringing many architects to Washington. Many of them make The Octagon their headquarters. They come there for information concerning ways and means of presenting to government officials their qualifications for employment on defense projects. It is the rule to give the fullest measure of cooperation to all of these architects, regardless of whether they are members of The Institute or otherwise. This consumes much time but we believe it is advantageous to the profession and that it creates good will for the Institute. Under no circumstances are individual architects recommended for appointments in any capacity."

Installment No. 3—Letter of April 20, 1942 from the same Secretary of the same Chapter to the Washington Representative:

"Please accept my sincere thanks for your efforts in my behalf last Friday. It is nice to know there is a man like you in Washington so willing to help his fellow architect. This one experience alone more than compensates me for my A.I.A. membership."

R. H. SHREVE, *President*

Detroit—Host City to the 1942 Annual Meeting

BY MALCOLM W. BINGAY, EDITORIAL DIRECTOR, THE DETROIT FREE PRESS

DETROIT was founded because an ancient King of France wore a beaver hat.

From that day, in 1610, when Louis XII walked the streets of Paris proudly showing off his new *chapeau*, this spot has been one of the storm centers of the world.

No other American city has a more ancient or a more glorious tradition or one more vibrant with drama involving the destiny of empires; the throbbing beats of progress that keep time to the eternal march of Man.

Our history refutes the thoughtless observer who looks upon Detroit, the Dynamic, as creation of this day, as a mere machine shop, as a boom town.

Detroit was a city with a soul, an identity carved and shaped from a heroic heritage, long before the honk of the motor horn was heard on any hill.

French *voyageurs* came here at the dawn of the Seventeenth Century to wrest from this wilderness a great colonial empire for the kings of France. No new land is ever settled without an economic impulse to motivate the people who are to pioneer it.

D'Etroit (of the strait) was known to them as the home of the beaver, *Teuscha-Grande*. The beaver skins grew in value as King Louis XII set the style and the rich of Europe insisted on having them. It was very much as it is today with the Garbos, the Dietrichs, the Barrymores and the Gables—kings and queens of movie land—making popular certain styles.

The first great trading post of the French was at Mackinac. Here the Indians came from hundreds of miles away to trade their beaver skins for brandy—for every Indian headache, a noble's head-piece. The craze for the high hats spread to England.

From Fort Orange, now Albany, the English fur traders moved to the land of the beaver. The English were utilitarian. They traded the Indians molasses rum for their skins. Made in the colonies it was much cheaper than the imported brandy of the French. To the poor Indian it was all "firewater." He began deserting the French for the English. The French were alarmed over the fate of their dream of empire.

Cadillac, who had been commander at Mackinac, was ordered to find an ideal place for a fort on the lower lakes to stem the tide of the English. He picked this site, a half century after others had touched its shores. Here, in 1701, he erected Fort Pontchartrain. Here—on June 5—Detroit was born and it has been on the map ever since as one of the significant cities of history.

Why Detroit? • • •

That question has been asked throughout the world for the past 25 years. Detroit has been the mecca of all the great students of our times; economists, industrialists, sociologists, scientists, historians, philosophers; they have poured here from Europe, South America, the Orient to learn from us and to find answer to the riddle: Why Detroit?

The answer cannot be gleaned from any set of facts. To understand Detroit we must consider the intangible values that go to make up life itself.

The existence of all other American cities can be easily explained. Boston, New York, Baltimore, Philadelphia just had to be. The trade of the seven seas finds natural harbors. Chicago was inevitable. Chicago grew like a callous on a hand, from the mere friction of westward travel. So did Buffalo, Cleveland, Toledo. But not Detroit.

Here was a city more ancient than all the rest, far up in a Peninsula, away from the natural paths of trade. Yet through the long bloody years of warfare it was prized because of its strategic value. And it is a characteristic of an Englishman that he cherishes anything for which he has had to fight.

But the heart and soul of Detroit will not be found in the mere recitals of the endless wars that waged around her. Detroit was unique as a frontier city. Detroit had an established culture before it was ever incorporated as a city. While other pioneer communities were of necessity, uncouth, illiterate, ruthless, the seed of better things was planted within this soil before the matrix of our being became solidified.

Three great men gave Detroit its present unique personality in those formative years after the flags of France and Britain had been swept from our shores.

First, there was Father Gabriel Richard, heroic French priest, brilliant scholar and humanitarian. He it was who brought the first printing press to the Northwest. He printed our first newspaper. He organized schools. After his mass on Sunday morning he would gather the people of other faiths into the assembly hall and preach to them simple, inspiring, non-denominational sermons. He died a martyr's death in the streets of our city while nursing the stricken in the greatest of the cholera plagues that swept Detroit.

Second, there was an equally heroic figure, the Rev. John Montieth, Presbyterian. This rugged Calvinist worked shoulder to shoulder with his Roman brother in Christ. They brought to the Indians His Message and kept alive the divine spark among those of all faiths.

Third in Detroit's spiritual and cultural trinity was Judge Augustus Brevort Woodward, for whom our main street is named. He was not a religionist in the denominational sense. He was a friend of Thomas Jefferson, an acquaintance of Ben Franklin; a follower of Voltaire and Rousseau. He was a world traveller, a cosmopolitan scholar, a great lover of the Greek and Latin classics.

These three remarkable men worked together in this little debating torn from a primeval forest. They organized debating societies, lectures, a library, schools. Finally they founded the University of Michigan—and were the entire faculty.

When the great fire completely destroyed Detroit in 1805, they were the ones who placed on the seal of our city that imperishable and still untarnished motto:

"Speramus Meliora; Resurget Cineribus"

(We hope for better days; It shall arise from its ashes)

And we have never ceased to hope, to struggle, to achieve. Blow after blow has been rained upon this city throughout its history and always it has arisen from its ashes—cleaner and finer and better because it has conquered adversity.

Detroit was born in battle. It has triumphed over Indian massacres, over cholera epidemics, over fires and many wars. It has stood the test of time.

The archives at Washington are filled with records from federal examiners, who were sent here in the early days, saying that Michigan was unin-

habitable. People were warned not to come here. Detroit was a marshland, under water.

No railroad passed Detroit. Any steam line that reached this city had to build side tracks to get here. Detroit was the historical example of the Emersonian dictum on the merits of a superior mousetrap.

The only answer is in the intangible seeds of culture, the imponderable things of the spirit.

The mighty timber industry opened in Michigan, the world's richest ore deposits were found in the upper ranges, the great salt deposits in and around Detroit poured forth their riches. The pioneer Detroiters, whose names mark so many of our streets, wrested from this soil their fortunes and their faith.

We were known everywhere even then for our stoves, our chemicals and drugs, our iron and steel and shipyards. We had here an established wealth invested in the markets and industries of the world.

• • •

Word swept over America about a new strange thing that was happening in Detroit. A group of Detroiters were making wagons that could run without horses! American youth responded to the call of great adventure, just as our sons of today are responding to the call of the air and our forebears hearkened to the whisperings of the sea.

Detroit became the rallying point of the finest mechanical brains of the Republic; sturdy, self-reliant manhood.

This new inrush of youth and high courage found a city with an established matrix. . . . The money was here to establish the factories. And the banks financed these new comers in their homes.

They built not only automobiles but something else. They revolutionized industry by creating mass production because of the world wide demand for Detroit's products.

• • •

Detroit did expand prodigiously. Overnight, farm lands yielded great corps of beautiful homes and wide paved streets. A boom town? Hardly. It was the flowering of a seed that had been planted centuries ago. Detroit was still a city with a vision and a hope of better things.

Because of this, great sewage and water systems were stretched out in anticipation of that growth. This foresight has had its reward. Detroit has stood year after year, according to the United States gov-

ernment statistics, as the healthiest community on the continent.

Our schools were not allowed to lag and Detroit is proclaimed today as possessor of the finest complete system of public school education in America.

Though our city had grown like a green bay tree, there has never been a major municipal scandal. Again there must be a reason for this and again we must find the answer in the intangibles.

• • •

Everybody knows that 30 years ago Henry Ford startled the industrial and economic world by announcing that he would pay all employees five dollars a day. It was so amazing an innovation that he was denounced as the destroyer of the capitalistic system, and, on the other hand, worshipped. And the world's wonder grew when all the other companies did the same thing.

• • •

For 25 years Detroit has been the talk of the world. European writers on our civilization even coined the word "Detroitism," meaning the new industrial age. Detroit has been the pioneer, the precursor of a new order of life on this earth. From

all parts of the globe they have come to our doors to gain knowledge and inspiration. Detroit has been hailed by mankind as Detroit, the Dynamic; Detroit, the Wonder City.

Detroit was stricken in the great national bank crash. We need not go into that. It might have been Cleveland, St. Louis, Chicago—any other city. Fate decreed that it should be Detroit to receive the initial blow.

But years have passed. Proudly, gloriously Detroit stands forth—a city on a hill—to answer its traducers by its deeds of courage.

As our forebears said when the city lay a blackened ruin, utterly destroyed by fire, "We hope for better days; It shall rise from its ashes," so said we in the darkest hours of our history a few years ago.

And today we hear the tramp of the feet of men on our city's streets as they swing through the great doors of the mighty factories. The wheels of industry are humming their old familiar tune. Detroit has come back into its own. But more than that: Detroit is again the great pioneer leader. Detroit is again setting the pace for the tempo of our Nation. Detroit is leading America in a great emergency.

The Seventy-fourth Annual Meeting

OFFICIAL NOTICE TO MEMBERS

NOTICES concerning the Seventy-fourth Annual Meeting of The Institute to be held in Detroit, Michigan, June 23, 24 and 25, have appeared in the January, February, and April numbers of THE OCTAGON of this year.

In this (May) number of THE OCTAGON there appears a notice of the number of delegates to represent the corporate members assigned to each chapter; the tentative program of the Meeting; information concerning registration, documents and tickets; meetings before, during and after the Annual Meeting; hotel headquarters and transportation, and notices concerning nominations for office.

The Secretary recommends to each chapter of The Institute that it hold at least one meeting prior to the Annual Meeting for the purpose of discussing those matters of national importance to The Institute and the profession which may come before the Meeting for consideration. Thus, a chapter meeting held in late May or early June would be timely.

Chapters are requested to send their lists of delegates to The Octagon as rapidly as the lists are completed. It will help materially in the work of the Credentials Committee to have the names of the delegates in advance.

The matters called to your attention in this notice under the subheadings which follow are self-explanatory.

CHARLES T. INGHAM, *Secretary*

REGISTRATION AT THE ANNUAL MEETING

Delegates, members and guests should register with the credentials and registration committee upon arrival at the Hotel Statler, annual meeting headquarters.

For the convenience of those arriving on Monday, June 22, the credentials and registration committee will be on duty at the Hotel Statler on Monday from 4 P.M. to 10 P.M.

Registration of delegates, members and guests will continue on Tuesday, June 23 from 9 A.M. until 7 P.M., at which time registration records will be closed.

Prompt registration upon arrival at the hotel will assist the committee and will save your time.

PROGRAM, DOCUMENTS AND TICKETS

The official program with complete information concerning procedure; all documents, including The Board's report, and such tickets of admission to special events, or for tours, as may be required—will be available during the registration period.

MEETINGS BEFORE, DURING AND AFTER THE ANNUAL MEETING

Board of Directors—Annual Meeting:

At the Hotel Statler in Detroit on June 19, 20 and 21.

Communications for The Board must be addressed to The Secretary of The Institute at The Octagon and be received by him not later than June 15.

Board of Directors—Organization Meeting:

At the Hotel Statler, Detroit, Michigan, June 26 and 27, 1942.

Associations and Other Groups:

Meetings of associations and other groups, at the Hotel Statler unless otherwise stated in the official program, will be held as follows:

The Association of Collegiate Schools of Architecture—June 21 and 22, 1942.

The National Council of Architectural Registration Boards—June 21 and 22, 1942.

State Associations of Architects—June 22 and 23, 1942.

The Producers' Council—June 23, 24 and 25.

For notices of these and other meetings see page 15.

Further information concerning these various meetings may be obtained from the secretaries of the respective groups, will be printed in the program, and will be posted in the hotel.

TRANSPORTATION—HOTEL HEADQUARTERS

Officers of The Institute are advised unofficially—by Washington—that there is no reason why those who plan to travel to Detroit in June by train, bus,

or plane should not make the trip—provided they are willing to accept, in some instances, such accommodations as may be available. It is possible but not probable that travel priorities may be issued prior to July 1, under which those who travel on other than war business may have to wait for space or otherwise be inconvenienced. If such an order is issued full information concerning it will appear in the daily press.

It is recommended that every delegate and member who now plans to attend the annual meeting make his travel reservation at once, subject of course to war needs.

It is desirable that every chapter of The Institute, no matter how far away from Detroit, shall be represented at the annual meeting by at least one delegate. Chapter officers and executive committees should bear in mind that under the established procedure of The Institute one delegate or more can vote the entire strength of the chapter delegation. In other words, if a chapter is entitled to six delegates and has two delegates present, each of them may cast three votes.

Make your reservations at an early date—for transportation and hotel accommodations.

The Hotel Statler, Detroit, Michigan, will be the official headquarters of the annual meeting.

All business sessions of the annual meeting will be held in the Hotel Statler, unless otherwise stated in the program.

Places of other meetings and special functions, in the hotel or elsewhere, will be listed in the program.

The hotel will accommodate under its own roof to the extent of available space those who make room reservations in advance.

Reservations in excess of the number of persons who can be accommodated at the Hotel Statler will be allocated by that hotel to one of the several nearby first-class hotels, each of which has modern rooms and service.

All requests for reservations should be sent direct to the Hotel Statler, on the assurance that desirable accommodations will be available—provided such requests reach the hotel *not later than June 15, 1942.*

Your reservations should refer to the annual meeting of The Institute, should specify the type and price of room desired, should state the date and time of arrival, and should request a confirmation.

Those making reservations that are received by the Hotel Statler *later than June 15* may not find rooms as desirable as those reserved before the deadline.

The rates at the Hotel Statler are as follows:

Single room and bath for one person—\$3.30—\$3.85—\$4.40—\$4.95—\$5.50—\$6.05—\$6.60—\$7.15 per day.

Double room (double bed) and bath for two persons—\$5.50—\$6.05—\$7.15—\$7.70—\$8.25—\$8.80 per day.

Double room (twin beds) and bath for two persons—\$6.05—\$6.60—\$7.15—\$7.70—\$8.25—\$8.80—\$9.90 per day.

Three persons in one room—\$7.15—\$8.25—\$9.90 and \$11.15 per day.

Suites including living room, bedroom and bath for one person—\$9.35 to \$14.85 per day.

Suites including living room, bedroom and bath for two persons—\$12.65 to \$17.60 per day.

BRING YOUR BIRTH CERTIFICATE OR EQUAL

Clair W. Ditchy, Chairman of the Convention Committee of the Detroit Chapter advises that through a very happy circumstance, delegates and guests of the Seventy-fourth annual meeting may have the opportunity to visit an important war production plant.

This privilege may be accorded only to United States citizens and it is therefore essential for those wishing to make this visit to bring with them their birth certificates or other proof of citizenship.

Tentative Program of the Annual Meeting

TUESDAY, JUNE TWENTY-THIRD

Morning Session

The President, R. H. Shreve, Presiding

9:00 A.M. Registration continued (from preceding day)

10:00 A.M. Opening of the Annual Meeting.
(The public is invited to be present).

Welcome by the President of the Detroit Chapter, A.I.A.

Welcome by the Mayor of Detroit.

Welcome by the President of the Michigan Society of Architects.

Welcome by the Governor of Michigan.

A Statement by The President including references to the report of The Board and the report of The Treasurer.*

11:30 A.M. Address by the Hon. Elbert Duncan Thomas, United States Senator from Utah.

1:00 P.M. Luncheon under the auspices of the Detroit Architects.

Afternoon Session

The Washington Representative, Edmund R. Purves, Presiding

2:30 P.M. The Architectural Profession Today.

Afternoon session—continued.

5:00 P.M. The President's reception.

7:00 P.M. Registration closes.

Evening Session

8:00 P.M. Open Meeting.

Conferring of Honorary Memberships.

Conferring of Fellowships.

WEDNESDAY, JUNE TWENTY-FOURTH

Morning Session

The President Presiding

9:30 A.M. Business Session.

Report of Credentials Committee (summary).

Nominations of Officers and Directors.

State Associations and Unification.

Amendments of By-laws.

12:00 M. Polls open (polls close at 9 P.M.)

1:00 P.M. Luncheon under the auspices of The Producer's Council, Inc.

Afternoon Session

Vice-President Walter R. MacCornack, Chairman of the Committee on Post War Reconstruction, Presiding.

2:30 P.M. The Future of the Architectural Profession.

Long term planning and the post war program.

* These two reports will be available in printed form.

Wednesday, June twenty-fourth, continued.

Evening Session

8:00 P.M. The Annual Dinner.
Tribute to Albert Kahn, Architect.
Address of Lt. Gen. William S. Knudsen.
Presentation of citation and medal.
Response of Albert Kahn.

THURSDAY, JUNE TWENTY-FIFTH

Morning Session

The President Presiding
9:00 A.M. Business session.
Unfinished business.
Report of Committee on Resolutions.
Action on Board's report: Treasurer's Report.
New Business.
12:00 M. Departure for Cranbrook.
1:00 P.M. Luncheon at Cranbrook.

Thursday, June twenty-fifth, continued.

Afternoon Session—at Cranbrook

The President Presiding
3:00 P.M. Tribute to George G. Booth.
Address by Eliel Saarinen.
Reading of citation.
Response of George G. Booth.
Architectural Education.
Discussion led by Howard T. Clinch, Acting Chairman, Committee on Education.
6:00 P.M. Return to Detroit.
Evening Session
8:00 P.M. Business session.
Report of Tellers—Announcement of Election of Officers and Directors.
Adjournment.
The Detroit convention committee will arrange sight-seeing tours and trips for Friday, June 26.

Notice of Nominations of Officers and Regional Directors

AS announced in the February number of THE OCTAGON, the offices and directorships to become vacant at the time of the Seventy-fourth annual meeting of The Institute are those of The President, The Vice-President, The Secretary, The Treasurer; and of regional directorships of the Central States, Gulf States, Sierra-Nevada, and South Atlantic Districts.

Nominations by petition of officers received at The Octagon on or before the last day for filing such petitions—May 13, 1942—are as follows, and were made in accordance with the provisions of the by-laws:

For Treasurer and Director:

Raymond J. Ashton, Salt Lake City, Utah.

By members of the Baltimore, Brooklyn, Central Texas, Cincinnati, Cleveland, Columbus, Connecticut, Detroit, New Orleans, New York, Oregon, Rhode Island, St. Louis, South Carolina, Southern California, Washington State, and Westchester Chapters.

Nominations by chapters of regional directors received at The Octagon on or before May 13, 1942, are as follows:

For Regional Director, Gulf States District:

John F. Staub, Houston, Texas.

For Regional Director, Central States District:

1. Leonard H. Bailey, Oklahoma City, Okla.
2. Roy Childs Jones, Minneapolis, Minnesota.
3. Kenneth E. Wischmeyer, St. Louis, Missouri.

For Regional Director, Sierra-Nevada District:

Henry H. Gutterson, San Francisco, California.

For Regional Director, South Atlantic District:

Albert Simons, Charleston, South Carolina.

No Nominations Filed for These Offices:

Those offices becoming vacant at the 1942 annual meeting, for which no nominations by petition have been filed, are as follows:

For President and Director

For Vice-President and Director

For Secretary and Director

Nominations for the above offices may be made from the floor of the annual meeting.

In the event that a nomination is not made from the floor to fill any vacancy that is listed, a nomination to fill each such vacancy shall be made by a nominating committee from the floor at the time set for making such nominations. Such nominating committee will be appointed by The President on the opening day of the meeting and shall consist of five accredited member delegates.

CHARLES T. INGHAM, *Secretary.*

Notice of Number of Delegates

NOTICE OF NUMBER OF DELEGATES TO 1942 ANNUAL MEETING

JUNE 23, 24, AND 25, 1942, DETROIT, MICHIGAN. As of May 23, 1942

The Secretary hereby gives notice to the members of each chapter of the number of member delegates they are entitled to have represent them, and the total number of votes they are entitled to have cast for them, at the 1942 annual meeting of The American Institute of Architects to be held in Detroit, Mich., June 23, 24 and 25, 1942 and gives notice to each state association member of the number of state delegates it is entitled to have represent it, and the total number of votes each of the state association members is entitled to have cast for it, at the said meeting.

The number of delegates and the total number of votes in each case is based on the number of members of the chapter who are in good standing, according to the records in the office of The Secretary on May 23, 1942.

The number of state delegates is determined by the number of voting members in each state association member as of January 1, 1942.

ELECTING MEMBER DELEGATES

Electing delegates is an important duty of membership in The Institute, for both member and state delegates are in effect the proxies of the members, authorized to act for them at Institute meetings. Member delegates represent the individual members of The Institute and not its chapters, whereas state delegates represent their organizations and not the individual members of their organizations. Consequently the methods of electing them are not the same.

Appointments of member delegates by chapter executive committees and assumptions of delegateships by officers of chapters, ex officio in any manner, do not constitute an election by members.

The secretary of the chapter must certify the election of the member delegates, certifying them in the order of their election up to the full number that are entitled to be accredited to represent the members of the chapter. Each certification will be on a card obtained from The Secretary of The Institute and each elected delegate must present his certification card to the credentials committee at the annual meeting.

A member delegate cannot transfer his certification to any other delegate or member nor transfer his right to vote to any other delegate.

The Institute, by providing the following procedures, has assured the members of each chapter who are entitled to be represented at a meeting that they may be so represented under any circumstances that may arise;

(a) If only one member delegate from a chapter is accredited to the meeting he will be accredited to cast the total number of votes that the members of the chapter are entitled to have cast for them;

(b) If the members of a chapter cannot be represented at the meeting by one of themselves duly elected a member delegate, then they may be represented by a member delegate from another chapter or by an officer or director of The Institute, who may cast the total number of votes which the members of that chapter are entitled to have cast for them; *provided*, that such other member delegate, officer, or director has been duly elected for that purpose by the chapter members and his election has been duly certified by the secretary of the chapter.

CHARLES T. INGHAM,
Secretary

Column 1	Column 2	Column 3
NAMES OF CHAPTERS BY STATES	Number of MEMBER DELEGATES entitled to be elected by the members of each Chapter named in Column 1.	Total Number of VOTES that may be cast for the members of each Chapter named.
<i>Alabama</i>		
Alabama.....	3	3
<i>Arizona</i>		
Arizona.....	2	2
<i>Arkansas</i>		
Arkansas.....	2	2
<i>California</i>		
Central Valleys Chapter of California.....	1	1
Northern California.....	7	7
Southern California.....	7	7
San Diego.....	1	1
Santa Barbara.....	1	1
<i>Colorado</i>		
Colorado.....	3	3
<i>Connecticut</i>		
Connecticut.....	4	4
<i>Delaware</i>		
Delaware.....	2	2
<i>District of Columbia</i>		
Washington, D. C.....	7	7
<i>Florida</i>		
Florida Central.....	2	2
Florida North.....	3	3
Florida South.....	4	4
<i>Georgia</i>		
Georgia.....	4	4
South Georgia.....	2	2
<i>Territory of Hawaii</i>		
Hawaii.....	1	1
<i>Idaho</i>		
In territory of Utah and Wash- ington State Chapters.....	—	—
<i>Illinois</i>		
Central Illinois.....	3	3
Chicago.....	11	11
<i>Indiana</i>		
Indiana.....	3	3
<i>Iowa</i>		
Iowa.....	3	3
<i>Kansas</i>		
Kansas.....	2	2
<i>Kentucky</i>		
Kentucky.....	2	2
<i>Louisiana</i>		
New Orleans.....	2	2
North Louisiana.....	2	2
<i>Maine</i>		
Maine.....	1	1
<i>Maryland</i>		
Baltimore.....	5	5
<i>Massachusetts</i>		
Boston.....	11	11

Column 1	Column 2	Column 3	Column 1	Column 2	Column 3
<i>Michigan</i>			<i>Virginia</i>		
Detroit.....	9	9	Virginia.....	5	5
Grand Rapids.....	2	2	<i>Washington</i>		
<i>Minnesota</i>			Spokane.....	1	1
Minnesota.....	3	3	Washington State.....	5	5
St. Paul.....	2	2	<i>West Virginia</i>		
<i>Mississippi</i>			West Virginia.....	3	3
Mississippi.....	1	1	<i>Wisconsin</i>		
<i>Missouri</i>			Wisconsin.....	5	5
Kansas City.....	4	4	<i>Wyoming</i>		
St. Louis.....	6	6	In territory of Colo- rado Chapter.....	—	—
<i>Montana</i>			Totals	265	265
Montana.....	2	2			
<i>Nebraska</i>					
Nebraska.....	2	2			
<i>Nevada</i>					
In territory of Northern California Chapter.....	—	—			
<i>New Hampshire</i>					
In territory of Boston Chapter.....	—	—			
<i>New Jersey</i>					
New Jersey.....	7	7			
<i>New Mexico</i>					
In territory of Colo- rado Chapter.....	—	—			
<i>New York</i>					
Albany.....	2	2			
Brooklyn.....	4	4			
Buffalo.....	2	2			
Central New York.....	6	6			
New York.....	17	17			
Westchester.....	2	2			
<i>North Carolina</i>					
North Carolina.....	3	3			
<i>North Dakota</i>					
In territory of Min- nesota Chapter.....	—	—			
<i>Ohio</i>					
Cincinnati.....	4	4			
Cleveland.....	7	7			
Columbus.....	2	2			
Dayton.....	2	2			
Eastern Ohio.....	2	2			
Toledo.....	2	2			
<i>Oklahoma</i>					
Oklahoma.....	3	3			
<i>Oregon</i>					
Oregon.....	4	4			
<i>Pennsylvania</i>					
Central Pennsylvania.....	4	4			
Northeastern Pennsylvania.....	1	1			
Northwestern Pennsylvania.....	1	1			
Philadelphia.....	10	10			
Pittsburgh.....	6	6			
<i>Rhode Island</i>					
Rhode Island.....	3	3			
<i>South Carolina</i>					
South Carolina.....	2	2			
<i>South Dakota</i>					
In territory of Min- nesota Chapter.....	—	—			
<i>Tennessee</i>					
Tennessee.....	5	5			
<i>Texas</i>					
Central Texas.....	2	2			
North Texas.....	3	3			
South Texas.....	4	4			
West Texas.....	2	2			
<i>Utah</i>					
Utah.....	2	2			
<i>Vermont</i>					
In territory of Boston Chapter.....	—	—			

Column 1	Column 2	Column 3
	Number of STATE DELEGATES entitled to be elected by each state association member named in Column 1; and in good standing.	Total Number of VOTES that may be cast as a unit by dele- gate repre- senting each state associa- tion mem- ber named in Column 1.
NAMES OF STATE ASSOCIATION MEMBERS		
The Alabama Association of Architects.....	1	1
State Association of California Architects.....	5	5
Florida Association of Architects.....	2	2
Illinois Society of Architects.....	2	2
Indiana Society of Architects.....	2	2
Kansas Society of Architects.....	1	1
Association of Kentucky Archi- tects.....	1	1
Maryland Society of Architects.....	2	2
Michigan Society of Architects.....	7	7
Minnesota Association of Archi- tects.....	2	2
Mississippi Association of Archi- tects.....	1	1
The Missouri Association of Architects.....	2	2
New Hampshire Society of Archi- tects.....	1	1
The New York State Associa- tion.....	13	13
The North Carolina Association of Architects.....	2	2
Architects Society of Ohio.....	4	4
The Oklahoma Association of Architects.....	1	1
Pennsylvania Association of Architects.....	4	4
The Texas Society of Architects.....	5	5
The Virginia Society of Archi- tects.....	1	1
The State Association of Wis- consin Architects.....	2	2
Totals	61	61

NOTE: The unit vote of a state association member must be cast by a corporate member of The Institute.

Notice of Conference of State Associations of Architects

THE annual convention of State Associations affiliated with The American Institute of Architects, will be held on June 22 and 23, 1942, at the Hotel Statler, in Detroit, Michigan. Further details as to the exact time will be sent in a subsequent notice.

All State Associations are invited to send their delegates who, in addition, will be entitled to represent their respective associations at the annual meeting of The American Institute of Architects, to be held June 23, 24, and 25, 1942.

Each state association affiliated with The Institute, is entitled to a delegate for the first twenty-five members paid up in such state association, plus an additional delegate for each seventy members or fraction thereof.

The past year has demonstrated the necessity for unification of the architectural profession. Because of closer affiliation, the architects of the country have been gradually, but surely, receiving more and more recognition on the part of governmental authorities. The nation-wide movement for unification is gaining more and more proponents, and it is hoped that steps leading to complete unification can be discussed at this conference.

The following is a tentative program:

- 1—Roll Call.
- 2—Present conditions of State Associations in their respective states.
- 3—Unification of the profession, and affiliation with the A.I.A.
- 4—Uniform state registration laws.
- 5—Uniform Building Codes in states, and for the nation.

- 6—Our stand in respect to advertising the profession.
- 7—Greater participation in municipal, state, and national affairs.
- 8—Contribution of the architect to National Defense.
- 9—Post-war planning for the profession.
- 10—Amendments to The Institute By-laws—
 - (a) getting greater numerical representation to State Associations.
 - (b) abolishing the unit rule for voting by State Associations.
 - (c) establishment of student organizations.

It is sincerely hoped that all State Associations affiliated with The Institute, will send representatives to the conference, and that they be prepared to contribute valuable suggestions to the discussions that will develop.

State Associations, not affiliated with The Institute, are invited to send delegates on the same basis as mentioned in the third paragraph of this notice. These delegates will be entitled to all the privileges at the conference of the State Associations. They are also invited to remain during the annual meeting of the A.I.A. and listen to the proceedings.

It would be appreciated if State Association officers will send their comments and an outline of their problems, in time for them to be assembled and given a place on the program.

We hope for your cooperation.

M. W. DEL GAUDIO,
State Association Director

Association of Collegiate Schools of Architecture

The Twenty-ninth Annual Convention of the Association of Collegiate Schools of Architecture will be held in Detroit, Michigan, on Sunday, June 21, and Monday, June 22, 1942, in the English Room of the Hotel Statler.

This is in accordance with the usual practice of the Association to hold its annual meetings immediately preceding the Annual Meeting of The A.I.A.

The program committee, of which Vice President Wells Bennett is chairman, is preparing a program which will be of interest and importance to all schools of architecture. School staffs and others interested in architectural education are cordially invited to attend and participate in these meetings.

PAUL WEIGEL,
Secretary, A.C.S.A.

National Council of Architectural Registration Boards

The Twenty-first Annual Convention of the National Council of Architectural Registration Boards will be held at the Hotel Statler in Detroit, Michigan, on June 21 and 22, 1942.

The NCARB Executive Committee will meet at the Hotel Statler on Saturday, June 20.

WILLIAM L. PERKINS,
Secretary, N.C.A.R.B.

The National Architectural Accrediting Board

The National Architectural Accrediting Board will meet in Detroit on June 19 and 20—in advance of the annual meeting of The Institute.

The headquarters will be the Hotel Statler and two full day meetings of work are scheduled.

The Acting Chairman of The Board is Mr. F. H.

Bosworth, Jr., 916 Stewart Ave., Ithaca, N. Y.

The Acting Secretary of the Board is Mr. Clinton H. Cowgill and any communications to the Board should be addressed to him at box 335, Blacksburg, Virginia, until June 15, and thereafter in care of the Hotel Statler, Detroit, until June 30.

The Association for The Advancement of Architectural Education

The Association for the Advancement of Architectural Education will meet at the Hotel Statler in Detroit, Michigan, on June 20, 21 and 22, prior to

the annual meeting of The Institute.

All are invited to attend the meeting on June 22.

THOMAS K. FITZ-PATRICK, *Secretary, A.A.A.E.*

Concerning Amendments of By-Laws

TO THE MEMBERS OF

THE AMERICAN INSTITUTE OF ARCHITECTS:

Notice is hereby given that the amendments of the by-laws of The Institute set out hereafter in this notice, Parts I and II, will be submitted to the annual meeting of The American Institute of Archi-

itects for adoption, at Detroit, Michigan, on June 24 or 25, 1942.

This notice is given in accordance with the provisions of Chapter XVII, Article 1, Section 1(a), of the by-laws.

CHARLES T. INGHAM, *Secretary*
May 23, 1942

PART I—GENERAL REVISIONS OF THE BY-LAWS PROPOSED BY THE BOARD OF DIRECTORS

Explanatory.

The present by-laws of The Institute contain sixty-three pages of text of some 45,000 words.

Magna Charta, the Bill of Rights and the Constitution of the United States are much shorter documents, and also quite effective.

It is the opinion of The Board of Directors of The Institute:

That shorter by-laws will simplify and expedite the work of the annual meetings, the officers, The Board, the regional directors, the committee chair-

men, the chapters, and The Octagon staff; and

That greater emphasis should be given to the objectives of The Institute and their accomplishment and that less time and money should be spent in paying tribute to the apparently endless technical demands of the present by-laws.

The President first discussed this whole matter with counsel who for years had been familiar with the development of the by-laws—and with The Secretary.

The Board then referred the present by-laws to a special committee on by-laws, of which Samuel E.

Lunden of Los Angeles is chairman. It requested that committee to make a physical division of the present by-laws by removing from them those provisions which relate to procedure rather than to fundamental law.

The work has been done and has resulted in two proposed documents, namely—shortened by-laws, and a set of rules and regulations.

All of those provisions of the present by-laws printed in Part I of this notice are proposed for retention in the shortened by-laws.

All of those provisions of the present by-laws *not* printed in Part I will become rules and regulations of The Board, when adopted by The Board.

The shortened by-laws are proposed for adoption in this notice. Any changes therein can thereafter be made only with approval of the corporate members in meeting assembled.

The rules and regulations, when adopted by The Board, will be binding upon all concerned. But The Board will have power to change them as circumstances may require, without waiting for an

annual meeting of The Institute.

This will give freedom of action, which is essential in the world of today.

Any member who wishes to compare the text of the by-laws herein proposed in Part I, or to check those provisions which are intended to become rules and regulations of The Board, may use for that purpose the by-laws of The Institute published in full in the August 1940 number of THE OCTAGON, and the amendments adopted at the 1941 convention published in the April 1941 number of THE OCTAGON.

The Board here proposes a sweeping amendment and abridgement of the present by-laws—by striking out all chapters, articles, sections and paragraphs from Chapter I to Chapter XVII inclusive and by substituting therefor the general revision of the by-laws which follows, in which no changes have been made except for redesignation of chapters, articles, sections and paragraphs where necessary.

This procedure and the substance of these amendments have been approved by Institute Counsel.

(General Revision of the present By-laws. Chapters, articles, sections and paragraphs have been renumbered where necessary. No other editing has been done.)

CHAPTER I

ORGANIZATION, COMPOSITION AND GENERAL POWERS

Article 1. Organization.

Section 1. Name.

The name of this membership corporation is The American Institute of Architects.

In these by-laws the corporation is called The Institute.

Section 2. Objects.

The objects of The American Institute of Architects 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 æsthetic, scientific, and practical efficiency of the profession; to advance education in architecture and in the arts and sciences allied therewith, and to make the profession of ever increasing service to society.

Section 3. Domain.

The domain of The Institute shall be the United States of America and its territories and possessions, and The Institute shall operate in each state through its chapters and the state association member in the state.

Whenever the word *state* is used as a noun in these by-laws, it shall mean any state, the District of Columbia, or any territory or possession of the United States.

Section 4. Composition.

(a) *Kinds of Members.* The Institute is a non-profit membership corporation incorporated and operated under and by virtue of the laws of the state of New York. It shall include two kinds of members; individual members, called corporate members, and state association members.

In these by-laws the term *member* without a prefix applies to both an individual and a state association member and is referred to in the masculine gender.

(b) *Classification of Memberships.* Corporate members may be grouped into one or more classes according to their respective interests, rights and privileges in The Institute.

(c) *Memberships Conferred.* Every corporate member of The Institute *ipso facto* shall be and remain a member of the chapter to which he is assigned or reassigned until his membership in The Institute is terminated.

(d) *Status of Members Unaffected by Amendments.* The status of a member admitted prior to an amendment of the by-laws relating to the eligibility or qualifications for membership shall not be changed because of the amendment.

Article 2. Dues and Fees.

Section 1. Right to Levy Dues and Fees.

The delegates at an annual or other duly called meeting of The Institute may establish and fix annual dues to be paid to it by members and admission fees to be paid to it before their admission to membership, but no assessment shall be levied on or collected from any member.

Section 2. Admission Fees.

Every applicant for admission to membership in The Institute, as a condition precedent to his election to such membership, shall pay to The Institute, in full, an admission fee of twenty-five dollars; provided, that The Board, by the concurring vote of not less than two-thirds of its entire membership, may fix the admission fee to a corporate membership for any fiscal year thereafter at not less than five dollars nor more than twenty-five dollars, but shall not vary the said fee more than five dollars between any two consecutive years.

Section 3. Annual Dues.

(a) *Annual Dues for Corporate Members.* Every corporate member shall pay twenty-five dollars to The Institute each year as an annual dues, unless he is exempted from the payment of annual dues in whole or in part; provided as follows:

(a-1) 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 but not less than five dollars;

(a-2) The Board, by the concurring vote of not less than two-thirds of its entire membership, may fix the dues of newly admitted corporate members at not less than five dollars for the year they are admitted.

The dues of each such member so admitted shall be increased automatically five dollars for each succeeding year thereafter until said annual dues are equal to the then current annual dues fixed for the corporate members generally.

(a-3) A former corporate member readmitted to The Institute shall pay the then current annual dues fixed for corporate members generally.

(b) *Annual Dues for State Association Members.* Every state association member shall pay an annual dues to The Institute. The amount of said annual dues to be paid by each state association member shall be one dollar for each of its dues-paying members, exclusive of those who are corporate members of The Institute, who have paid their dues to the state association member in whole or in part for the year immediately prior to the fiscal year for which The Institute dues are payable; provided, that in no case shall such annual dues be less than ten dollars.

(c) *Period and Due Date of Annual Dues.* Every annual dues of The Institute shall be for the period of its fiscal year, and shall be due and payable on the first day of the fiscal year, at the executive offices of The Institute.

(d) *First Annual Dues.* As a condition precedent to his election to membership, every applicant shall pay in full the then current annual dues required to be paid by him.

Section 4. Default of Annual Dues.

(a) *When Members Become in Default.*

(a-1) *Default after March 31.* Every corporate member paying graded dues as provided in paragraph (a-2) of section 3 of this article who has not paid one-half or more of his dues for the then current fiscal year, and every member paying regular dues as provided in paragraphs (a) and (b) of section 3 of this article who has not paid one-third or more of the annual dues for the then current fiscal year on or before March 31 of said year shall be in default for the unpaid amount.

(a-2) *Default after September 1.* Every corporate member paying graded dues as provided in

paragraph (a-2) of section 3 of this article who has not paid the entire amount of his annual dues for the then current fiscal year, and every member paying regular dues as provided in *paragraphs (a) and (b) of section 3 of this article* who has not paid two-thirds or more of the annual dues for the then current fiscal year on or before September 1 of said year shall be in default for the unpaid amount.

(a-3) Default at Close of Year. 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) Suspensions for Default. The membership of a member who is not in default on the first day of the fiscal year of The Institute but who is in default at the close of the last day of said year, *ipso facto* shall be suspended for default at the close of the last day of the fiscal year in which the default occurs.

(c) Period of Suspensions for Default. The Board may carry the name of a member suspended for default on the membership rolls for not more than twelve months after his membership has been suspended as prescribed in *paragraph (b) of this section*, during which period he may restore his membership by paying his indebtedness, without applying for readmission. Members under suspension shall not be relieved of the payment of annual dues because of such suspension.

(d) Termination of Memberships for Default.

(d-1) Terminations for Default of Institute Dues. If a member is in default for any Institute dues at the end of his twelve months period of suspension, then *ipso facto* his membership shall terminate.

On or before thirty days before the end of the year of suspension The Secretary shall give the suspended member a final notice in writing of the amount of his default and of the impending termination of his membership. Other than giving this final notice, The Institute shall not be required to notify any member of his default to The Institute or of the penalty therefor; provided, that a due bill for the annual dues for the fiscal year in which his default occurred was mailed to him at the beginning of the said year.

(d-2) Termination for Default of Chapter Dues. The Board shall terminate the membership of any

corporate member who is indebted to the chapter to which he was assigned or transferred upon the written request of the governing board of the said chapter. Upon receipt of such request, The Secretary shall give the corporate member written notice of the impending termination, and The Board shall act thereon at its first meeting thirty days or more after the sending of the said notice.

(e) Posting of Names. The Secretary may publish in The Bulletin a list of all members in default; provided, that in no case shall the amount of a member's default be published.

Section 5. Remission of Fees and Dues.

(a) Remission by Convention. The delegates at any annual or other duly called meeting of The Institute, by resolution adopted by the concurring vote of not less than two-thirds of the delegates accredited to vote at said meeting, may remit any part or all of the admission fee or any part or all of the annual dues required to be paid by each kind of member for any fiscal year.

(b) Remission by The Board. The Board, in exceptional instances and for what it deems adequate cause, may remit the admission fee to corporate membership or the annual dues to be paid by any corporate member, in whole or in part.

The Board may remit from year to year the annual dues of any corporate member while he is actively engaged in the military, naval, aviation or maritime service of the United States of America, and for a period of six months after his return to civil life.

(c) Remission Retroactive. Remission of fees or dues may be made retroactive.

Section 6. Exemption from Dues

(a) Exemption by Retirement.

(a-1) Qualifications for Retirement. A corporate member who has been a corporate member in good standing in The Institute for not less than fifteen successive years immediately preceding the date of his application for retirement and either has attained the age of seventy years or is incapacitated and unable to engage in any vocation may be exempted by The Board from the payment of annual dues to The Institute. Under exceptional conditions and circumstances in any individual case, The Board may lessen the requirement of the period of good standing but no other requirement.

(a-2) *Retirement Effective.* A member's exemption by retirement from the payment of annual dues shall be effective in The Institute and in each of its component organizations.

(a-3) *Member Emeritus.* Every member of The Institute exempted by retirement from the payment of annual dues and titled *Retired Member* shall *ipso facto* become a Member Emeritus. A Member Emeritus shall be entitled to print or otherwise use the title *Member Emeritus* written in full after the initials *A. I. A.* or *F. A. I. A.*, as the case may be, and his corporate membership, interests, privileges, rights, titles, liabilities, and obligations other than the payment of annual dues shall be unabridged and unchanged because of his exemption.

(b) *Exemption by Life Membership.*

(b-1) *Life Membership.* A corporate member may become exempt from the payment of annual dues to The Institute by the payment to The Institute of a life membership fee of five hundred dollars, 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 said fee before the exemption from dues shall become effective.

(b-2) *Life Membership Fee in Installments.* The applicant for 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 member for life or be entirely exempt from the payment of dues to The Institute until and unless the total fee is paid. However, for each such installment of one hundred dollars so paid, the annual dues of the applicant shall be reduced five dollars.

(b-3) *Extent of Exemption.* A member for life shall not be exempt, because of his life membership in The Institute, from the payment of the annual dues of the chapter or of the state association member to which he belongs nor from the termination of his membership for unprofessional conduct or default in dues to the said chapter.

(b-4) *Life Member.* A life member shall have the right to and may print and otherwise use the title *Life Member*, written in full as a suffix to the initials *A. I. A.* or *F. A. I. A.*, as the case may be,

and his interests, rights, privileges, titles, obligations, and liabilities as a corporate member of The Institute shall be unabridged and unchanged.

(b-5) *Return of Life Membership Fee.* If the membership of a life member or of an applicant for a life membership is terminated other than for unprofessional conduct, then the fee paid by the life member or all installments paid thereon by the applicant, as the case may be, shall remain thereafter the property of The Institute, without recourse; but, if the membership of a life member or of an applicant for a life membership is terminated for unprofessional conduct, 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, privileges, and interests in The Institute and its property and assets shall thereupon terminate and cease.

CHAPTER II

MEMBERSHIPS

Article 1. Individual-Corporate Memberships.

Section 1. Eligibility and Qualifications for Corporate Membership.

(a) *Eligibility for Corporate Membership.* Every architect whose legal residence is in the domain of The Institute may apply for admission to corporate membership.

(b) *Qualifications for Corporate Membership.* Prerequisite to his admission to corporate membership, every applicant therefor must satisfy The Board of Examiners of The Institute that he has the professional qualifications required by The Board for admission to corporate membership, an honorable standing in the profession and in his community, and is able to undertake the pecuniary obligations of the membership.

(c) *Declarations of Applicant.* Prerequisite to his admission to corporate membership, the applicant in his application must declare that he has read the by-laws of The Institute and its Standards of Practice and that he understands the rights and privileges granted to, and the duties, responsibilities, obligations and liabilities undertaken by, a corporate member. He must further declare that he will

abide by and uphold the said by-laws and Standards of Practice and the rules and regulations supplementary thereto, and that he will abide by and uphold the by-laws, rules and regulations of each of the component organizations of The Institute of which he becomes a member.

(d) *Existing Individual Memberships.* Every active member, retired member, fellow, and life member of The Institute on May 9, 1936, and every person who duly applied for active membership prior to said time and is admitted, shall be a corporate member of The Institute, and every member who acquired certain inalienable rights in The Institute as a member of the membership class that was discontinued in 1916 may retain such rights and his existing status in The Institute, subject to the provisions of these by-laws.

Section 2. Applications for Corporate Membership.

(a) *Indorsers of Applicant.* An architect eligible for and desiring a corporate membership must apply therefor in writing, be proposed therefor by two or more corporate members, and, except under the circumstances described in *paragraph (c-1) of this section*, be vouched for and his admission recommended by action of the governing board of the chapter to which he has asked to be assigned.

(b) *Filing of Applications.* Every applicant for such membership shall make his written application in duplicate and in accordance with the rules fixed by The Board, and shall file one copy with the said chapter and one with The Secretary.

(c) *Chapter's Action on Applications.* Every such application so filed with a chapter must be acted on promptly by the governing board of the chapter and its action thereon certified to by its president or secretary. When the said officer has so certified, the application shall be sent by him to The Secretary.

(c-1) If the governing board of the chapter fails to act thereon within a reasonable time, determined by The Secretary, then he shall notify it of its failure. If the said governing board thereafter fails to act thereon within thirty calendar days, then The Secretary may proceed with the application without the recommendation of the chapter.

(c-2) If the governing board of the chapter rec-

ommends that the applicant be not admitted to corporate membership, then he shall not be admitted and The Secretary immediately shall notify him to that effect, and return to him in full the amount paid by the applicant as admission fee and annual dues to The Institute.

Section 3. Examinations of Applicants for Corporate Memberships.

(a) *Secretary's Action on Applications.* If The Secretary finds from the application for a corporate membership that the applicant has been duly proposed, that his application has been duly made, that the governing board of the chapter described in *paragraph (a) of section 2 of this article* has not recommended that he be not admitted, and that his check payable to The Institute has been duly filed and cashed, then The Secretary shall deliver the application with its vouchers and recommendations to The Board of Examiners of The Institute.

(b) *Board of Examiners' Action on Applications.* The Board of Examiners shall examine each said application as to the eligibility of the applicant and as to his qualifications for membership. If it deems any of the evidence submitted by the applicant to be insufficient, it may demand from him exhibits of his works and standing or that he shall appear before it for examination, or both. If the applicant fails to comply with such demand within the time fixed, then *ipso facto* it may be deemed that he has not qualified for admission.

(b-1) 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, or if the applicant presents a certificate of registration issued to him by the National Council of Architectural Registration Boards, then The Board of Examiners may waive further examination of his professional qualifications.

(b-2) If The Board of Examiners determines from its examination that the applicant is eligible and fully qualified for membership, it shall so report to The Board by endorsing its findings on the application.

Section 4. Admission to Corporate Memberships.

(a) *The Board's Action on Applications.* When The Board of Examiners has passed favorably on the qualifications of the applicant and the application with such favorable endorsement thereon has been received by The Board, then The Board or the committee to which it has duly delegated the power shall vote on said application. If said vote elects the applicant to corporate membership, then The Secretary shall declare him admitted to such membership, notify him to that effect, issue to him the certificate of corporate membership, enroll him as a corporate member, and assign him to membership in the chapter of his choice within the state in which he maintains his legal residence or has his principal place of business.

(b) *Enrollment of Corporate Members by Chapters.* Upon receipt of said notice of the admission of the new member, the said chapter shall enroll him as a member of the chapter without requiring him to pay an admission fee therefor, and shall announce his membership in its official bulletin and at its next regular meeting.

Section 5. Admission Denied.

(a) *Notification of Non-admission.* If an applicant is not elected or admitted to corporate membership after The Board of Examiners has passed on his eligibility and qualifications, then The Secretary shall notify him and the governing board of the chapter that recommended him to that effect, and The Treasurer shall remit to him the amount deposited by him for admission fee and for annual dues less five dollars, which shall be withheld by The Institute as its fee for examination of the applicant's qualifications.

(b) *Reapplication for Admission.* If the applicant has been denied admission by action of the chapter, or 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; provided, that not less than twelve months have elapsed after the date of The Secretary's last previous notice to him of non-admission.

Section 6. Resignations of Corporate Members.

A corporate member may resign from The Institute if he is in good standing and is not under

charges, either formal or informal, of unprofessional conduct. To resign, he must do so in writing directed and sent by him to The Secretary, and if The Secretary finds the member is qualified to resign on the date he receives the resignation, then the resignation shall be effective as of that date.

Section 7. Transfers of Corporate Memberships.

The Secretary shall transfer the assignment of a corporate member from one chapter to another chapter in the same state at the request of the member, provided that the member is in good standing and his legal residence or principal place of business is in the state; and to a chapter in another state whenever the legal residence or principal place of business of the member is changed to the other state, provided that, in the latter case, if the member is not in good standing in the chapter from which he is to be transferred, he shall not be in good standing in the chapter to which he is transferred until he has restored his good standing in the former chapter.

Section 8. Memberships in More Than One Chapter.

A corporate member, without action by The Institute, may become a member of any chapter other than that to which he was assigned, but he shall vote for delegates and on matters affecting The Institute and shall be listed in The Annuary only in the latter organization.

Section 9. Readmissions to Corporate Memberships.

(a) *Eligibility for Readmissions.* A person whose corporate membership has been terminated may be readmitted to The Institute; provided, that he is eligible and qualified for admission at the time of his application for readmission, that he is not then indebted to The Institute or to any chapter, and that he has not been convicted or had a judgment rendered against him for dishonest practice, slander, libel, or criminal act.

(b) *Method of Readmitting.* An applicant for readmission to corporate membership must have the qualifications of an original applicant at the date he applies for readmission and pay the full amount of the regular annual dues fixed under the provisions of *chapter I, article 2, section 3 (a-3)*, but The Board may not require him to furnish evidence of his professional qualifications and may remit all except five dollars of his admission fee. Otherwise his ap-

plication, and the procedure of readmitting him shall be as required for admitting an original applicant.

Section 10. Special Privileges of Corporate Members.

(a) *Titles of Corporate Members.* Every corporate member in good standing shall have the right and privilege to print and otherwise use in connection with his practice and works, the initials *A. I. A.* as a suffix to his name, and the titles *Member of The American Institute of Architects; Member of the (insert name of chapter of which he is a member) Chapter, The American Institute of Architects; Member of the (insert name of state association member of which he is a member), The American Institute of Architects.*

(b) *Literature to Corporate Members.* Every corporate member in good standing shall be entitled to have his name published in The Annuary and to receive The Bulletin, The Proceedings, and The Annuary from The Institute as and when published and all similar publications of the chapter to which he belongs. He shall also be entitled to receive and acquire other documents and literature from The Institute and from the said chapter at and for such terms as their respective governing boards shall fix from time to time.

Section 11. Termination of Corporate Memberships.

A corporate membership shall be terminated by the death of the member, by his resignation, or by his conviction of a felony, or by his default under the conditions prescribed in these by-laws, and it may be terminated by action of The Board after it finds him guilty of unprofessional conduct.

Article 2. State Association Memberships.

Section 1. Eligibility for State Association Membership.

Any state-wide incorporated or unincorporated non-profit membership organization of persons pursuing or qualified for the practice of architecture and created to forward the profession of architecture and make it of ever-increasing service to society, is a *State Association* within the meaning of these by-laws and eligible to apply for a State Association Membership.

Section 2. Qualifications for State Association Membership.

Any eligible state association may qualify for a state association membership in The Institute if

first, the application of such membership is approved

(a) by a majority of the chapters of The Institute within the state by votes taken at any regular or special meeting thereof held within a period of time fixed by The Secretary; *or*, in the event of the failure of a majority of such chapters to vote

(b) by a majority of the corporate members of The Institute in good standing in the state, by means of a letter ballot vote of such members secured by The Secretary;

second, if the state association furnishes The Board with evidence satisfactory to it,

(a) that the association is a self-governing body, which, except as limited by the laws of the state of its domicile and these by-laws, shall establish the qualifications of its members and their classes and privileges, its relations with the chapters of The Institute in the state, and its manner of operating;

(b) that, if there is in the state a registration or licensing law for architects, every registered or licensed architect resident in the state is eligible for membership in the association, and that, if there is no such law, every qualified architect is eligible for such membership; provided, however, that architects who are not practicing professionally need not be eligible for such membership;

(c) that every architectural draftsman resident within the state may be eligible either for membership in or for association or affiliation with the state association, if it shall so elect, and entitled to vote at meetings thereof in such manner and to such extent as the state association prescribes.

Section 3. Admission of State Association Members.

Admission to state association membership shall be by action of The Board. When the state association has been admitted to state association membership, The Secretary shall enroll it as a state association member, notify the state association to that effect, and issue to it the certificate of state association membership.

Section 4. Termination of State Association Memberships.

A state association membership may be suspended or terminated for default as provided in *chapter I, article 2, section 4* of these by-laws or by either The Institute or the state association member, if

the latter is not in default to The Institute, by giving to the other written notice of its intention to terminate the membership and an opportunity to be heard in the matter by The Board or the governing board of the state association member, as the case may be. Such notice must be given at least six months before the end of a fiscal year of The Institute, and if such notice has been duly given and the opportunity to be heard has been offered, then the membership shall terminate at the expiration of such year, if the notice is not withdrawn.

Section 5. Privileges of State Association Members in The Institute.

Every state association member in good standing in The Institute shall be entitled to be represented at meetings of The Institute by one or more delegates who shall be known as *State Delegates*, and to vote thereat on all questions or divisions, except those relating to the property of The Institute or its chapters.

Section 6. Voting of Non-Institute Members on Institute Affairs Prohibited.

A member, associate, or affiliate of a state association member shall not vote at any meeting of a state association member on any question or division concerning affairs of The Institute, unless he is a corporate member of The Institute in good standing.

Section 7. Obligations of State Association Members to The Institute.

Every state association member shall support The Institute and its activities and shall not directly or indirectly nullify or contravene the general purposes of The Institute.

CHAPTER III

FELLOWSHIPS, HONORARY MEMBERSHIPS AND HONORARY CORRESPONDING MEMBERSHIPS

Article 1. Fellowships.

Section 1. Qualifications for Fellowship.

A corporate member may be advanced to a fellowship if he is in good standing in The Institute at the time of his nomination for advancement and has been so for not less than ten consecutive years

immediately prior to his nomination and if he 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 any chapter or state association member, or by public service.

Section 2. Nominations for Fellowship.

A corporate member may be nominated for advancement to a fellowship by vote of the governing board of any chapter or any state association member or by a recommendation signed by five or more fellows in the chapter or the state association member to which the nominee belongs or by a recommendation signed by any ten or more corporate members. Every such nomination shall be made in writing and addressed to The Jury of Fellows. The nomination shall set out the qualifications of the nominee for advancement and be signed by all the nominators.

Section 3. Election to Fellowship.

The authority and power to advance a member to a fellowship hereby is delegated to The Jury of Fellows.

Section 4. Advancement to Fellowship Denied.

If a nominee for advancement to fellowship fails to be advanced by a vote of the Jury, he shall not be disqualified for advancement and his advancement shall not be prejudiced thereby, until and unless his advancement has been balloted on and refused at three separate duly called meetings of the Jury.

Section 5. Status of Fellows.

The status of a corporate member and his interests, rights, privileges, obligations and liabilities in The Institute and in any chapter or state association member 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 6. Titles.

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 privileged to use as a corporate member.

Article 2. Honorary Memberships.

Section 1. Qualifications for Honorary Membership.

A person of esteemed character who is not eligible for corporate membership in The Institute but who has rendered a distinguished service to the profession of architecture or to the arts and sciences allied therewith may be admitted to honorary membership, as an Honorary Member of The Institute.

Section 2. Nominations for Honorary Membership.

A person qualified for admission to honorary membership 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 3. Election to Honorary Membership.

(a) *Election to Honorary Membership by The Board.* The Board, at its semi-annual meeting next following the one at which a nomination for honorary membership was made, may vote on the nominee and may elect him to honorary membership by the concurring vote of not less than two-thirds of its entire membership. For outstanding and unusual circumstances only and by unanimous vote of The Board, the voting on any nominee for an honorary membership may be had at the semi-annual meeting whereat his nomination was made.

Not more than two honorary members shall be admitted in any one calendar year.

(b) *Acceptance of Honorary Membership.* When a nominee has been elected, The Secretary shall ascertain from him if he desires to accept the honor. If he accepts, then The Secretary shall request him to be present at the next annual convention for the presentation of his membership certificate.

(c) *Nominations and Elections of Honorary Members Confidential.* All nominations to honorary membership shall be confidential and the re-

sult of the voting on any thereof shall be confidential until and unless the nominee is elected and accepts the honor.

Section 4. Presentation of Honorary Membership Certificate.

At the annual convention The President shall announce the election of the honorary member, read the citation of his qualifications for the honor, declare him admitted to honorary membership, and present to him the certificate of that membership. If the honorary member is unable to attend the convention, then the admission and 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 5. Status and Privileges of Honorary Members.

(a) *Title of Honorary Members.* An honorary member shall have the right to use the title *Honorary Member, The American Institute of Architects*, but not the seal, insignia or initials of The Institute.

(b) *Privileges of Honorary Members.* An honorary member shall be privileged to attend the annual conventions of The Institute and the meetings of its chapters and state association members and speak and take part in the discussions thereat on all matters except those relating to the corporate affairs of the said organizations, but he may not vote thereat.

(c) *Fees and Dues Not Required from Honorary Members.* A person admitted to honorary membership shall not pay any admission fee or annual dues to The Institute nor have any corporate or other rights therein except those given by the provisions of paragraphs (a) and (b) of this section 5.

(d) *Status of Honorary Members.* The status in The Institute of an honorary 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.

Section 6. Termination of Honorary Memberships by The Board.

The Board may withdraw the privileges of any person admitted to an honorary membership, terminate his membership and strike his name from the records for any reason it may deem sufficient, and

publish notice of such termination; provided, that it has first given the honorary member an opportunity to be heard in the matter.

Article 3. Honorary Corresponding Memberships.

Section 1. Honorary Corresponding Members.

(a) *Qualifications for Honorary Corresponding Membership.* An architect of esteemed character and distinguished achievements who is not a citizen or a resident of the United States and does not practice architecture within the domain of The Institute may be admitted to honorary corresponding membership, as an Honorary Corresponding Member of The Institute.

(b) *Nominations and Elections to Honorary Corresponding Membership.* The procedure of nominating and electing persons to Honorary Corresponding Membership shall correspond to that of nominating and electing persons to Honorary Membership as prescribed in *article 2, sections 2 and 3 of this chapter.*

Not more than two honorary corresponding members shall be admitted in any one calendar year.

(c) *Presentation of Honorary Corresponding Memberships and Status and Privileges of Honorary Corresponding Members.* All provisions of *sections 4, 5, and 6 of article 2 of this chapter* shall apply to and govern the presentation and publication of honorary corresponding memberships, the status and privileges of honorary corresponding members, and the termination of their memberships, except an honorary corresponding member shall not use the title *Honorary Member, The American Institute of Architects*, but may use the title, *Honorary Corresponding Member, The American Institute of Architects.*

CHAPTER IV CHAPTERS

Article. 1. Organization and Names of Chapters.

Section 1. Organization of Chapters.

(a) *Objects and Domains of Chapters.* The Institute shall function in local areas through organizations known as chapters, which shall be non-profit membership associations, the objects and pur-

poses of which shall be identical with those of The Institute and the jurisdiction of each of which shall be confined to the territory assigned to it by The Board.

(b) *Authority and Duties of Chapters.* Within the territory assigned to it, each chapter shall represent and act for The Institute under a charter issued to it by The Board, and no act of a chapter shall directly or indirectly nullify or contravene any act or policy of The Institute.

Every chapter within the territory of a state association member shall cooperate with that member to forward the interests of The Institute, and the chapter, by agreement with the state association member, may represent and act for it within the domain of the chapter.

Each chapter may levy and collect annual dues from its members, associates and junior associates, and may levy and collect admission fees for admission to associateship and junior associateship.

(c) *Delinquent Chapters.* Should the executive committee of any chapter fail to hold an annual election of officers, or otherwise grossly neglect the prescribed functions of a chapter, The Secretary of The Institute may, after calling the attention of the executive committee to its delinquency, notify each corporate member of the chapter and invite a reorganization of the chapter.

(d) *Withdrawal of Chapter Charters.* The Board may withdraw any charter it has issued to a chapter, whereupon it shall cease to be a chapter of The Institute, but such withdrawal shall not be made until and unless The Board has offered the chapter an opportunity to be heard in the matter at a duly called meeting of The Board.

(e) *Number of Chapters.* The Board shall determine the number of chapters within each state and shall establish the territory of each so that the interests and objects of The Institute will best be served and the influence of the profession in the local areas of the state will be most effective.

(f) *Branch Chapters.* Any chapter, with the approval of The Board, may organize one or more branch chapters within its territory, if the interests of The Institute will be better served thereby.

Section 2. Names of Chapters.

Each chapter shall adopt a name which, unless The Board shall otherwise permit, shall begin with

the name of the territory within which the chapter has jurisdiction, and be immediately followed by and closed with the phrase *Chapter, The American Institute of Architects.*

Article 2. Memberships of Chapters.

The chapters shall be composed of individuals only, and its members shall be the corporate members of The Institute who have been assigned to it by The Board and the corporate members who have been admitted to membership in the chapter in accordance with the provisions of *chapter II, article 1, section 8* of these by-laws; provided, that those persons who, as members of certain membership classes in the chapters which were discontinued in 1916, acquired certain rights in the chapters may retain such rights and their present status, subject to the provisions of these by-laws.

Article 3. Property Interests of Chapters.

A chapter shall not have any title to or interest in any property of The Institute nor be liable for any debt or other pecuniary obligation of The Institute, and The Institute shall not have any title to or interest in the property of any chapter unless The Board and the chapter agree otherwise in writing, and The Institute shall not 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, or they may delegate such agency or otherwise to a third party, for the purpose of collecting and forwarding dues, acting as custodian of funds, or otherwise; provided, that The Board and the chapter duly execute a written agreement to that effect.

Article 4. By-laws of Chapters.

Section 1. Chapter By-laws Required.

Every chapter shall adopt by-laws that shall be consistent with these by-laws and of their general form and order, and every such by-law and every amendment thereto must be submitted to The Board and be approved by it before the by-law or amendment becomes effective. Every chapter shall amend its by-laws to conform to the by-laws of The Institute as soon as it can properly do so after these by-laws or any amendment thereto becomes effective.

CHAPTER V MEETINGS

Article 1. Corporate Meetings.

Section 1. Annual Meetings.

(a) *Time and Place of Annual Meeting.* The Institute shall hold an annual meeting, called the annual convention, at the time and place determined by The Board if such shall not have been fixed by the preceding convention.

(b) *Notice of Annual Convention.* A notice of the annual convention shall be sent by The Secretary to every member of The Institute and to every chapter not less than thirty days before the opening day of the convention, stating the time and place at which it will be held and its purpose.

No failure in or irregularity of notice of an annual convention shall invalidate the convention or any action thereat or thereof.

Section 2. Special Meetings.

(a) *Power to Call Special Meetings.* A special meeting of The Institute shall be held if a call for such meeting, stating its purpose, has been voted at a meeting of The Institute or by the concurring vote of ten or more members of The Board, or by resolution duly adopted by not less than twenty-five per cent of the corporate members in each of six chapters, each of which shall be in a different regional district.

(b) *Call and Notice of Special Meetings.* 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 chapter not less than thirty calendar days before the day fixed for the said meeting. The call and notice shall state the time, place, and purpose of the special meeting and the business to be transacted thereat.

(c) *Business at Special Meetings.* No business other than that specified in the call shall be transacted at said meeting.

Article 2. Delegates of Meetings.

Section 1. Authority and Powers of Delegates.

(a) *Delegates Represent Members.* All rights, powers, and privileges of an annual convention and of a special meeting granted under the laws of the state of New York shall be vested in, and may be

exercised by duly accredited representatives of the members of The Institute elected by them. Each such representative shall be known as a *Delegate*.

(b) *Classification of Delegates.* Delegates shall be classified as *Member Delegates*, representing the corporate members; *State Delegates*, representing the state association members.

Section 2. Member Delegates.

(a) *Election of Member Delegates.* The corporate members of The Institute in each chapter shall elect the total number of member delegates they are entitled to have represent them at a meeting of The Institute, in the manner prescribed in the by-laws of the chapter.

(a-1) If all of the member delegates elected by the members of a chapter are not accredited to the meeting of The Institute, then such thereof who are accredited shall be entitled to cast thereat the total number of votes which the said members are entitled to have cast for them, and each shall be accredited to cast an equal and proportionate number of said total number of votes.

(a-2) If none of the member delegates elected by the members of a chapter can be present at the said meeting, then the said members may elect any other delegate who is qualified to vote at such meeting to represent them as their member delegate and to cast the total number of votes that they are entitled to cast at the meeting.

(b) *Number of Member Delegates.* The number of member delegates from each chapter that may be accredited to a meeting of The Institute shall be proportionate to the number of corporate members of The Institute in the chapter who are not under suspension nor in default to The Institute thirty days prior to the date fixed for the meeting, and shall be determined by The Secretary from his records, in accordance with the provisions of the table in *paragraph (b-1) of this section 2*; provided, that said number of corporate members in a chapter shall not include those admitted to the chapter under the provisions of *chapter II, article 1, section 8* of these by-laws.

(b-1) *Determining Number of Member Delegates.* The Secretary shall determine the number of member delegates as follows:

If the number of corporate members in the chapter who are not under suspension nor default to The Institute is		Then the number of member delegates entitled to be accredited to represent them shall be
More than	and not more than	
1	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
460	485	23
485	510	24

(c) *Credentials of Member Delegates.* The election of member delegates from each chapter and such other matter appertaining thereto as The Board requires 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.

Section 3. State Delegates.

(a) *Determining Number of State Delegates.* Every state association member in good standing shall be entitled to elect and be represented at any meeting of The Institute during the then calendar year by one state delegate, plus one state delegate for every seventy voting members of the association member in excess of twenty-five.

(a-1) For the purposes of determining the number of state delegates, a voting member shall be deemed to be a dues-paying member of a state association member who is in good standing in the state association member on January 1 of such year.

(a-2) At least one delegate elected by each state association member shall be a corporate member of The Institute.

(b) *Casting Votes of State Association Members.* The vote or votes of a state association member at a meeting of The Institute must be cast as a unit and not otherwise. Such vote must be cast by a delegate of the state association member who is a corporate member of The Institute in good standing and has been duly authorized by the state association member to cast the vote.

The procedure of determining whether the said unit vote shall be cast in the affirmative or the negative shall rest with the state association member.

(c) *Privileges of Non-Voting State Delegates.* The accredited delegates of a state association member to a meeting of The Institute who do not cast its vote or votes need not be corporate members of The Institute and may exercise every privilege of a delegate thereat, except that of voting.

Article 3. Accrediting and Registering Delegates.

Section 1. Credentials Committee.

The Board, at a meeting held prior to the meeting of The Institute, shall elect three corporate members having the qualifications of delegates to act as the Credentials Committee of 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. The term of office of every member of the credentials committee shall expire when the report of the committee has been accepted by the meeting.

Article 4. Nominations and Elections of Officers and Directors.

Section 1. Nominations of Officers and Directors.

(a) *Nominations of Officers.* Nominations of officers may be made by petition of corporate members, or by member delegates or qualified state delegates from the floor of the convention or meeting, or by a nominating committee under the circumstances prescribed in *paragraph (e) of this section.*

(a-1) *Nominating Petitions for Officers.* Nominating petitions for officers must be in writing and be filed with The Secretary on or before forty days prior to the opening day of the convention or meeting whereat the elections are to take place. Not more than one corporate member shall be nominated in any

petition, and the petition shall contain only his name, the office to which he is nominated, the signatures of the nominators, and the name of the chapter to which each is assigned.

Each such petition must contain the signatures of five or more corporate members, and a petition or petitions containing the signatures of not less than fifteen corporate members, comprising not less than five corporate members of one chapter, not less than five corporate members of a second chapter, and not less than five corporate members of a third chapter must be filed with The Secretary before the candidate named by the said corporate members is nominated.

(b) *Nominations of Regional Directors.* Whenever the office of a regional director is about to become vacant because of the end of his term of office, The Secretary shall notify the chapters within the district to that effect and request them to send him the names of their nominees for the office, within the period of time which he shall fix in said notice.

(b-1) *Nominees of Chapters.* The chapters within a district may jointly agree on a nominee, through their representatives meeting at a regional council if there is a council established in the district, or otherwise, or they may separately select one or more nominees.

The corporate member receiving the greatest number of votes, as determined by The Secretary from said letter ballots, shall be a nominee for regional director of the district, and he shall be nominated for such directorship on the floor of the convention by The Secretary, for voting by the convention.

(b-2) *Nominations at Conventions.* Nominations for a regional directorship which is about to become vacant shall be made to an annual convention or other meeting of The Institute from the floor of the convention or meeting. If the nomination is not made by The Secretary as a result of a letter ballot provided for in *paragraph (b-1) of this section*, and if one or more nominations for the directorship are not made from the floor of the convention or meeting by member delegates from the district as prescribed in *paragraph (d-1) of this section*, then one shall be made by the nominating committee, as prescribed in *paragraph (e) of this section.*

(c) *Nominations of State Association Director.* The nomination of a state association director shall be made by a state delegate from the floor of the convention.

(d) *Nominations from the Floor.* Nominations for any office that is about to become vacant may be made from the floor of the convention or other meeting whereat officers or directors are to be elected. The time for making nominations shall be announced by The President on the opening day of the convention or meeting, and shall be not later than the second day of the convention or meeting.

(d-1) If a regional director is to be nominated from the floor, then any accredited member delegate from the regional district which the nominee will represent if elected may propose the name of a corporate member for the directorship, and if the said member is eligible to hold the office and his nomination is seconded by two or more accredited member delegates from the said regional district, then he is nominated for regional director for that district.

(d-2) If an officer is to be nominated from the floor, then any accredited member delegate or qualified state delegate may propose the name of any corporate member for the office, and if said member is eligible to hold the office and his nomination is seconded by accredited member or qualified state delegates from three different states, then he is nominated for the office.

(e) *Nominations by Nominating Committee.* In the event a nomination for any directorship or office that is about to become vacant is not made from the floor, then a nomination therefor shall be made by a nominating committee from the floor of the convention or meeting at the time set for making such nominations. The nominating committee shall be appointed by The President and shall consist of five accredited member delegates.

Section 2. Election of Officers and Directors.

(a) *Electing Officers and Directors.* All officers and all 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) *Declaration of Election.* The President shall announce the results of all balloting to the convention or meeting and declare all elections.

Article 5. Quorums and Decisions of Meetings.

Section 1. Quorum.

A quorum for an annual convention or other meeting of The Institute shall consist of not less than nine member delegates.

Section 2. Actions and Decisions.

(a) *Minimum Number of Votes Required for Action.* Unless these by-laws otherwise require a greater number, not less than one-third of all votes accredited to be cast at an annual convention or other meeting as fixed in the notice of The Secretary published in accordance with the provisions of section 4, article 2 of this chapter must be cast in order to act on any question or division thereat.

(b) *Number of Votes Required for Decisions.* Every decision of an annual convention or other meeting of The Institute shall be by the concurring vote of a majority of the minimum number of votes required for action, unless otherwise required by these by-laws. A roll-call vote shall be taken whenever the said majority shall so request and whenever the provisions of these by-laws so require, and a secret ballot shall be had whenever the provisions of these by-laws so require.

(b-1) In all places where action concerning any question before a convention is required to be taken by a specific number or percentage of delegates or of votes permissible to be cast, it shall be understood that the number of delegates intended, whether as a whole or a percentage thereof, as a test for any such considerations or vote shall be the total of those accepted by the credentials committee of the convention as accredited votes that may be cast at the meeting on any question or division relating to the property of The Institute or its chapters or not relating thereto, as the case may be.

Article 6. Non-Delegates at Meetings.

Corporate members who are not delegates, non-Institute members of state association members, associates and junior associates of chapters, honorary members and honorary corresponding members may attend any meeting of The Institute, and may speak thereat on invitation of the presiding officer.

CHAPTER VI

THE BOARD OF DIRECTORS

Article 1. Membership of The Board of Directors.

Section 1. Directors.

(a) There shall be fifteen directors who, jointly, shall constitute and be The Board of Directors of The Institute, herein called *The Board*.

(b) Every director of The Institute shall be a corporate member of The Institute, and one director shall be a resident of the state of New York.

(c) The Board shall consist of the regional directors, the officer-directors, and the state association director.

Section 2. Regional Directors.

(a) The members of The Institute within each regional district shall be represented on The Board by a director of The Institute, who shall be known as a *Regional Director*.

(b) Every regional director during his entire term of office shall be a resident within the regional district he represents.

Section 3. Officer-Directors.

The officer-directors shall be the officers of The Institute: The President, The Vice-President, The Secretary, and The Treasurer.

Section 4. State Association Director.

The state association members of The Institute shall be represented on The Board by a director of The Institute, who shall be known as the *State Association Director*.

Article 2. Terms of Office of Directors.

Section 1. Lengths of Terms of Office.

(a) The term of office of each officer shall be one year and of each regional director three years; provided, that the terms of office of not less than three nor more than four regional directors shall expire normally in any one year.

(b) The term of office of the state association director shall be three years.

Section 2. Expiration of Term of Office.

(a) *Time of Expiration.* The term 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; provided, however, in order that the functions of The Executive Committee shall not cease before turning over its work to its successor committee, the term of office of members of this committee shall not expire until fourteen days after the

adjournment of the meeting whereat their successors were elected.

(b) *Limit of Term of Office of President.* A president shall not serve as president more than two consecutive terms of office, but if the first term of office and consecutive period of holding office thereafter exceed 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. At least two years shall elapse before an ex-president is again eligible for the office of president.

(c) *Limit of Term of Office of Regional Director.* A regional director shall not be elected to succeed himself as regional director; provided, however, that 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 of regional directorship.

(d) *Limit of Term of Office of State Association Director.* The state association director shall not be elected to succeed himself as state association director; provided, that he shall be eligible for re-election for the full term of office of a state association director if, during the period immediately prior thereto, he has been elected to fill an unexpired term of a state association directorship.

Article 3. Vacancies in The Board.

If a vacancy occurs in the membership of The Board other than on account of the regular expiration of a term of office, it shall be the duty of The Board, by roll-call vote at a duly called meeting, to fill the vacancy for the unexpired term of office.

Article 4. Functions and Duties of The Board.

Section 1. General Functions of The Board.

(a) *General Functions and Jurisdiction.* The Board shall manage, direct, control, and administer the property, affairs, and business of The Institute; admit and govern its members; act as trustee for and be the custodian of its properties and interests, except such thereof as are placed in the custody or under the administration of The Treasurer by the provisions of these by-laws;

exercise all authority, rights and powers granted The Board by the laws of the state of New York, and perform all duties required by said laws and these by-laws and in accordance therewith.

The Board, The Executive Committee, The Investment and Property Committee, any other committee of The Board or any officer of The Institute shall not delegate any of the authority, rights or powers or any of the duties imposed by these by-laws or otherwise, unless such delegation is specifically provided for in these by-laws and is not contrary to law.

(b) *The Board Must Meet to Act.* 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. General Duties of The Board.

The Board shall carry out all general policies and instructions adopted at a duly called meeting of The Institute and shall act for and in behalf of The Institute in all matters within its jurisdiction. It shall render to each annual convention a full report in writing of the condition and interests of The Institute and of its activities and accomplishments, and submit therewith such recommendations as it deems fit and proper.

These by-laws authorize others than The Board to perform certain of the duties of The Board, but at any time The Board may perform any or all of said duties unless explicitly provided otherwise in these by-laws. Only those to whom such authority is so delegated may perform any duties of The Board, and each duty so performed shall be done under the directions and instructions of The Board, and it shall be responsible therefor.

Section 3. Specific Duties.

(a) The Board, subject in each instance to the conditions fixed in the provisions of these by-laws or by law, shall perform the following specific duties:

(a-1) *Rules and Regulations.* It shall establish and adopt rules and regulations from time to time to supplement the provisions of these by-laws.

(a-2) *Election of Members.* It shall elect and admit eligible and duly qualified persons and state

associations to The Institute; provided, however, that it may delegate to any committee of one or more members of The Board its power to elect and admit duly qualified persons and state associations to membership in The Institute.

(a-3) *Establishment of Chapters.* It shall establish chapters and issue charters thereto and whenever it deems it to the best interests of The Institute to do so, shall withdraw or suspend the charter of any chapter or merge, enlarge or curtail the territory of any thereof.

(a-4) *Establishment of Regional Associations or Councils and State Associations.* It shall encourage and forward the establishment of regional associations or councils and adopt rules to govern their authority, procedure, and operation; it shall encourage and forward the establishment of state-wide chapters or of state associations and their admission to The Institute, and adopt rules to govern their admission and their relations to the chapters and regional councils or associations.

(a-5) *Contractual Agreements.* It shall approve all major contractual agreements before The Institute shall enter into same.

(a-6) *Meetings.* It shall fix the time of every meeting of The Institute and the place of holding it, if such time and place have not been fixed at a previous meeting of The Institute 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.

(a-7) *Gifts and Funds.* It shall make rules to regulate the use of gifts and the establishment and use of funds and the use of the income therefrom.

(a-8) *Oversight of Members.* It shall require compliance by each corporate member with the provisions of these by-laws and with the rules and regulations and the Standards of Practice fixed by The Board, and with the full intent and spirit thereof; and it shall fix and impose penalties for violations thereof; and conduct hearings and exercise disciplinary functions with respect thereto.

Section 4. Removal of Directors and Committee Members.

If there is not more than one vote of the entire membership of The Board to the contrary, The Board, by secret ballot, may remove any director or

member of any committee of The Institute for refusal, neglect, or failure to perform the duties of his office or position or for any act contrary to the policies and instructions of The Board or that The Board deems to have injured The Institute. 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. The vacancy thus created shall be filled as provided in these by-laws.

Article 5. Meetings of The Board.

Section 1. Regular Meetings of The Board.

Unless the finances of The Institute will not permit, The Board shall hold a regular semi-annual meeting in the executive office at Washington, D. C., in November or December of each year, a regular annual meeting immediately prior to the opening of the annual convention, and a regular organization meeting within ten days following the adjournment of the annual convention; provided, that the semi-annual meeting may be held elsewhere than at Washington, D. C., if so voted by the concurring vote of not less than two-thirds of the entire membership of The Board.

Section 2. Special Meetings of The Board.

A special meeting of The Board shall be held at the written request of any five members of The Board.

Only the business stated in the call and notice for the special meeting shall be transacted thereat unless this provision is waived in writing by every member of The Board.

Section 3. Notices of Meetings of The Board.

(a) *Notices Required.* A written notice of each meeting of The Board stating the time and place thereof, together with the call if it is to be a special meeting, shall be sent to every director. If the meeting is to be an annual, semi-annual, or special meeting, the notice shall be sent not less than thirty days before the date fixed for the meeting. If the meeting is to be the organization meeting, the notice shall be sent on the day the officers and directors are declared elected.

(b) *Waivers of Notices.* Any irregularity in or failure of notice of a regular meeting of The Board shall not invalidate the meeting or any actions taken

thereat, and notice of any meeting may be waived in writing by any member of The Board.

Section 4. Quorum of The Board.

Not less than a majority of the entire membership of The Board shall constitute a quorum for the transaction of business; provided, that five or more of said majority shall be regional directors. In the absence of a quorum, those directors present may adjourn the meeting from day to day, or to a later day.

Section 5. Decisions of The Board.

(a) *Decisions by Majority Vote.* Every decision of The Board shall be by a majority vote unless otherwise required by law or these by-laws. The vote of a director shall be entered on the minutes at his request and whenever a roll-call is taken.

(b) *Decisions by Two-thirds Vote.* Unless the provisions of the laws of the state of New York require otherwise, it shall require an affirmative vote of not less than two-thirds of the total membership of The Board to adopt, amend, suspend or rescind rules or regulations supplementing these by-laws; to issue, suspend or withdraw the charter of a chapter or terminate the membership of a state association member; to form an affiliation; to inflict a penalty for unprofessional conduct; to fix admission fees; to change, exempt or remit any annual dues; to adopt a general budget; to create and establish a financial obligation or liability in excess of the appropriation fixed in the general budget; to give a proxy in any corporation; to make an award of honor except as otherwise provided in these by-laws; to elect to honorary or honorary corresponding membership; to accept any gift, bequest, or devise; to purchase, sell, lease, or hypothecate any real property or to recommend the purchase, sale, lease or hypothecation thereof, or to act on any matter whereon such two-thirds vote is required by these by-laws.

(c) *Roll-Call Vote.* The vote of The Board shall be by roll-call on demand of any director or when required by these by-laws.

(d) *Letter Ballot.* The sense of The Board may be taken by letter ballot, but such ballot shall not constitute an act of The Board or be effective or binding on The Institute or The Board or on any member thereof.

CHAPTER VII

THE EXECUTIVE COMMITTEE OF THE BOARD

Article 1. Members of The Executive Committee.

Section 1. Election of The Executive Committee.

There shall be an Executive Committee of The Board composed of five members of The Board. The President, The Secretary, The Treasurer and two other directors shall be elected members of this committee by The Board at its organization meeting.

Section 2. Vacancies on The Executive Committee.

When The Board elects The Executive Committee, it shall elect an alternate member thereof. The alternate member shall fill a vacancy on the committee without further action of The Board, unless the vacancy shall be that of an administrative office of The Institute.

Article 2. Powers Delegated to The Executive Committee.

The Executive Committee, within the limits fixed by the provisions of these by-laws and in accordance with rules and regulations adopted by The Board, shall have the full authority, right, and power to act for and in behalf of The Board in the intervals between meetings of The Board, and shall perform all the duties required therefor; provided, however, that The Executive Committee shall not make any award of honor, establish any major policy, hear or act on any charge of unprofessional conduct, fix the time and place of meetings of The Board, act on any matter whereon a two-thirds vote of The Board is required by law or these by-laws, or act on any matter that will be in conflict with or that will subvert, rescind or nullify in whole or in part any action of The Board or meeting of The Institute.

Article 3. Meetings of The Executive Committee.

Section 1. Regular Meetings of The Executive Committee.

Unless the appropriations of The Institute do not permit, The Executive Committee shall hold two regular meetings each year, one in the interval

between the organization meeting of The Board and its semi-annual meeting, and one in the interval between the semi-annual meeting of The Board and its annual meeting. Each such meeting of The Executive Committee shall be held at the call of its chairman, and in such place as he elects, if the time and place have not been fixed by The Board or The Executive Committee.

Section 2. Special Meetings of The Executive Committee.

A special meeting of The Executive Committee may be called by the chairman of the committee, and shall be called at the written request of three members of the committee.

Section 3. Quorum and Decisions of Meetings of The Executive Committee.

(a) *Quorum.* A quorum shall be necessary to transact any business at a meeting of The Executive Committee. Three of its members shall constitute a quorum.

(b) *Decisions.* Every decision of The Executive Committee shall be by not less than three concurring votes.

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.

CHAPTER VIII

OFFICERS

Article 1. Election of Officers.

The officers described in this chapter are elected by the delegates and are members of The Board.

Article 2. The President.

Section 1. General Powers and Duties of The President.

The President shall be the administrative head of The Institute and shall exercise general supervision of its business and affairs, except such thereof as are placed under the administration and supervision of

The Secretary and of The Treasurer, respectively, and he shall perform all the duties incidental to his office and those that are required to be performed by him by law and these by-laws and those that are properly delegated to him by The Board.

Section 2. Specific Duties of The President.

(a) *Preside at Meetings.* The President shall preside at each meeting of The Institute and of The Board and act as chairman of The Executive Committee.

Article 3. The Vice-President.

The Vice-President shall possess all the powers and shall perform all of the duties of The President in the event of the absence of The President or of his disability, refusal, or failure to act, and shall perform the other duties that are properly assigned to him by The Board.

Article 4. The Secretary.

Section 1. General Duties of The Secretary.

The Secretary shall be an administrative officer of The Institute and shall act as its recording secretary and its corresponding secretary and as the secretary of each meeting of The Institute and of The Board and of The Executive Committee. He shall perform the duties usual and incidental to his office and the duties that are required to be performed by him by law and these by-laws, and the duties that are properly assigned to him by The Board.

Section 2. Specific Duties of The Secretary.

The Secretary shall perform the following specific duties:

(a) *Issue Notices.* He shall prepare and issue all notices and all calls and notices of all meetings of The Institute, The Board, and of The Executive Committee.

(b) *Conduct Correspondence.* As corresponding secretary he shall conduct the general correspondence of The Institute.

(c) *Affix Seal and Sign Papers.* He shall keep the seal of The Institute.

(d) *Maintain Records.* As Recording Secretary, he shall have charge of and maintain the membership rolls and corporate records.

(e) *Maintain Legal Records.* He shall maintain current in the legal office of The Institute a copy of the membership rolls, The Proceedings, The Treasurer's annual reports, and other vital records of The Institute required by law to be maintained in that office, and shall have charge and custody of all records in such office.

Section 3. Delegation of Duties of The Secretary.

The Secretary may delegate to an Executive Secretary and other assistant officers the actual performance of any or all of his duties as recording secretary and as corresponding secretary, and may authorize such Executive Secretary and 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 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 certificate or attestation required to be given by him, or the affixing of the seal of The Institute except as otherwise provided in these by-laws, or the maintenance of its legal records.

Section 4. The Secretary Pro-tem.

If The Secretary is absent from any meeting or is temporarily unable to carry on the functions of his office, The Board shall elect a secretary *pro-tem* from its membership. Until The Secretary is able to act, the secretary *pro-tem* shall exercise all the functions, perform all the duties, and have all the power and authority of The Secretary.

Article 5. The Treasurer.

Section 1. General Duties of The Treasurer.

The Treasurer shall be an administrative officer of The Institute and shall exercise general supervision of its financial affairs. He shall have the custody of its moneys and securities, except as provided in *chapter IX, article 3, section 3* of these by-laws. He shall have charge of the collection of all moneys due The Institute and of all disbursements of moneys of The Institute, and may purchase, sell, assign, and transfer such of its securities as are placed in his

charge. He shall have charge of all matters relating to insurance, taxes, bonds, and annuities of The Institute, and the keeping of the records and books of account of its financial transactions. He shall sign all instruments of The Institute whereon his signature is required, and perform all duties required to be performed by him by law and these by-laws, and the duties that are properly assigned to him by The Board.

Section 2. Reports of The Treasurer.

The Treasurer shall make a written report to The Board at its semi-annual meeting and at its annual meeting, and to the delegates at each annual convention, and at other meetings of The Institute if required.

Section 3. Delegation of Duties of The Treasurer.

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 or authorization is expressly permitted in these by-laws, but he may delegate to one or more Assistant Treasurers and other assistants the actual performance of the clerical, bookkeeping, statistical, collecting, and recording work of his office, and may authorize any or all of the Assistant Treasurers to sign, under their respective titles, checks of The Institute under the conditions prescribed in *chapter X, article 5, section 2, paragraph (b)* of these by-laws, and records, vouchers, receipts and other documents if such delegation is not prohibited by these by-laws.

Section 4. The Treasurer Pro-tem.

If The Treasurer is temporarily unable to carry on the functions of his office, The Board shall elect a treasurer *pro-tem* from its membership. Until The Treasurer is able to act, the treasurer *pro-tem* shall exercise all the functions, perform all the duties, and have all the power and authority of The Treasurer.

Section 5. Liability of The Treasurer.

(a) *Non-Liability of The Treasurer.* The Treasurer shall not be personally liable for any decrease of the capital, surplus, income, balance or

reserve of any fund or account resulting from any of his acts performed in good faith in conducting the usual business of his office.

(b) *Release from Liability.* When a new treasurer takes office, the retiring treasurer shall turn over to his successor a copy of the closing audit of The Treasury and all the records and books of account and all moneys, securities, and other valuable items and papers belonging to The Institute that are in his custody and possession. The incoming treasurer shall check the same and, if found correct, shall give to the retiring treasurer his receipt therefor and a complete release of the retiring treasurer from any liability thereafter with respect thereto.

CHAPTER IX

PROPERTY, INVESTMENTS, ACCOUNTING AND FUNDS

Article 1. Right to Acquire, Improve, Lease, Mortgage, and Sell Property.

In furtherance, but not in limitation of the powers conferred upon it by the articles of incorporation and amendments thereto, The Institute may carry on its business and exercise its corporate powers as a scientific and educational society within the limits of the state of New York and beyond the same, and may take and acquire real property and personal property to advance its objects by purchase, lease, gift, devise, bequest, or otherwise, and may exercise all of its legal rights relating to such property and the proceeds and income therefrom, but shall not execute any chattel mortgage.

Article 2. Real Property.

Section 1. Authority to Sell, Mortgage, Transfer, or Convey The Octagon House Property and The Administration and Library Building Property.

(a) *Action by Institute Meeting Required.* The real property of The Institute, situated at Eighteenth Street and New York Avenue, N. W., Washington, D. C., recorded on June 10, 1940 as Lots 34 and 35, Square 170, in Survey Book No. 114, page 117, Surveyor's Office, District of Columbia: Lot 35 comprising the original Octagon real property, house, stable, smokehouse and other improvements, known as The Octagon House property, and Lot 34, adjoin-

ing The Octagon House Property to the east, and known as the Administration Building Property, shall not be sold, mortgaged, transferred, or conveyed by way of deed of trust or otherwise unless, *first*, a resolution of notification is duly passed at a duly called meeting of The Institute by the affirmative vote of not less than two-thirds of all votes accredited to be cast at the meeting on any question or division relating to the property of The Institute or its chapters, as provided in *chapter VI, article 3, section 2, paragraph (e-13)*, and *second*, such sale, mortgage, transfer or conveyance has been directed and approved at a duly called meeting of The Institute occurring next and at least six months after the passage of the resolution of notification proposing such sale, mortgage, transfer or conveyance, by the affirmative vote of not less than two-thirds of all votes accredited to be cast at the meeting on any question or division relating to the property of The Institute or its chapters, as provided in *chapter VI, article 3, section 2, paragraph (e-13)*. Each such voting shall be by roll-call.

(a-1) *Resolution of Notification.* Such resolution of notification shall give notice of the intention to propose at the next duly called meeting of The Institute said sale, mortgage, transfer, or conveyance by way of deed of trust or otherwise and shall set out the reasons for and the principal conditions and terms of the proposed sale, mortgage, transfer or conveyance, and the purposes for which the proceeds thereof will be used.

(a-2) *Certification of Institute Action.* A certificate signed by The President and attested by The Secretary under the corporate seal of The Institute, showing a compliance with all of the provisions of this *section 1* shall be sufficient evidence to entitle anyone to buy or lend upon such property, so far as relates to any act or thing required of or to be done by The Institute.

Section 2. Authority of The Board with Respect to Real Property.

(a) *Authority to Purchase, Lease, and Improve.* Real property shall not be purchased by The Institute, nor shall any improvements be placed thereon, nor shall any agreement be entered into by it as lessee, whereby, either severally or collectively, The Institute shall be obligated to pay an aggregate sum

in excess of twenty thousand dollars until and unless The Board has been duly directed so to do by the accredited delegates at a duly called meeting of The Institute. The Board may make such purchases, improvements and leases up to and including said twenty thousand dollars.

(b) *Authority to Sell, Lease, Mortgage, Transfer and Convey.* Real property of The Institute and the improvements thereon, other than The Octagon House Property and the Administration Building Property described in *section 1 of this article*, may be sold, leased, mortgaged, transferred, or conveyed by way of deed of trust or otherwise, by The Board by the affirmative vote of not less than two-thirds of its total membership.

Article 3. Securities and Investments.

Section 1. The Investment and Property Committee of The Board.

(a) *Powers and Duties.* The Investment and Property Committee, for and on behalf of The Board:

(a-1), shall be responsible for and have charge of the investment of all funds of The Institute not held in its General Fund or Temporary Funds;

(a-2), shall be responsible for and have charge of the maintenance and operation of all its real property and the improvements thereon, of its buildings and the contents thereof, except the equipment, fixtures and furnishings used for administration purposes; provided, that The Investment and Property Committee may delegate to the Executive Secretary the performance of any duties in connection with said functions and the Executive Secretary shall perform the duties so assigned him, under the direction of The Investment and Property Committee;

(a-3), shall purchase, sell, transfer, and convey securities and exercise all the rights of proxy, of participation in reorganizations, of depositing securities and similar rights of The Institute with respect to its securities, or it may authorize such purchases, sales, transfers, conveyances and the exercise of any or all of said rights;

(a-4), may sell, lease, transfer and convey, by way of deed of trust or otherwise, real property and improvements thereon belonging to The Institute, except The Octagon House Property and the

Administration Building Property described in *chapter IX, article 2, section 1* of these by-laws. A certificate signed by The President or by the chairman of The Investment and Property Committee and attested by The Secretary under the corporate seal of The Institute shall be sufficient evidence to entitle anyone to buy or lease the real property and improvements thereon not excepted above, so far as relates to any act or thing required of or to be done by The Institute;

(b) *Membership.* At the organization meeting of The Board it shall elect, by roll-call vote, an Investment and Property Committee, consisting of The Treasurer, *ex-officio*, and two corporate members.

(b-1) *Terms of Office.* The Treasurer shall serve as a member of The Investment and Property Committee during his term of office as Treasurer of The Institute and the terms of office of each of the other members of the committee shall be six years, except those first appointed, whose terms of office shall be three and six years, respectively, as designated by The Board. Each member of the committee shall serve until his successor qualifies, and a member may be re-elected.

(c) *Meetings.* The Investment and Property Committee shall meet at the call of any member of the committee or its financial adviser, but the committee shall be deemed to be in continuous session and the concurring vote of any two members thereof shall constitute an action by the committee. All members of the committee shall be consulted in making investments or changing investments, whenever it is reasonably practicable so to do.

Article 4. Dividends Prohibited.

An unexpended and unencumbered income in a fund at the close of a fiscal year shall be used only to forward the objects of The Institute, safeguard its future, and perfect its members in the art, practice, and science of architecture, and shall never be distributed as dividends to the members.

Article 5. Expenditures and Liabilities.

Section 1. Expenditures Limited to Income.

The Board shall not expend in any fiscal year an amount exceeding the total income received by The

Institute during such year, except as provided in *paragraph (d) of section 1 of article 8 of this chapter*, or unless directed and authorized so to do at a duly called meeting of The Institute by the affirmative vote of not less than two-thirds of all votes accredited to be cast at the meeting on any question or division relating to the property of The Institute or its chapters, as provided in *chapter VI, article 3, section 2, paragraph (e-13)*. Such vote shall be by roll-call. Nor shall The Board, in its budget or otherwise, during any fiscal year authorize expenditures, including all amounts due during said year for interest, amortization charges, installments, costs, and expenses on account of borrowed funds, or incur financial liabilities or obligations or make appropriations which, in the aggregate, exceed the estimated total income for such year.

Section 2. Authority to Expend and Disburse Money.

(a) No member, officer, director, committee, jury, department, employee, agent, or representative of The Institute shall have any right, authority, or power to expend any money of The Institute, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind or involve The Institute in any expense or financial liability, unless such expenditure, liability, or commitment has been authorized by The Board or by a specific resolution at a duly called meeting of The Institute and The Board has made an appropriation to pay the same and has authorized the member, officer, director, committee, jury, department, employee, agent, or representative to make the expenditure or commitment or to incur the obligation. Nor shall any said person, jury, committee or department have any right, authority, or power to incur any expense or obligation on account of any specific appropriation in excess of the unexpended and unencumbered balance of such specific appropriation.

(b) The Treasurer shall not have any right or authority to pay any expense or obligation for or in behalf of The Institute unless an appropriation to pay such expense or obligation has been duly made by The Board, nor shall he pay any expense or obligation on account of any specific appropriation in excess of the unexpended and unencumbered balance of such specific appropriation.

Article 6. General Budget and Appropriations.**Section 1. General Budget.**

(a) *General Budget Required.* The Board, at each regular semi-annual meeting thereof, shall adopt a general budget, which, in addition to showing the anticipated income and expenditures for the incoming fiscal year, shall show the anticipated income and expenditures for not less than two fiscal years in advance of that year. The general budget shall show in detail for each fiscal year of the budget, *first*, the anticipated gross income and anticipated net income from all sources during said period; and *second*, the expenditures estimated as incidental and necessary to pay all costs and expenses of publishing, printing, and distributing the documents and literature, all costs and expenses of maintaining and keeping the property in good repair and order, all interest charges, amortization charges and installments, and all other costs and expenses of developing, establishing, conducting, directing, supervising, administering and carrying on the activities and affairs of The Institute in a proper, diligent and efficient manner.

Article 7. Fiscal Year.

The fiscal year of The Institute shall be the calendar year.

Article 8. The Endowment Funds.**Section 1. Capital of Endowment Funds Inviolable.**

The capital of each endowment fund shall be held inviolate for the purposes of the fund so long as The American Institute of Architects shall endure, and shall not be transferred to any other organization or be hypothecated or distributed in whole or in part until and unless The Institute shall cease to exist, or until and unless the donor has otherwise provided in the original gift, devise, or bequest.

If The Institute shall conclude to terminate its affairs and shall have no successor with similar purposes, aims and objects and with the ability to maintain the endowment funds, then, before the assets of The Institute are transferred and conveyed in accordance with the provisions of *chapter XVI, article 1, section 1, paragraph (a)* of these by-laws, the amounts held in each of the endowment funds shall be transferred and conveyed by deed of trust

or otherwise to and accepted by some organization or organizations then most fitted to maintain the said endowment funds and to carry on the purposes according to the conditions of the donors.

Section 2. Obsolete Endowment Funds.

If the purposes for which an endowment fund was given or established shall become obsolete and shall remain obsolete for its original purposes for a period of not less than twenty-five years and if the capital of such endowment fund is not required to be held inviolate for said original purposes in perpetuity, then The Institute, by an affirmative roll-call vote of not less than two-thirds of all the votes accredited to be cast at two successive annual conventions, may authorize and direct The Treasurer to transfer such capital in whole or in part to any other endowment fund or may establish therewith one or more new endowment funds, in order that the aims of The Institute shall be most usefully advanced.

Section 3. Specific Endowment Funds Established.

(a) *Terms of Funds Described in By-laws.* The Board shall maintain, subject to the provisions of these by-laws, each of the specific endowment funds hereinbelow described in this section. From time to time and without further action of The Institute or The Board, the then Secretary shall incorporate and set forth in subsequent editions of the by-laws the terms and conditions of any specific endowment fund that is accepted or created by The Board, in a manner similar to those hereinbelow recited, it being the intent of this paragraph that the by-laws shall include at all times the conditions of all specific endowment funds in the ownership, custody, or control of The Institute.

CHAPTER X**ADMINISTRATIVE AND EXECUTIVE DEPARTMENTS****Article 1. Offices.**

The legal office of The Institute shall be in the office of the New York Chapter of The American Institute of Architects, in New York, New York.

The administrative and executive offices of The Institute shall be at The Octagon, 1741 New York Avenue, N.W., Washington, D.C.

Article 2. Executive Secretary.**Section 1. Executive Officer.**

The administrative and executive offices shall be in charge of an executive officer, who shall be known as the *Executive Secretary*. The Executive Secretary shall be employed by and shall report to The Board.

Section 2. Duties of Executive Secretary.

(a) *Chief Executive Officer.* The Executive Secretary shall be and act as the chief executive officer of The Institute, and as such shall have general management of the administration of its affairs, subject to the general direction and control of The Board and the supervision of the administrative officers of The Institute.

CHAPTER XI

COMMITTEES

Article 1. Provisions Governing Committees.**Section 1. Authorization, Classification, and Functions of Committees.**

(a) *Committees Authorized.* Committees, juries and boards composed of corporate members 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.

(b) *Classification of Committees.* The committees of The Institute shall be the *Administrative Committees*, established in these by-laws, and *Board Committees*, established by the rules of The Board.

Section 2. Election of Administrative Committee Members.

Each year The Board, at its organization meeting, shall nominate and elect the successors of the members and chairmen of the administrative committees whose terms of office normally expired at the close of the convention then just adjourned; provided, that The Board may delegate to The President the power to fill any expired term of office that it fails to fill.

Section 3. Reports of Committees.

Every administrative committee and every board committee shall report in writing direct to The Board.

Section 4. General Procedure of Committees.

Every committee shall perform its duties in accordance with these by-laws and the rules of The Board and under the general direction, supervision and control of The Board. 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.

Article 2. The Administrative Committees.**Section 1. The Board of Examiners.**

(a) *Duties.* There shall be an administrative committee called *The Board of Examiners*. It shall perform the duties prescribed in *chapter II, article 1, section 3* of these by-laws.

(b) *Membership and Terms of Office.* The Board of Examiners shall consist of three corporate members, and the term of office of each of its members 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.

Section 2. The Jury of Fellows.

(a) *Duties.* There shall be an administrative committee called *The Jury of Fellows*. It shall perform the duties prescribed in *chapter III, article 1* of these by-laws.

(b) *Membership and Terms of Office.* The Jury of Fellows shall consist of six fellows of The Institute, and the term of office of each of its members shall be six years, but the terms of office shall be arranged by The Board so that not more than one term shall expire normally each year.

(c) *Regular Meetings.* The jury shall hold one regular meeting at least every two years and special meetings at the call of its chairman or The Board.

Section 3. The Committee on Professional Practices.

(a) *Duties.* There shall be an administrative committee called *The Committee on Professional*

Practices. It shall perform the duties prescribed in chapter XIII, article 2, sections 4 and 8 of these by-laws.

(b) *Membership.* The Committee on Professional Practices shall consist of two corporate members, one of whom shall be elected chairman and the other vice-chairman of the committee. The vice-chairman shall act only in case of the disability of the chairman.

(c) *Terms of Office.* The terms of office of the chairman and of the vice-chairman shall be three years and the terms shall run concurrently.

Section 4. The Judiciary Committee.

(a) *Duties.* There shall be an administrative committee called *The Judiciary Committee*. It shall consider and act on every charge of unprofessional conduct presented to it by The Committee on Professional Practices in the manner prescribed in chapter XIII, article 2, sections 5, 6 and 8 of these by-laws.

(b) *Membership.* The Judiciary Committee shall consist of three regional directors, one of whom shall be elected each year from the regional directors who are then beginning a full term of office.

(c) *Terms of Office.* The term of office of each member of The Judiciary Committee shall expire coincidentally with the expiration of his term of office as regional director.

Section 5. The Committee on Architectural Competitions.

(a) *Duties.* There shall be an administrative committee called *The Committee on Architectural Competitions*. It shall be its duty for and on behalf of The Board,

first, to interpret from time to time the provisions of the Standards of Practice of The Institute relating to architectural competitions for the guidance of the members;

second, to have general oversight of subcommittees of chapters created in accordance with the provisions of paragraph (c-1) of this section;

third, to advise regarding the desirability of holding architectural competitions or any thereof, or regarding the appointment of any person to act as professional adviser or as a member of the jury of award of any such competition, regarding terms and conditions of any architectural competition program;

fourth, to approve or disapprove programs submitted to the committee by The Board or by any of said chapter sub-committees;

fifth, to prepare from time to time revisions of the said Standards of Practice relating to architectural competitions as The Board or the committee deems necessary and submit the same to The Board.

(b) *Authority of Chairman of The Committee on Architectural Competitions.* The chairman and any two other members of The Committee on Architectural Competitions whom he selects shall have the authority to and may make, by a concurring vote by letter or otherwise, the interpretations of the said Standards of Practice relating to architectural competitions, give the requested advice, and pass upon and approve or disapprove the programs of competitions for and in behalf of the committee; provided, that in an emergency the chairman of the committee shall have such authority and may act without the concurrence of the other members of the committee.

(c) *Membership.* The Committee on Architectural Competitions shall consist of ten corporate members, one from each regional district, and, in any year in which The Board deems additional memberships desirable, of two additional corporate members-at-large from the same or different regional districts.

(c-1) Whenever the chairman of The Committee on Architectural Competitions deems it advisable, he may appoint a sub-committee in any chapter to act for The Committee on Architectural Competitions regarding architectural competitions for work to be erected within the territory of the chapter. Each such sub-committee shall consist of three members, who shall be approved by The President of The Institute, and their respective terms of office shall terminate at the will of the chairman of The Committee on Architectural Competitions.

(d) *Terms of Office.* The term of office of each member of the committee, except of the two members-at-large, shall be three years, and such terms of office shall be arranged by The Board so that normally not less than three nor more than four thereof shall expire in any one year and so that not more than one expiration shall occur in the same year in the same general geographical section of the United States. The term of office of each member-at-large shall be one year.

(e) *Meetings.* The Committee on Architectural Competitions shall meet at the call of its chairman or The Board.

Section 6. The Investment and Property Committee.

There shall be an administrative committee called *The Investment and Property Committee*. Its duties and membership, the terms of office of its members, and other matters concerning it are set out in *chapter IX, article 3, section 3* of these by-laws.

CHAPTER XII

ARCHITECTURAL PRACTICE

Article 1. Unprofessional Conduct.

Section 1. Unprofessional Conduct Defined.

(a) Any deviation by a corporate member from any of the Standards of Practice of The Institute or from any of the rules supplementing the said standards, or any action by him that is detrimental to the best interests of the profession and The Institute shall be deemed to be *unprofessional conduct* on his part, and *ipso facto* he shall be subject to discipline by The Institute.

(b) An individual member shall not be immune from charges of unprofessional conduct and disciplinary action by The Board because he practices or operates as a partner or an associate, or as a member, stockholder, or executive officer of any association, corporation, or other legal entity, or for hire under orders from a board of directors, committee, or executive officer of any such entity.

Section 2. Formal Charges of Unprofessional Conduct.

(a) *Complainant.* It shall be the duty of every member and of every 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, and 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 corporate member of The Institute of which such board is cognizant.

(b) *Formal Charges in Writing.* Every charge alleging unprofessional conduct, in order to be acted on by The Board, shall be in writing, shall state the facts alleged to be true, shall be signed by the member, members or body making the charge,

and shall be sent to The Secretary. Thereupon the charge shall be deemed to be a *formal charge*.

Section 3. Responsibility of The Board for Discipline.

(a) *Disciplinary Action by The Board.* The Board shall be the judge of what constitutes unprofessional conduct by a corporate member and of whether or not he is guilty thereof. When it finds him guilty thereof it may censure him or suspend or terminate his membership, whichever, in its judgment, is in proportion to the seriousness of his offense; provided, that, in each instance, the member has been offered in writing an opportunity to be heard by The Board in his own defense. The Board shall fix the time, place, and procedure for such hearing.

(b) *The Board is Final Authority in Disciplinary Matters.* The decisions of The Board in every matter concerning the conduct of a corporate member and every penalty imposed by it on a corporate member on account of unprofessional conduct shall be final and conclusive and without recourse as to the member and any person acting for him or in his behalf.

(c) *Chapters' Powers in Disciplinary Matters Affecting Corporate Members.* The governing board of a chapter may conduct an *informal* hearing of a complaint of unprofessional conduct against a corporate member who is a member of that chapter and endeavor to settle the same, if a formal charge of unprofessional conduct has not been filed with The Secretary against such member. If the said governing board finds the facts may support the charge, it shall file the charge formally with The Secretary, together with the evidence it has in the case. When a charge is filed in writing with The Secretary, neither the chapter nor its governing board shall hear or endeavor to settle the case.

(*Chapter Executive Committees should note particularly that charges of unprofessional conduct made to it are privileged and the proceedings and actions are confidential.*)

CHAPTER XIII

GENERAL PROVISIONS

Article 1. Interests, Rights and Privileges of Members.

Section 1. Pecuniary and Property Interests of Members of The Institute.

(a) *Property Interests.* All title to and interest in the real and personal property of The Institute

imposed, granted and conferred by the laws of the state of New York and these by-laws, are vested and shall remain in The Institute, and no member shall have any right, title or interest in such property at any time. If The Institute shall conclude to terminate its affairs, then all property of The Institute shall be transferred and conveyed by deed of trust to and accepted by some successor organization or organizations with purposes and objects similar to those of The Institute and most fitted to carry on and maintain the said purposes and objects. If there is no such successor organization, then all such property shall be devoted and applied to such professional and educational purposes as The Board shall deem best fitted to carry on the purposes of The Institute and shall designate in a resolution duly adopted by it; provided, that such disposal must be approved by the Supreme Court of the state of New York.

(b) *Interests Vested in All Members.* All title to and interest in the seal and insignia of The Institute, in the name of The Institute and abbreviations thereof, in the initials *A.I.A.*, denoting membership in The Institute, whether or not the said initials are prefixed or suffixed by one or more titles, names, letters or symbols, and in all other intangible property of The Institute, shall rest solely and shall always remain in The Institute and be vested in its members.

Section 2. Rights and Privileges of Members of The Institute.

(a) *Rights and Privileges of all Members.* Under the conditions set out in paragraph (b) of this section, every member of The Institute shall have and may exercise all the rights and privileges of a member of The Institute that are conferred on him by law 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 said provisions.

(b) *Rights and Privileges Conditioned on Good Standing.* The right of a corporate member to exercise and use any right and privilege in The Institute or in any of its chapters or state association members, granted to him by law or the provisions of these by-laws, and the granting to him of such rights and privileges, shall be conditioned upon the said member being in *good standing* in The Institute.

(c) *Good Standing Defined.* A corporate member is not in good standing in The Institute or in any of its chapters or state association members if he is in default to The Institute or to any of its chapters or is under suspension. Immediately a member becomes not in good standing, *ipso facto* his right to exercise or use any rights and privileges in The Institute and in its chapters and state association members shall be suspended and withdrawn until he is restored to good standing.

Section 3. Termination of Interests, Rights, and Privileges of Members.

(a) If the membership of any member of The Institute is terminated, then neither the said member nor any legal representative of any character whatsoever of said member shall have any title to or interest in any property of The Institute or any of its chapters or in any right or privilege granted by The Institute or any of its chapters, or any right to use any such property or to exercise any such right and privilege or to print or otherwise use or to cause or permit to be printed or otherwise used the seal or insignia of The Institute or its name or any abbreviations thereof or its initials *A.I.A.*, or any title which The Institute has granted; or shall have any valid claim against The Institute or any of its officers or directors by reason of such member having been at any time a member of The Institute.

(b) Nothing contained in these by-laws shall be construed to limit the liability imposed by law on a member, and the termination or suspension of the membership of a corporate member shall not relieve the person whose membership has been terminated or suspended from his indebtedness to The Institute or to any of its chapters or state association members.

Article 2. Affiliations.

Section 1. Affiliations with National Organizations.

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

Article 3. Inspection of Books and Records.

The correspondence, books of account and records of The Institute, except as otherwise provided in

these by-laws, shall be open at the executive offices during the business hours fixed by The Institute to the inspection of any member in good standing.

Article 4. Parliamentary Authority.

The rules contained in *Robert's Rules of Order Revised* shall supplement the rules and regulations adopted by The Institute and The Board 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 law, these by-laws, or the rules and regulations adopted by The Institute and by The Board.

Article 5. Endorsements.

Section 1. Endorsements by The Institute.

(a) *Endorsements of Enterprises.* The Institute shall not sponsor, aid or endorse any enterprise whether public or private, operated for profit, except as provided in *paragraph (b) of this section.*

(b) *Endorsements of Materials.* Neither The Institute nor any of its chapters or state association members, nor any officer, director, committee member or employee of any thereof in his official capacity shall approve, sponsor or endorse or do anything that may be deemed or construed to be an approval, sponsorship or endorsement of any material of construction or of any method or manner of handling, using, distributing or dealing in any material or product. 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 or product or to limit the approval, sponsorship or endorsement by it of books or other literature relating to architecture or its practice or to the objects and purposes of The Institute published by others than The Institute; provided, that the said data, books or other literature have been submitted to The Board and its approval, sponsorship or endorsement voted by the concurring vote of not less than two-thirds of its entire membership. By a like vote. The Board may permit the seal or other insignia of The Institute to be imprinted on the title page of each of said books or other literature for a royalty consideration or otherwise; provided, that The Institute is protected from all liability that may arise therefrom.

CHAPTER XIV

AMENDMENTS AND INTERPRETATIONS

Article 1. Amending By-laws.

Section 1. Amendments by a Meeting of The Institute.

(a) These by-laws may be amended at any meeting of The Institute by an affirmative vote of not less than two-thirds of all votes accredited to be cast at the meeting on any question or division not relating to the property of The Institute or its chapters, as provided in *chapter VI, article 3, section 2, paragraph (e-12)*; provided, that The Secretary shall have sent to each member a copy of the proposed amendment and a notice of the meeting at which it is to be voted upon.

(b) Such notice and copy of proposed amendment shall be deemed to have been sent if they have been published in The Bulletin and such Bulletin has been sent to each member not less than thirty days before the day of the meeting at which the proposed amendment is to be voted upon.

(c) No amendment shall be proposed to and adopted by any meeting of The Institute until and unless the amendment has been proposed by The Board or by The Executive Committee or by a written petition of corporate members, each of whom is in good standing in The Institute. The petition of corporate members shall bear the signatures of not less than one per centum of the total number of corporate members then in good standing in The Institute, and shall be filed by them with The Secretary not less than forty days before the opening day of the meeting at which the proposed amendment is to be voted upon.

Section 2. Amendments by The Board of Directors.

(a) In addition to the power to amend certain provisions of these by-laws in the manner and to the extent herein elsewhere given to The Board, The Board, by the affirmative vote of not less than two-thirds of its entire membership, may amend any other provision of these by-laws to forward the objects and facilitate the activities of The Institute or to eliminate from said by-laws any inconsistency with any amendment theretofore made; provided, that as a result of any such amendment, the power of The Board is not increased; the name and objects of The

Institute, its membership and the qualifications therefor, its government, meetings, conditions of affiliations, and the terms of office or manner of election of its officers and directors are not changed; the rights and interests of any member are not lessened or diminished; the fees, dues, and other financial liability of any member are not increased, unless The Board is herein elsewhere authorized so to do; the safeguarding of the investments, securities, money, special funds, and other property of The Institute and the limitations placed on its expenditures are not lessened or weakened nor the authority to make such expenditures or to incur indebtedness extended; and the conditions of gifts, of the awards of honor, regarding advertising and the inspection of the records, and the requiring of advice of counsel, are not changed.

(b) Before any amendment to any provision of these by-laws made by The Board shall become effective, it shall be approved by the Counsel of

The Institute as to its legality and legal form and being within the powers of The Board to make.

(c) Every provision of these by-laws so amended by The Board shall have the same force and effect as if amended by a meeting of The Institute and each such amendment shall be incorporated in these by-laws as a part thereof.

(d) The amended provisions shall be published in The Bulletin and sent to each member not less than sixty days before a meeting of The Institute.

Section 3. Titling and Numbering of By-laws.

From time to time and without further action of The Institute, the then Secretary shall rearrange, retitle and renumber the various chapters, articles, sections, and paragraphs of the by-laws as becomes necessary because of amendments thereto or for ease of reference.

Article 2. Interpreting By-laws.

These by-laws shall be interpreted according to the laws of the state of New York.

Proposed Resolution for the Adoption of the General Revision of the By-laws

Resolved, That the Seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of the by-laws of The Institute contained in Part I of the notice to corporate members published in the May 1942 number of THE OCTAGON, by amending those by-laws, from Chapter I to Chapter XVII, inclu-

sive, by deleting all chapters, articles, sections and paragraphs thereof, and substituting therefor the proposed text printed in amendment form in Part I in The Secretary's notice of amendments, dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

PART II—SPECIFIC AMENDMENTS OF THE BY-LAWS PROPOSED BY THE BOARD OF DIRECTORS OR THE EXECUTIVE COMMITTEE

Explanatory.

The following amendments are proposed by The Board of Directors or The Executive Committee.

Each amendment will be acted upon separately at the 1942 annual meeting. In the following text—comment on the proposed amendment appears first, the proposed amendment second, and a proposed resolution for adoption by the annual meeting last.

If the general revision of the by-laws proposed in Part I of this notice is adopted some of the specific amendments proposed in this Part II will then be unnecessary and will be referred to The Board for incorporation in the Rules of The Board.

The substance of these amendments has been approved by Institute Counsel.

(1) Simplification of Procedure for Amending the By-laws.

Comment: These amendments are proposed by The Executive Committee.

If the by-laws are abridged, as is proposed, the number of amendments submitted to each annual meeting will be reduced. To simplify amendment procedure in the future and to make the notice of an amendment a straightforward statement rather than an exercise of mental ingenuity, it is proposed—

To amend chapter XVII, article 1, section 1, paragraph (a), line 8, by substituting the word

"notice" for the words "a copy" so that the last clause will read:

"provided, that The Secretary shall have sent to each member notice of the proposed amendment and a notice of the meeting at which it is to be voted upon"; and

To strike out in paragraph (b) in the first line, the words "and copy" so that the opening of the paragraph will read:

"such notice of proposed amendment shall be deemed to have been sent," etc.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of chapter XVII, article 1, section 1, paragraphs (a) and (b) of the by-laws of The Institute, relating to amendment procedure, as the said amendments appear in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(2) Creation of New Class of Members to be Known as "Institute Associates".

Comment: These amendments were initiated by the 1941 convention. They are recommended by the Committee on Classes of Membership and are proposed by The Board.

The adoption of these amendments will establish a new class of members to be known as "Institute associates." Membership in this class will be open to such qualified architects as are not prepared to apply for full corporate membership in The Institute.

Amend chapter II by inserting a new article 2 to read as follows:

Article 2. Institute Associateships.

Section 1. Eligibility, Qualifications, Election Procedure.

(a) Every architect whose legal residence is in the domain of The Institute may apply for admission to Institute associateship.

(b) Requirements and procedures relating to qualifications for Institute associateship; applications for such associateship; examination of applicants; admission; denial of admission; resignations; transfers; assignments to chapters; re-admissions; and terminations shall be identical with those requirements and procedures which relate to corporate membership, unless otherwise provided in the by-laws; except that Institute associates may *not* use

the initials "A.I.A.", and will become associates of the chapters to which they are assigned with a voice in the affairs of the chapter but no voice in the affairs of The Institute.

(c) The dues and tenure of Institute associateship shall be as elsewhere provided in the by-laws.

Amend chapter I, article 1, section 4, to include a third kind of member, namely "Institute associate" whose term of membership shall not exceed three years from the date of election.

Amend chapter I, article 2, section 3, to provide that the annual dues of Institute associates shall be one-half of the amount of the annual dues paid by corporate members.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of chapter I, articles 1 and 2; and of chapter II of the by-laws of The Institute, by the insertion of a new article 2, establishing a new class of membership to be known as "Institute associates", as the said amendments appear in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(3) Substitution of "Student Associates" for Branch Chapters.

Comment: This amendment was initiated by the Committee on Classes of Membership and is proposed by The Board.

It should be noted that it proposes the elimination of branch chapters, which some chapters now have. It may be that the delegates may wish to give consideration to the establishment of student associates in accord with the principle proposed in this amendment, and also to the retention of the present provision under which any chapter may organize one or more branch chapters within its territory.

Amend chapter V, article 1, section 1, by deleting paragraph (f) *Branch Chapters*, and substituting therefor the following:

(f) *Student Associates.*

Each chapter may establish student associates, and shall do so if The Board directs, under conditions established by The Board, which conditions shall be set out in the by-laws of the chapter if student associates are established by it.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby deletes from the by-laws of The Institute that provision entitled "(f) Branch Chapters" in chapter V, article 1, section 1, and substitutes for it the amendment of chapter V, article 1, section 1, entitled "(f) Student Associates" as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and said by-laws hereby are declared amended accordingly.

(4) Qualifications for Student Associateship.

Comment: This amendment was initiated by the Committee on Classes of Membership and is proposed by The Board.

Its purpose is to cover the establishment, status, and privileges of "Student Associates" as described in the preceding proposed amendment, under (3).

Amend chapter V, article 4, section 3, by inserting a new paragraph reading as follows:

(b-2) Qualifications for Student Associateship.

Any architectural draftsman who is not eligible for admission as a junior associate because the periods of his employment aggregate less than the number of years prescribed elsewhere in this section; and any under-graduate or post-graduate student in a school of architecture recognized by The Institute and located within the territory of a chapter may be admitted by the executive committee of that chapter to student associateship as a student associate.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter V, article 4, section 3, of the by-laws of The Institute, by the insertion of a new paragraph relating to qualifications for student associateship, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(5) Determining Number of State Delegates.

Comment: This amendment was initiated by the State Association Director and is proposed by The Board.

Many of the state associations feel that the representation in annual meetings of The Institute now granted (one delegate for every seventy voting members of a state association member in excess of twenty-five) is insufficient to give the state associations a proper expression at annual meetings.

Amend chapter VI article 2, section 3, paragraph (a) to provide one state delegate for every fifty voting members of the state association member in excess of twenty-five.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter VI, article 2, section 3, paragraph (a) of the by-laws of The Institute, with respect to determining the number of state delegates to annual meetings of The Institute, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(6) Casting Votes of State Association Members.

Comment: This amendment was initiated by the State Association Director and is proposed by The Board.

It proposes that the casting of the votes of state association members at annual meetings of The Institute be left to the state association delegation, who may elect their own chairman, and it further proposes that the vote as cast by the chairman of the delegation shall be the actual vote of the delegation and not a unit vote.

Amend chapter VI, article 2, section 3, paragraph (c) to provide that the vote or votes of a state association member at a meeting of The Institute shall be in proportion to the total number of votes of the delegates of the state member; that such vote must be cast by the chairman of the delegation, as elected by such delegation; and shall represent the vote of each member of such delegation; provided, however, that such chairman shall be a corporate member of The Institute in good standing.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter VI, article 2, section 3, paragraph (c) of the by-laws of The Institute, relative to the votes and the casting of votes of a state association member at annual meetings of The Institute, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(7) General Budget.

Comment: This amendment was initiated by the Committee of Five and is proposed by The Board.

Its purpose is to eliminate the requirement that budgets of The Institute must be adopted three years in advance. Experience has shown that the adoption of a budget three years ahead of its effective date is neither practical nor desirable.

Amend chapter X, article 8, section 1, paragraph (a) by deleting therefrom all words which now require the adoption of general budgets for one year or more beyond the incoming fiscal year.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter X, article 8, section 1, paragraph (a) of the by-laws of The Institute, with respect to the adoption of annual budgets beyond the incoming fiscal year, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(8) Real Property.

Comment: This amendment is proposed by The Executive Committee.

Its purpose is to place all real property of The Institute in Washington, D. C., under the jurisdiction of The Board and The Secretary. At present the property is under the jurisdiction of The Investment and Property Committee.

Amend chapter X, article 2, section 2 by inserting a new paragraph reading as follows:

(c) Real Property in Washington, D. C.

The real property of The Institute situated at Eighteenth Street and New York Avenue, North West, Washington, D. C., and the improvements thereon, as described in section 1 of this article, shall be under the jurisdiction of The Board; provided, that The Board may delegate to The Secretary the responsibility for the supervision, maintenance and operation of such real property and its improvements; and that there shall be available to The Secretary the services of an advisory committee of corporate members one of whom shall be located in Washington, D. C.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter X, article 2, section 2, of the by-laws of The Institute, by the insertion of a new paragraph relative to the real property of The Institute in

Washington, as said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(9) Securities and Investments.

Comment: This amendment was initiated by The Investment and Property Committee and is proposed by The Board.

Its purpose is to remove the words "high grade" as a mandatory limitation on securities purchased by The Institute.

The Chairman of The Investment and Property Committee finds this mandatory limitation difficult of interpretation when applied to specific securities. A like difficulty is found by Institute Counsel, who has advised that the limiting words be deleted and that the selection of securities be left to the judgment of The Board or The Investment and Property Committee.

Amend chapter X, article 3, section 1, paragraph (b) by striking out the words "high grade." The paragraph will then read: The securities investments of The Institute shall be in negotiable securities approved by The Board or by The Investment and Property Committee as provided in these by-laws.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter X, article 3, section 1, paragraph (b) of the by-laws of The Institute, with respect to elimination of the words "high grade" when applied to securities, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and said by-laws hereby are declared amended accordingly.

(10) Use of Dues Now Transferred to General Reserve Fund.

Comment: This amendment is proposed by The Board.

At present five percent of the total amount paid to The Institute by members on account of their current annual dues is transferred to the capital of the General Reserve Fund. In 1941 this transfer amounted to \$2,559.81.

Under war conditions this money is needed to help maintain the current work of The Institute.

Amend chapter X, article 12, section 3, paragraph (b-1) by adding thereto the following:

Provided, however, that for the fiscal years 1942, 1943, and 1944 The Board may appropriate for general use all moneys received by The Institute from members on account of their current annual dues. After the close of the fiscal year 1944 The Secretary of The Institute shall and is hereby authorized to delete this amendment from the by-laws without further action by The Institute.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects adopts the amendment of chapter X, article 12, section 3, paragraph (b-1) of the by-laws of The Institute, relating to the use for general purposes of all moneys received from members on account of annual dues, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and said by-laws hereby are declared amended accordingly as of January 1, 1942.

(11) Use of Delinquent Dues.

Comment: This amendment is proposed by The Board.

At present all delinquent dues paid after the last day of a fiscal year are transferred to the capital of the General Reserve Fund and are *not* available for current purposes. In 1941 those dues amounted to \$1,764.66.

Under war conditions this money is needed to help maintain the current work of The Institute.

Amend chapter X, article 12, section 3, paragraph (b-2) by inserting at the end thereof the following:

Provided, however, that for the fiscal years 1942, 1943, and 1944 The Board may appropriate for general use *all* moneys received by The Institute from members on account of dues in default and heretofore transferred to the capital of the General Reserve Fund. After the close of the fiscal year 1944 The Secretary of The Institute shall and is hereby authorized to delete this amendment from the by-laws without further action by The Institute.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects adopts the amendment of Chapter X, article 12, section 3, paragraph (b-2) of the by-laws of The Institute, relating to the use of delinquent dues for general purposes, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and said by-laws are declared amended accordingly as of January 1, 1942.

(12) Use of Admission Fees.

Comment: This amendment is proposed by The Board.

At present the admission fees of new members are transferred to the capital of the Recruiting Fund. In 1941 these transfers amounted to \$1,570.00.

Under war conditions this money is needed to help maintain the current work of The Institute.

Amend chapter X, article 13, section 5, paragraph (a-4) by adding to the end thereof the following:

Provided, however, that for the fiscal years 1942, 1943, and 1944 The Board may appropriate for general use each fee for admission to membership in The Institute and each fee for readmission thereto, when and as paid. After the close of the fiscal year 1944 The Secretary of The Institute shall and is hereby authorized to delete this amendment from the by-laws without further action by The Institute.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects adopts the amendment of chapter X, article 13, section 5, paragraph (a-4) of the by-laws of The Institute, relating to the use of admission fees for general purposes, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and said by-laws are declared amended accordingly as of January 1, 1942.

(13) Elimination of Interest on Loans from Emergency Loan Fund.

Comment: This amendment is proposed by The Board.

The amount borrowed from the Emergency Loan Fund in 1940 was \$17,500. To date it has not been possible to repay that loan or any part of it.

Under the present by-laws The Institute must pay interest on the loan at the rate of five percent per annum. The Board is of the opinion that an internal loan of this type should not bear interest.

Amend chapter X, article 12, section 3, paragraph (c-2) by striking out the requirement that loans from the Emergency Loan Fund must be repaid with interest at the rate of five percent per annum, and by stating that such loans made or to be made shall be repaid without interest.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects adopts the amend-

ment of chapter X, article 12, section 3, paragraph (e-2) of the by-laws of The Institute, relating to the elimination of interest on loans from the Emergency Loan Fund, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and said by-laws are declared amended accordingly, as of January 1, 1942.

(14) **Purposes of the Henry Adams Fund.**

Comment: This amendment was initiated by the Committee on Education and is proposed by The Board.

It is desired to broaden the scope of the Henry Adams Fund by enlarging the present third purpose as it appears in the by-laws.

Amend chapter X, article 13, section 5, paragraphs (a-10), by adding to the present third purpose the following:

; and by providing financial assistance to instructors in schools of architecture and others, preference being given to scholars for study or travel, or both, to be accomplished in Europe, or in America under suitable auspices, and by assistance in the publication of resulting findings.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects adopts the amendment of chapter X, article 13, section 5, paragraphs (a-10), of the by-laws of The Institute, relating to the third purpose of the Henry Adams Fund, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws are declared amended accordingly.

(15) **Shortening of Disciplinary Procedure.**

Comment: These amendments are proposed by The Board.

They merge the functions of the present Committee on Professional Practices and The Judiciary Committee under a single committee having a descriptive title, for the purpose of simplifying disciplinary procedure and reducing the time now required to get final action on charges of unprofessional conduct.

Amend chapter XII, article 2, by deleting therefrom all of section 3, "The Committee on Professional Practices" and all of section 4, "The Judiciary Committee" and by substituting for these two deleted sections a new section 3 reading as follows:

Section 3. The Committee on Professional Practices

(a) *Duties.* There shall be an administrative committee called The Committee on Professional Practices. It shall perform the duties prescribed in these by-laws and in rules and regulations of The Board.

(b) *Membership.* The Committee on Professional Practices shall consist of three regional directors, one of whom shall be elected each year from the regional directors who are then beginning a full term of office.

(c) *Terms of Office.* The term of office of each member of The Committee on Professional Practices 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 finally disposed of.

If any membership on The Committee on Professional Practices becomes vacant before the expiration of the term of office thereof, The Board shall elect one of the regional directors to serve for the unexpired term.

(d) *Meetings.* The Committee on Professional Practices shall hold such meetings as are necessary to perform its duties, and at the call of its chairman or The Board.

Two members of The Committee on Professional Practices shall constitute a quorum for any hearing before it, and the concurring vote of two members who heard a case shall constitute the action of The Committee on Professional Practices thereon.

Amend chapter XIII, all relevant sections, by substituting the title "The Committee on Professional Practices" for the title "The Judiciary Committee" where such references appear therein.

Amend chapter XIII, article 2, by deleting in full each of the following sections:

Section 4. Duties of The Committee on Professional Practices.

Section 5. Duties of The Judiciary Committee.

These deletions are proposed because experience has shown that the extended detailed procedure set forth in each of them should be stated in the rules and regulations of The Board rather than in the by-laws.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of chapters XII and XIII of the by-laws of The Institute, with respect to the shortening of disciplinary procedure, the expediting of charges of unprofessional conduct, and the merger of The Judiciary Committee and The Committee on Professional Practices into a single committee called The Committee on Professional Practices, as such amendments appear in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(16) *Committee on Awards and Scholarships.*

Comment: This amendment is proposed by The Board.

At present this is a standing Board committee. It is desired to make it an administrative committee which will function in much the same manner as does The Board of Examiners or The Jury of Fellows.

By making the personnel of the committee representative of the Committee on Education, of The Investment and Property Committee, and of The Board a broad field of interest is obtained.

Amend chapter XII, article 2, by adding a new section 7, reading as follows:

(7) *The Committee on Awards and Scholarships*

(a) *Duties.* There shall be an administrative committee called The Committee on Awards and Scholarships. It shall be the duty of this committee for and on behalf of The Board to award scholarships under the jurisdiction of The Institute, subject to confirmation by The Board if legally necessary; to select recipients of school medals; and to perform other duties allocated to it by The Board.

(b) *Membership.* Its membership shall consist of a member of The Board, who shall be chairman, a member of the Committee on Education, and a member of The Investment and Property Committee.

(c) *Terms of Office and Meetings.* The terms of office of the members of this committee, its meet-

ings and general procedure shall be as stated in the rules of The Board.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter XII, article 2 of the by-laws of The Institute, by inserting a new section creating The Committee on Awards and Scholarships, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942 and said by-laws hereby are declared amended accordingly.

(17) *Awards of Honor—Simplification of Procedure.*

Comment: These amendments are proposed by The Board.

Their purpose is to simplify the present procedure which requires that proposals for awards of the Gold Medal, the Fine Arts Medal, and the Craftsmanship Medal shall be made a year or more in advance of presentations of the medals.

Amend chapter XIV, article 1, section 2, "Awarding the Gold Medal"; article 2, section 2, "Awarding the Fine Arts Medal"; and article 3, section 2, "Awarding the Craftsmanship Medal", by striking out from each thereof all requirements that proposals for the making of these awards must be offered at some meeting of The Board prior to that meeting at which the award is voted.

If these amendments are adopted, awards of these three medals may be made at any annual or semi-annual meeting of The Board upon the submission of the required data concerning the proposed recipient.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of chapter XIV of the by-laws of The Institute, relating to the simplification of procedure for awarding the gold medal, the fine arts medal and the craftsmanship medal, as the said amendments appear in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly.

(18) *Editing of By-laws.*

Comment: The proposed amendments to be offered for adoption by the seventy-fourth annual meeting in Parts I and II of this notice do not include editorial changes and details of rearrangement which may be necessary if the proposed amendments are adopted.

It is desirable to give to The Secretary of The Institute the power to edit.

Proposed Resolution.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby authorizes

and directs The Secretary of The Institute to edit the by-laws of The Institute for the purpose of making the form and text thereof consistent in substance and in detail with all amendments and revisions of the said by-laws adopted by the seventy-fourth annual meeting of The Institute.

Notice of Proposed Amendment of Standards of Practice Proposed Adoption of a Schedule of Proper Minimum Charges

TO THE CORPORATE MEMBERS OF
THE AMERICAN INSTITUTE OF ARCHITECTS:

The present Standards of Practice of The Institute, A.I.A. Document No. 300, was adopted in its present form at the annual meetings in 1939 and 1940.

Part III of the document relates to the architect's services; the architect's fee; and the architect's contract.

Experience has shown that the issuance of a single document in this form containing Standards of Practice; and statements of the services, fees and contract procedure of the architect is undesirable.

The architect who wishes to inform his client or prospective client concerning services and customary fees should have a separate document for that purpose. He should not be obliged to give him eleven pages of text—the present Standards of Practice—of which Parts I and II relate to ethical standards and the selection of an architect.

Part III of the present Standards of Practice consisting of five pages of text is lacking in brevity

and conviction.

If circumstances warrant, the client or the prospective client, be he butcher, baker or candle stick maker, is entitled to a concise statement concerning the architect's charges and the details of service to be rendered.

Therefore, The Board proposes to the seventy-fourth annual meeting of The Institute that the Standards of Practice, A.I.A. Document No. 300, be amended by deleting therefrom all of Part III concerning the architect's services, fees and contract, leaving in the Standards of Practice only present Part I relating to duties and responsibilities, and Part II relating to the selection of an architect.

The Board further proposes that a new document in the form of a statement concerning details of service to be rendered and proper minimum charges be issued to take the place of Part III of the present Standards of Practice and that its text shall read as printed below.

May 23, 1942

CHARLES T. INGHAM,
Secretary

SCHEDULE OF PROPER MINIMUM CHARGES.

A STATEMENT OF DETAILS OF SERVICE TO BE RENDERED, AND PROPER MINIMUM CHARGES COMPLYING WITH GOOD PRACTICE AND CUSTOM

1. The Architect's professional services consist of the necessary conferences, the preparation of preliminary studies, working drawings, specifications, large scale and full size detail drawings; the structural and mechanical design for the contract drawings and specifications; the drafting of forms of proposals; the taking of bids and the preparing of contracts; the checking of shop drawings; the inspection of models; the issuance of certificates of payment; the keeping of accounts; the general admin-

istration of the business and supervision of the work; for which a proper minimum charge, based upon the total cost of the work complete, is six per cent (6%), except on residential work, alterations to existing buildings, monuments, furniture, decorative and cabinet work and landscape architecture, and other work of specialized character or design, for which it is proper to make a higher charge.

2. The Architect is entitled to compensation for articles purchased under his direction, even

though not designed by him.

3. For special services, where the Architect is not otherwise retained, consultation fees for professional advice are to be charged in proportion to the importance of the question involved and services rendered.

4. Of the Architect's commission, it is normally expected that approximately two-thirds will represent the production cost of service to the Owner, and one-third the professional fee.

5. The Architect shall charge, in addition to his fee, for the costs of transportation and living incurred by him and his assistants while traveling in discharge of duties connected with the work, for the cost of telegrams and long distance telephone calls made in the interest of the Owner or to expedite the work, for the cost of blue printing in excess of the customary or reasonable amount, and for the costs to the Architect of the services of consultants where such services are required because of unusual problems involved.

6. The rate of percentage arising from Article 1, i. e., the basic rate, applies when all of the work is let under one contract or the customary major contracts. Should the Owner determine to have other portions of the work executed under separate contracts, thereby increasing the Architect's burden of service, expense and responsibility, the Architect shall charge a rate in connection with such portions of the work greater than the basic rate.

7. If, after a definite scheme has been approved, the Owner makes a decision which, for its proper execution, involves extra services and expense for changes in or additions to the drawings, specifications or other documents; or if a contract be let by cost of labor and materials plus a percentage or fixed sum; or if the Architect be put to labor or expense by delays caused by the Owner or a contractor, or by the delinquency or insolvency of either, or as a result of damage by fire or other casualty, the Architect is to be equitably paid by the Owner for such extra service and expense.

8. Payments to the Architect on his fee are to be made as follows:

Upon completion of the preliminary studies, a sum equal to twenty per cent (20%) of the basic rate computed upon a reasonable estimated cost.

Upon completion of specifications and general

working drawings (exclusive of details) a sum sufficient to increase payments on the fee to seventy-five per cent (75%) of the rate or rates of commission agreed upon, computed upon a reasonable cost estimated on such completed specifications and drawings, or if bids have been received, then computed upon the lowest bona fide bid or bids.

During the preparation of the preliminary studies and of the specifications and general working drawings, it is proper that payments on account be made at monthly or other intervals, in proportion to the progress of the Architect's service.

From time to time during the execution of the work and in proportion to the amount of service rendered by the Architect, payments are made until the aggregate of all payments made on account of the fee under this Article reaches a sum equal to the rate or rates of commission agreed upon computed upon the final cost of the work.

Payments to the Architect, other than those on his fee, fall due from time to time as such extra work is done or as costs are incurred.

No deduction is made from the Architect's fee on account of cost reduction due to the use of old materials, penalty, liquidated damages or other sums withheld from payments to contractors.

The words "the cost of the work" as used in Articles 1 and 8 hereof, are ordinarily to be interpreted as meaning the total of the contract sums incurred for the execution of the work not including Architect's and Consultants' fees or the salary of the clerk-of-the-works.

9. Should the execution of any work designed or specified by the Architect or any part of such work be abandoned or suspended, the Architect is to be paid in accordance with or in proportion to the terms of Article 8 of this Schedule for the service rendered, up to the time of such abandonment or suspension.

10. The Owner shall be required to furnish at his own expense for the information of the Architect a complete and accurate survey of the building site, giving the grades and lines of streets, pavements and adjoining properties; the rights, restrictions, easements, boundaries, and contours of the building site; full information as to sewer, water, gas and electrical services; test borings or pits and chemical, mechanical or other tests, when required.

11. The Architect endeavors to guard the Owner against defects and deficiencies in the work of contractors, but does not guarantee the performance of their contracts. The supervision of an Architect is such as he deems necessary to ascertain whether the work is being executed in conformity with his working drawings or specifications or directions, and is to be distinguished from the continuous personal superintendence to be obtained by the employment of a clerk-of-the-works.

When authorized by the Owner, a clerk-of-the-

works, acceptable, to both Owner and Architect, will be employed by the Architect at a salary satisfactory to the Owner and at the Owner's expense.

12. When requested to do so, the Architect makes or procures preliminary estimates on the cost of the work, but no such estimate can be regarded as other than an approximation.

13. Drawings or specifications, as instruments of service, are the property of the Architect, whether the work for which they are made be executed or not.

Proposed Resolutions. Amending Standards of Practice, and Adopting Schedule of Proper Minimum Charges

Amendment of Standards of Practice

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby amends the Standards of Practice of The American Institute of Architects, A.I.A. Document No. 300, by deleting therefrom all of Part III relating to the architect's services; the architect's fee; and the architect's contract, and directs The Board to issue such amended Standards of Practice with such editing of its text and accompanying interpretations as may be necessary.

Adoption of Schedule of Proper Minimum Charges

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts as a document of The Institute the statement issued to the corporate membership in The Secretary's Notice of May 23, 1942, published in THE OCTAGON, entitled "Schedule of Proper Minimum Charges. A Statement of Details of Services to be Rendered, and Proper Minimum Charges Complying with Good Practice and Custom" and directs that such statement be issued as a separate document for the use and information of the profession and the public.

School Notices

University of Pennsylvania School of Fine Arts.

GRADUATE FELLOWSHIPS IN ARCHITECTURE 1942-1943

Theophilus Parsons Chandler Fellowships in Architecture

Two \$1,000.00 Fellowships will be awarded.

The Joseph V. Horn Fellowship in Architecture

These fellowships are established to provide advanced study for graduates of approved Architectural Schools who have shown outstanding capacity and promise in their undergraduate years.

The Albert Kahn Scholarship in Industrial Architecture

The Albert Kahn Scholarship in Industrial Architecture will be awarded to the applicant who has the best record in both Design and Construction at the end of the first four years of an architectural course. This is a part tuition scholarship which will afford a student the opportunity of becoming

more proficient in a field of importance in the war effort as well as in the post war period. Further details may be had by writing to Dean George S. Koyl, School of Fine Arts, University of Pennsylvania, Philadelphia.

Cornell University College of Architecture.

The College of Architecture will conduct a regular term of courses in architecture for a limited number of students during the summer of 1942. The fifteen-week term will begin June 1 and end September 12. The following courses will be offered:

(1) Architectural Design: Sophomore, (2) Advanced Structural Design, (3) Intermediate Drawing and Painting, (4) History of Architecture: Renaissance and Modern, (5) Building Materials, (6) Applied Design.

Information may be had on request to The Secretary of the College of Architecture, Cornell University, Ithaca, New York.

M.I.T.

A short summer course in city and regional planning will be held at the Massachusetts Institute of Technology during the three weeks beginning July 13. The program, sponsored jointly by M.I.T. and the American Society of Planning Officials, is arranged to meet the need for an intensive course covering both the administrative and technical aspects of city and regional planning.

The program will be divided into four sections

as follows: *City and Regional Planning, Planning Legislation, Administration, and Techniques.*

The seminars will cover such subjects as zoning, subdivision control, traffic problems, basic data surveys, master plans for communities and regions, housing, the powers and duties of planning and zoning agencies.

Applications should be sent to Professor Frederick J. Adams, Division of City Planning, M.I.T., Cambridge, Massachusetts, not later than July 6, 1942.

Corporate Members Elected

Effective April 11, 1942		Chapter	Name
Chapter	Name		
ARKANSAS	*Theodore M. Sanders	PITTSBURGH	Daniel Roderick Jones
BALTIMORE	Henry Louis Sandless	SOUTH GEORGIA	Felton Davis, Arthur Brian Merry William N. Parsons, Jr.
BOSTON	Carroll Hobart Tiffany	SOUTHERN CALIFORNIA	Robert Evans Alexander Dwight Gibbs, S. Graham Latta
CENTRAL ILLINOIS	Ralph Leverett Kelley		*Ross Gordon Montgomery, William Flynn Mullay
CENTRAL NEW YORK	Elmer John Manson		Herbert Gordon Riesenber, Adrian Jennings Wilson Frank Wynkoop
CENTRAL PENNSYLVANIA	John W. Greiner Daniel S. Readinger	TENNESSEE	Guy Henry Parham, Jr.
CHICAGO	Charles Draper Faulkner Mark Daniel Kalischer, Raymond Adolph Mattson Frank Fred Polito, Karl Klari Rabig Albert Henry Ramp, Louis Richard Solomon George D. Tesch, James Hotchkiss Ticknor	WASHINGTON, D. C.	Harry Barrett Charles J. Bock, Alan Bach Mills
CINCINNATI	Bernard Pepinsky George Edward Porter, Jr., Colvin E. Pyle Richard Carroll Taylor	WASHINGTON STATE	Waldo Barrickman Christenson David John McNicoll, Hugo William Osterman *Arch Norman Torbit
CONNECTICUT	Maurice Emile Henri Rotival		Effective May 5, 1942
DETROIT	Derrick Hubert, Harold Milton Kiefer Nels Albert Nelson, Edward A. Schilling *David Hope Williams, Jr.	CENTRAL ILLINOIS	*Philip R. Hooton
EASTERN OHIO	Herbert Walter Damon Patrick Arthur D'Orazio, Edward Vance Florence William Boyd Huff, Charles J. Marr George Otis Reeves	DETROIT	*Harry T. Smith, *Harold Maris Shepherd
FLORIDA SOUTH	Maurice Fatio, Howard Besson Knight Belford W. Shoumate, John Latham Volk	BOSTON	Cyrus Winthrop Murphy
GEORGIA	George Dickey Barrett	CLEVELAND	Thaddeus A. Badowski Thomas Joseph Foley, Jr., James Trevor Guy Lottie B. Helwick, Earl Henry Mellenbrook Franklin Goddard Scott
GRAND RAPIDS	Thomas Aldridge Carter, Jr.	CONNECTICUT	Elmer Roswell Coburn
KANSAS CITY	Earl Wilson Allen Marshall Dwight Brown, Clarence Kivett	DETROIT	Milton C. Major, William Henry Odell John Lockyer Pottle
NEW JERSEY	*Ernest A. Arend, Kenneth Stone Kassler Isadore Naftali, Lauren V. Pohlman Matthews Malone Simpson	FLORIDA NORTH	Robert Daniel Hart, John S. Hopkins Frank Joseph Sindelar, James Aaron Stripling
NEW YORK	Saul Edelbaum, John Alexander Frank Sylvester Wilson A. Murphy, Paul Schulz Daniel Schwartzman	KANSAS CITY	Herbert Ewing Duncan
NORTHERN CALIFORNIA	Herbert E. Goodpastor	NEW JERSEY	Samuel Blanc
OREGON	Van Evera Bailey, Bernard A. Heims	NEW YORK	George Foster Harrell, Philip Sawyer Lacy Edwin A. Salmon, Stanley Edison White
PHILADELPHIA	Earle W. Bolton, Jr. Armand Decourtieux Carroll, Harvey Childs Hodgens Louis Magaziner	NORTH TEXAS	Jesse G. Dixon, Herbert Voelcker
		SOUTH CAROLINA	George Eugene Lafaye, Jr.
		SOUTHERN CALIFORNIA	Cassatt Davis Griffin Paul Robinson Hunter

* Reinstatement.

THE BOARD OF DIRECTORS

OFFICERS

(Terms expire 1942)

R. H. SHREVE, President

11 East 44th Street, New York, N. Y.

WALTER R. MACCORNACK, Vice-President
77 Massachusetts Ave., Cambridge, Mass.

CHARLES T. INGHAM, Secretary
1211 Empire Bldg., Pittsburgh, Pa.

JOHN R. FUGARD, Treasurer
520 North Michigan Ave., Chicago, Ill.

REGIONAL DIRECTORS

(Terms expire 1942)

KENNETH E. WISCHMEYER, 911 Locust St., St. Louis, Missouri Central States District
EUGENE WESTON, Architects Building, Los Angeles, California Sierra-Nevada District
J. FRAZER SMITH, 404 Goodwyn Institute, Memphis, Tennessee Gulf States District
RUDOLPH WEAVER, University of Florida, Gainesville, Florida South Atlantic District

(Terms expire 1943)

PETER BRUST, 135 W. Wells Street, Milwaukee, Wisconsin Illinois-Wisconsin District
H. DALAND CHANDLER, 75 Newbury Street, Boston, Massachusetts New England District
CLEMENT R. NEWKIRK, 258 Genesee Street, Utica, New York New York District

(Terms expire 1944)

G. CORNER FENHAGEN, 325 No. Charles St., Baltimore, Maryland Middle Atlantic District
C. JULIAN OBERWARTH, 301 Second Street, Frankfort, Kentucky Great Lakes District
HARLAN THOMAS, School of Architecture, Univ. of Washington, Seattle, Washington Western Mountain District

STATE ASSOCIATION DIRECTOR

(Term expires 1944)

MATTHEW W. DEL GAUDIO, 545 Fifth Avenue, New York, N. Y.

THE EXECUTIVE COMMITTEE OF THE BOARD

(1941-1942)

R. H. SHREVE, Chairman

CHARLES T. INGHAM, Secretary

Walter R. MacCORNACK

John R. Fugard

Clement R. Newkirk

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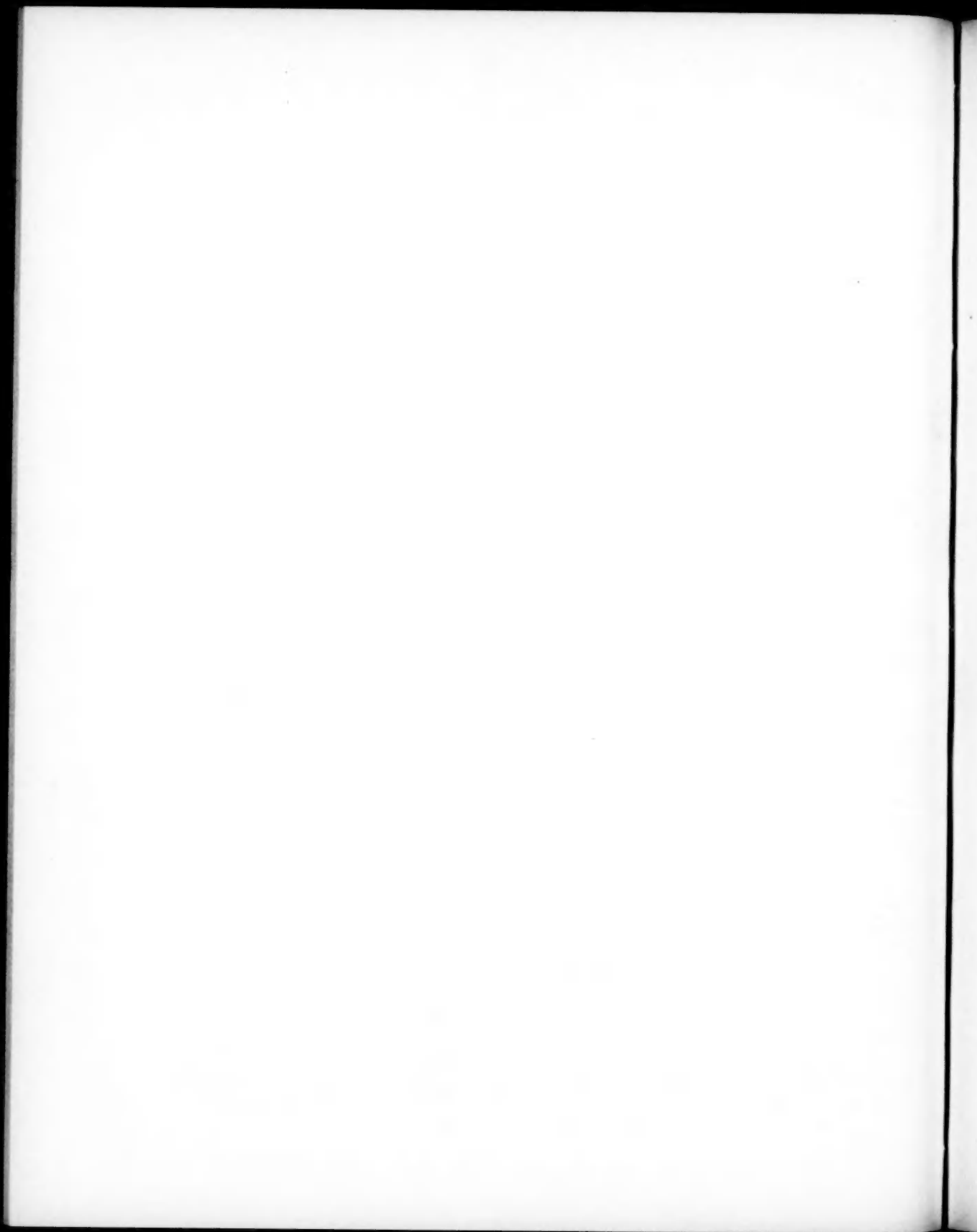
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A Survey of Hospitals

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REPORT OF 1939-1940—ON THE PHYSICAL FEATURES OF HOSPITALS IN GENERAL

AHOSPITAL is a purely functional building, combining architecture and medicine. Naturally, the architect cannot know the practice of medicine; nevertheless he must design a building wherein medicine may be practiced efficiently and economically. To accomplish this, he must have a working knowledge of hospital procedure and of the problem confronting the hospital administrator and the staff.

After twenty years of designing and layout of hospitals in the office of Charles Butler, I received the Edward Langley Scholarship to visit and study outstanding hospitals in the United States. The purpose of this study was not only to see how other architects had solved their problems, but to find out to what extent theory in hospital design is actually practicable, and to what extent some materials and procedures excel others.

This comparison of materials and methods might lead to the theory that there is one particular method, apparatus or material for each function, which excels all others. If this were true, the recognition of the best technique and materials would be the sole requisite in establishing standards for the ideal hospital. However, hospital design is no such simple procedure.

The variable elements in planning good hospitals may be divided into three categories:

1. Climate and Local Conditions.

Obviously climate and local conditions affect the design of hospitals, without need for details.

2. Human Nature.

Human nature, with its likes and dislikes, warps judgment in hospital planning and equipment, just as violently as in politics and religion. For instance, I did not find a single operating room lighting system working satisfactorily which was not condemned by users of other systems.

3. Progress in Research and Invention.

The development of new ideas resulting from modern research and inventions will always be a

stumbling-block to standardization. The world progresses and many new techniques and products of today will become routine tomorrow and obsolete the next day. Of course careful study must be given each new development, and the merely novel discarded for the worth while.

Incidentally, speaking of operating room lights, it is possible that a new type of light, developed in France and now used in France and England, may prove to be the one to satisfy all of our objections. I have not heard of its being used in the United States as yet.

In my search for answers to hospital problems, I studied plans in the offices of well known hospital architects: notably Stevens, Curtin and Mason of Boston; Schmidt, Garden and Erikson of Chicago; Will G. Corlett of Oakland; and Myron C. Hunt of Los Angeles. Over fifty institutions throughout the country were visited; a list of which appears elsewhere in this report. Careful records were kept of my findings in these institutions and they are herein presented, not according to individual hospitals, but as separate architectural items pertaining to all of the hospitals.

As the care of the patient is the primary function of a hospital, the ward unit will be taken up first, including the housing, feeding, services and treatments.

WARD UNITS:

Arrangement of Beds.

As everyone knows, the tendency today is to reduce the size of wards. One new type of 3-bed and 4-bed wards being developed in New England has the heads of the beds placed at the outside wall. The nurses' sub-stations are placed opposite the foot of the beds. Seven-foot solid metal partitions separate the beds from each other, forming cubicles. These partitions are not glazed, and when the curtains across the foot of the bed are drawn, each patient is afforded complete privacy. Ordinarily, with the curtains pushed back, ward supervision is provided from the nurses' stations.

Where the heads of beds are placed at the outside wall, the patient cannot see out of the window, and where beds face the windows, light shines on the patient's face. The best position for the bed is to parallel the outside wall, according to the Riggs plan where the larger wards are divided by glazed partitions into units of four beds. Each unit has its own lavatory and each bed has its own screen or curtain. Often a sub-utility room is placed between each pair of units. Furthermore, this arrangement of beds is the most economical from the standpoint of floor area.

Ward Partitions.

Methods for screening beds, in general, vary about equally between floor screens, wires and overhead rods. In larger wards, each divided into four-bed units, low partitions of metal and glass, set about one foot from the floor on legs, are generally used. A new development is being evolved where the dividing partitions are seven feet high of masonry with terrazzo bases and glazed upper sections.

Ward Acoustics.

Very little has been done in sound-absorbing materials for wards. Acoustic plaster, although not the most efficient material for sound absorption, is somewhat cheaper than hard plaster and decidedly better than no acoustic treatment at all.

Ward Flooring.

Flooring throughout the wards, including the corridors and dayrooms, is generally asphalt tile, rubber tile or linoleum, with terrazzo borders and bases. A few still use terrazzo for flooring and in wards, but even where terrazzo is used, rubber tile or linoleum inserts are laid where there is traffic. Although it is the general opinion among hospital workers that hard floors are more fatiguing, it is really the slipping hazard that causes fatigue more than the hardness. In Detroit I saw a hospital where the corridor floors are composed of small tiles. No one objects to this floor and they all seem to prefer it to terrazzo, although it is just as hard—but not as slippery. Therefore, I have come to the conclusion that fatigue to the personnel is not caused as much by walking on a hard floor material as by walking on a slippery surface. Personally, I agree with the popular preference for the softer

materials, and if these can be maintained without too high a polish they make the ideal corridor and ward floor covering. Also, there is no doubt that durability is controlled by housekeeping methods. I found institutions that will not use linoleum but find asphalt tile satisfactory. On the other hand, I have seen hospitals where linoleum has far outlasted asphalt tile subjected to the same traffic conditions.

Ward Lights.

There are very few new developments in ward lighting. Nearly all the wards visited have indirect ceiling lights. A few have direct lighting in enclosed globes, which is an improvement if the enclosing globe is of a diffusing glass.

In the new hospital at Worcester, the ward lights are built into the ceiling with diffusing glass panels flush with the plaster. The light boxes are large enough for two sets of lamps: one for general illumination and the other for night lighting. This flush type is an improvement over the older systems.

A still later development is to be found in the new Hospital for Chronic Diseases, Welfare Island, New York City, where the ward lights are recessed in the ceiling with "egg-crate" louvers. These louvers prevent the light from shining into the patients' eyes. Undoubtedly this is the best solution.

The matter of bed-lights in wards is a problem to which little attention has been given. In general, if a ward patient gets a bed light clamped to the head of his bed, he is lucky. However, in the above-mentioned Hospital for Chronic Diseases there is a hooded lighting reflector built on the wall or partition over the head of each bed. Each patient thus has a bed light that will not disturb the occupants of adjoining beds.

Nurses' Calls.

Nurses' call systems are about equally divided between the push button type and the toggle. The recording device on the push button system seems to be one of those gadgets that became very popular at one time and then faded away quickly. In fact, all of the institutions I know of, that installed this recording device, have now abandoned it.

The New Rochelle Hospital in New York and the Jewish Hospital in St. Louis have push button type nurses' call systems with microphones at the

push buttons so that patients can talk to the nurses' station, where there is a loud speaker. This loud speaker can also be connected to listen to the bedside, and thus be used to check up on the patient's condition and activities. This is a very efficient labor-saving device, particularly where the nurses' station is at some distance from the patient's room.

Ward Plumbing.

Lavatories in wards (an innovation twenty years ago) have proved their usefulness, and there are few wards today that do not have lavatories. Sub-sink rooms and toilets placed between two adjacent wards are also proving their value and can now be called standard practice.

The Los Angeles County Hospital has the bedpan-washers exposed on the walls of the ward-rooms, although toilets and lavatories are installed in separate rooms off the wards. It would have been better to have put the bedpan-washers and toilets in the small rooms off the wards, and put the lavatories out in the ward-rooms.

Corridors.

In all hospitals throughout the country, the main criticism of corridors is the lack of wall protection against damage from carts and wheelchairs. Most corridors have terrazzo borders and bases; and, although many of these bases are projecting, sometimes as much as 6", they do not afford real protection to the walls. A new development is a rubber wainscot which is applied over the plaster. It gives added protection and is certainly worth while. Where there is trucking, some corridors have bumper guards but very few have corner guards. A metal corner bead, used in conjunction with the plaster, is little or no protection. Several hospitals visited have tile wainscots and salt glazed structural tile wainscots. Structural tile wainscots are, without doubt, the best form of protection, and where there are long unbroken walls the expense does not run unreasonably high. However, where there are many breaks, projections and openings in the wall surface, the expense of cutting and fitting structural tile and the use of an abnormally large number of trimmers make the cost almost prohibitive.

Terrazzo wainscots three feet high, as in the Los Angeles County Hospital, are a very pleasing solution. The Jewish Hospital in St. Louis has mar-

ble wainscots four feet high throughout the corridors. Fortunately with these hard protective surfaces, both of these institutions have sound absorbing material on the corridor ceilings.

Stairs.

The design of stairs seems to be a matter of personal taste. Of the twenty-seven stairways noted, there are twenty-two different types of construction and finish. On inquiry, they all seem to be satisfactory for their particular buildings. The only impractical stair-treads I noted are linoleum and mastic, as these materials do not stand up under stair traffic.

I believe the most satisfactory type is an iron stairway with greenstone or pre-cast terrazzo treads and platforms, and a continuous wood or pipe hand-rail ramped at the landings and platforms. In the matter of handrails, I was surprised to find that very few hospitals have handrails that are ramped and continuous.

Solaria and Day Rooms.

Wherever solarium are glazed and heated they are misused as wards. Wherever solarium, situated at the ends of corridors, have curtains and draperies, the corridors are darkened thereby. In fact, changing a porch at the end of a corridor into a room deprives that corridor of light and air, making it no better than an inside corridor. Open porches, which can not be made into wards, are most satisfactory, and are necessary in addition to enclosed day rooms; so that even if the day rooms are used as wards, the patients still have the porches. The advantage of narrow balconies, which are too narrow for wheelchairs or beds, is negligible.

Utility Rooms.

In general, utility rooms have terrazzo or tiled floors and tile wainscots with acoustic ceilings.

Lately, the tendency has been toward centralization of supplies and work. One of the developments is a large room with a low partition partway through the center, separating the soiled from the clean service, and necessitating two doors. A further step in centralization is to combine the linen room, tray room, work room and hopper room all in one unit with two doors to the corridor and low walls between each service; thus reverting to separate

rooms closely connected. Of course, the clean linen room does not belong with the utility group anyhow, and can be moved out without destroying the centralization.

A room for cutting, arranging and keeping flowers fresh, in connection with both ward services and private room services, is of such convenience and importance that it may be considered almost a necessity. However, a flower room is too often left out of the final plan and its space used for some other purpose.

Food Distributions.

Although nearly every hospital has its own trick method of food distribution, the systems fall into two main classifications:

1. Central tray service from the main kitchen.
2. Bulk distribution from the main kitchen.

The central tray service by means of tray trucks seems a reasonable solution in small hospitals where distances are short. The floor serving pantry can therefore be small and used only for special diets or emergency orders. The variation of this system of tray service by means of dumbwaiters or subveyors may work out satisfactorily where the vertical rise is greater than horizontal travel, but the floor pantry is still necessary.

In the Toronto General Hospital the trays are carried along the serving table on a conveying belt, to the subveyor, where they are taken up to the ward floors. Likewise, soiled dishes in the staff dining-rooms are placed on a belt and taken down to the general scullery. It is to be noted that this system would fail if the staff were not at their proper posts at the exact moment required for the mechanical handling of food and dishes. In other words, alertness is necessary to avoid confusion.

In the Women's College Hospital, Toronto, the trays are put on open tray trucks in the main kitchen and sent up to each serving pantry in special dumbwaiters. This is more economical than using subveyors. However, one small service elevator would not cost more than two dumbwaiters large enough for trucks, and would be much more useful.

In the Battle Creek Community Hospital, although the kitchen has an ideal layout for tray service, the dumbwaiter opens onto the corridors on the upper floors with only a rack to hold extra trays

while the others are being distributed. The Henrotin Hospital has a slightly better system, inasmuch as the dumbwaiters open onto alcoves off the corridors and so some congestion is avoided. Both systems result in obviously bad conditions.

On the whole, the electrically heated bulk food trucks, or trucks with insulated containers, seem to get the food to the patients in a more palatable condition. With this system trays are set up in the serving pantry and distributed to the patients by tray truck or by hand. Patients' dishes are washed and kept in the serving pantry. In a pantry serving more than twenty-five beds, an electric dishwasher is a great labor-saver.

The Hospital for Chronic Diseases on Welfare Island has a variation of this system. Here the dishes are washed and kept in the serving pantry and the trays are set up in a tray truck. The tray truck from the pantry and the insulated food truck from the main kitchen are taken together through the wards, and the hot food is served directly from the containers to the patients' trays at the bedside. Undoubtedly this is the best method for insuring the service of hot and palatable food to the patient. The only wonder is that other institutions do not adopt so simple a method.

PRIVATE ROOMS:

In General.

Private rooms are getting more and more luxurious all the time, as each hospital wants something a little smarter than anything anybody else has. It is here that new gadgets get their trial and some attain permanency as hospital practice. The experiments with washable wallpaper will no doubt continue; transforming the cold austere single room into Milady's boudoir with luxurious draperies, rugs and furniture. Venetian blinds—an innovation in hospital furnishings ten years ago—are now considered standard equipment.

Chair rails and projecting bases are more frequently used for the protection of walls from damage by furniture. Sound-absorbing ceilings, with flush panel lights for the beds, were tried out in two institutions. One has the light in the ceilings; the other a flush light in the wall behind the bed with a night light enclosed in the unit. Both are furnished with bridge lamps for reading. Single rooms

are now made wide enough to place beds cross-wise and still leave plenty of room between the wall and the foot of the bed.

Hardware in Private Rooms.

To eliminate as much disturbing noise as possible, latches are sometimes omitted and roller catches installed to work in conjunction with door closers, or with friction butts. As friction butts require a great deal of maintenance, a friction-roller on the door has been developed as a substitute. The main objection to any door-stay is that the attendant has to turn around and completely close the door after him each time he enters or leaves a room. Elbow-hooks take the place of the door-knob, where latches are omitted, but more than half I saw in operation were not applied to the best advantage.

Another new development is the curved floor stop, where the door slides up on a curved brass inset. This may pull the veneer from the door in time, unless it is protected. In the Michael Reese Hospital in Chicago the doors have stainless steel channels applied to the butt edges, as well as rubber bumper plates on the surfaces; which is the best form of protection I found. However, protection of doors from carts and stretchers is an item that seems to be very generally overlooked.

Dwarf Doors.

The dwarf or fly door, used to screen private and semi-private rooms and allow supervision and cross-ventilation, is still unrecognized, for the most part, as a boon to both patient and nurse. I saw five different types in use all answering their purpose, but some seemed unnecessarily complicated and expensive.

The Lakeside Hospital in Cleveland has the best solution: a flush panel dwarf door on self-closing gravity hinges. Another type which I saw in the Private Patient Building in the Michael Reese Hospital has hinged flush panels cut in the room doors at the top and bottom. When these are fastened open they have the same effect as a dwarf door, without taking up any room in the corridor.

Plumbing in Private Rooms.

Lavatories, toilets and private baths are in vogue in connection with private rooms. Without question, the lavatory is necessary and is a good invest-

ment for each private room. However, the toilet must be equipped with a bedpan-cleaner to be efficient and thought must be given to placing the cleansing spout so as to avoid dripping onto the floor. Nevertheless, I have seen many cases where little attention has been paid to the location of the spout.

There are many private baths for which the need is negligible. A connecting bath between two rooms, with correlated latches similar to hardware on French pullman cars, is a refinement that could be used more often. The Colonial Hospital in Rochester, Minnesota, has a Sitz bath for every private room. However, I was told they are never used and a waste of money.

OPERATING ROOMS:

Finish.

There are endless controversies concerning all departments of the operating service. The operating rooms themselves differ in finish and equipment. Some have tile or terrazzo floors and bases. Where brass grids are used in the floor, terrazzo should be the floor material; as it is absolutely impossible to lay tile in brass grids and get any kind of a finished job.

Wainscots vary from four feet high to ceiling height. Strangely enough, many tile wainscots are capped and no attempt has been made to finish the tile flush with the plaster. White tile is no longer in first place for wainscots, and gray-green and gray-blue are becoming more popular.

Operating Room Lighting.

I cited at the beginning of this report the differences of opinion regarding operating room lights. In the Battle Creek Community Hospital I saw three different types of operating room lights in use, to satisfy the requirements of different surgeons.

Nearly all operating rooms have some form of emergency lighting system: separate sources of current and circuits, spot lights on battery systems, and hand lights kept in flush cabinets, automatically lighting when the cabinets are opened. But questions arise as to how a flush door can be found in the dark and how can it be opened quickly if it is painted closed. I saw one in this condition and no one could remember when it had been opened last!

The best method of emergency lighting, when there is only one source of current, is the spot light on a standard, operated by a storage battery. The battery is kept charged by the normal current and when this current fails, the battery is automatically brought into use. However, no matter what system of emergency light is used, there should be a periodic test to be sure that the system is in working order. One hospital I visited was not worried—it had had no need of an emergency outfit in its nine years of existence!

Operating Room Windows.

Although modern practice has grown away from the high plate glass windows with skylights above and elaborate glass screens within the room, there is still a tendency toward a large window with casement openings on each side. In colder climates, these are often double windows within the thickness of the wall, and with an exposed radiator or heating unit inside the room. Some frankly ignore the use of natural daylight, especially where viewing galleries are hung from the floor above, and a glass dome or baffle cuts off the observers from the operator.

Observing Galleries.

Everyone knows that most of the details of an operation are lost from a viewing gallery. To obviate this difficulty, three new types are being developed, as follows:

1. The Amphitheatre, where lectures, demonstrations, and dry clinics are held. Where the demonstration floor of this amphitheatre is entered alongside of the seats, the seats can start at a low enough level to bring the tiers within a reasonable range of the lecturer. However, where the demonstration entrance is under the seats, it throws the tiers at such an acute angle that it makes lecturing difficult, or at least uncomfortable.

2. The Gallery, reached from the floor above with two or three rows of seats on a platform. This gallery may be separated from the operating floor merely by means of a glass screen, or it may be cut off entirely by a sloping glass screen which connects with a ceiling furred down to join it. In this case, the lecturer must use a microphone and loudspeaker system to talk to the observers. In the Massachusetts Memorial Hospital in Boston, the

system is so installed that questions can be asked from the gallery and answered by the lecturer.

3. The One-Row Gallery, built up about two feet above the operating floor, reached by a separate door from the corridor or ante-room, and isolated by a sloping glass screen. This type accommodates only ten or twelve observers but it affords to each the closest possible vantage point.

Explosion Safeguards.

A great deal of thought has evidently been given to the subject of safeguarding against explosions in operating rooms. I have seen many precautionary measures in use, but so far no definite standard has been established. In some localities, where spark-proof switches are required by law, some doctors do not consider them necessary. In other places, the hospital installs them and then pays little attention to static and humidity hazards.

The use of brass strips, grounded to the piping system, is now being questioned, as it is felt by some that the presence of the strips themselves is more dangerous than their omission. In fact, one hospital with brass strip protection has had rubber mats placed on the operating room floors around the table.

Humidity control seems to be the recognized safeguard. Different methods are used. In the Los Angeles County Hospital the sterilizers in the operating rooms (a bad location in itself) are opened so steam enters the room.

Where I have seen small commercial humidifying units, I have been told that they do not operate satisfactorily. The real answer seems to be in a real air-conditioning unit, similar to that in the operating rooms at Mount Sinai Hospital, New York. This is designed for the purpose; bringing in fresh air, filtered and washed, and with temperature and humidity automatically controlled by thermostats and humidistats, and the room air exhausted to the outside and not re-used. When this is operated properly, only a small radiator is necessary in each operating room, as an auxiliary heater in extremely cold weather.

Surgeons' Scrub-up Rooms.

Although the technique of surgeons' scrubbing up before an operation would seem to be a pretty well standardized procedure, the location and kinds of

equipment vary with nearly every layout. The best location is adjacent to and opening into the operating room, with access also to the corridor. A glazed door or vision panel is necessary to allow the surgeon to watch operating room preparations while he is scrubbing up. However, many scrub-up rooms have no vision panels; many have access from the operating room only; and many have alcoves in the corridors without either direct access or vision to the operating rooms.

Scrub-up Sinks.

Scrub-up sinks are being made larger and deeper. One enamel iron type has a funnel-shaped bottom, which eliminates practically all splashing. There is a gadget on the spout making a solid stream of water or a rose-spray as desired. The two most common forms of control are the blade handles for elbow control and knee-action with a mixing valve. The elbow control is undoubtedly the most fool-proof, but for some reason the knee-action is very popular.

Sterilizing.

Sterilizing can best be divided into three classifications for the discussion of centralization and methods: dressings, water and utensils or instruments.

1. Dressing Sterilizing: Dressing sterilizers have gradually been moved away from the operating rooms to a central work room. Here all sterile supplies are prepared and distributed in drums or bundles to the service where required. This system, of course, necessitates a larger work room with plenty of storage space for sterile and unsterile supplies. However, its advantages are in keeping all work of one kind under one supervision and in eliminating duplication of apparatus and piping.

2. Water Sterilizing: Individual water sterilizers are still generally used in the sterilizing rooms. The central water sterilizer on an upper level, piped down to outlets in the various rooms, is gaining favor.

In the Chicago Lying-in Hospital the sterile water is piped down even to the corridors in the maternity wing and used in staff lavatories. However, so much depends on the quality of sterile water that many institutions fear to use the piped method. Another method of supplying sterile water is to have the still and sterilizers located at a central

point (sometimes in the Pharmacy) and all solutions and sterile water prepared under one supervision and distributed by flasks. This method has great popularity and seems to be the best where centralization is one of the main features of the hospital layout.

3. Instrument and Utensil Sterilizing: Sterilization of utensils and instruments is done, in general, by the boiling or the autoclave method. The autoclave method has both advantages and disadvantages. The sterilizing room requires less length for the autoclaves, but it requires greater depth; and also a chamber space if the autoclaves are the built-in type. The other advantage is that the dry form of sterilization facilitates the handling of instruments after sterilization. The instruments, however, have to be more carefully washed before sterilization by the dry method, than by the boiling method.

Another type of instrument sterilizer has been developed where the instruments are washed and sterilized automatically under pressure in one process. Soiled instruments and a detergent are placed in a cylindrical pressure sterilizer filled with cold water. Heat is applied through steam coils. The agitation of the water, plus the action of the detergent in cold water followed by super-heated water, cleans the instruments and all particles of foreign matter are driven up to a knife-edged overflow into the waste. The temperature of the water is raised to 273 degrees F., providing sterilization. The hot water is drained into a flash tank, to cool it off before entering the plumbing system. The instruments are exposed to saturated steam for one minute and after the sterilizer is opened the residual heat quickly dissipates the moisture, leaving the instruments dry, sterile and ready for use. The whole process takes only ten minutes.

MATERNITY:

In General.

Originally, maternity service was classified as surgical, but because of the danger of infection, it is now generally placed in as isolated a location as possible, and in the larger institutions delivery service has its own operating rooms. Another factor in the isolation of maternity has been the attempt to eliminate all noises that will be a detriment to other departments of the hospital. Of course, within the

department itself, the noise is controlled as far as possible by cut-offs and the use of sound-absorbing materials.

Clinica.

The development of pre-natal and post-natal clinics for the mothers, as well as the examination and check-up of babies for the first year, is being added to the maternity service.

Admitting—Preparation.

In general the preparation rooms for patients are tiled, with marble partitions. In the Maternity at Cleveland the bath slab has a removable canvas hammock which adds to the comfort of the patient (although in most cases the slab alone is used). Where the shower type of bath is used with a hand-spray, the mixing valve should be outside of the stall. The Chicago Lying-in Hospital has the mixing valve in the stall, which is an unfortunate location. Another refinement is a nurses' call button near the bath, so that the attendant can summon assistance if necessary.

Labor.

Labor rooms, located near the delivery rooms, are generally single rooms, but sometimes they are four-bed labor wards. Usually private patients remain in their own rooms during labor and are only moved at the time of delivery. Often the patient is moved in her own bed to and from the delivery room, thus eliminating a stretcher and two transfers. There should be a sink and washing facilities in every labor room, but in many cases they are omitted. It is customary to have sound-absorbing treatment in labor and delivery rooms.

Delivery Rooms.

In a great many hospitals delivery rooms follow the general details of operating rooms, except for wall finish and lighting. Very often, even when there are tile floors and bases, the wainscots are omitted or reduced in height. The lighting is often general illumination, assisted by a spotlight. In one case, the delivery rooms have flush panel lighting built in the exterior walls on each side of the windows; but even here spotlights are necessary.

Many delivery rooms have scrub-up sinks and

even sterilizers in them; another deviation from standard operating room layout.

Nursery.

Nurseries also require isolation, and insulation for sound. Generally the rooms are light and airy, and cut off from the rest of the service. Glazed sash in the corridor partitions allow visitors to look at the infants, but there usually are curtains on these sash to darken the rooms when desired, and to keep the public from annoying the babies during their sleeping periods.

Isolation of Infants.

Various techniques have been developed to isolate the babies and protect them from cross-infection. In many cases, the nursery is isolated from the rest of the service and the nurses are masked and specially gowned, with the babies kept in batteries of five bassinets. Some hospitals go a step further than that and divide the nursery into glazed cubicles for each infant in a separate bassinet.

In the Massachusetts Memorial Hospital each infant has its own bassinet which fits into a combination work-table and locker, so that it is bathed, fed and changed in its individual cubicle. Here even the pediatrician is not allowed in the nursery, but enters from a corridor vestibule to a special glass cubicle with a counter and glazed sash. There the baby is brought in its bassinet and is examined by the pediatrician outside the nursery.

There is a very interesting experiment being made at "The Cradle" in Evanston, Illinois, with three different techniques:

1. Each bassinet is in a separate cubicle with wire glass partitions to the ceiling. Each cubicle is air-conditioned and has its own sink and work-table.

2. In addition to Technique 1, each cubicle has a germicidal ray shining down across the front from the ceiling.

- 2-A. This is similar to Technique 2 except that there are two bassinets and sinks in each cubicle, with a railing down the center; with the germicidal rays across the front and down the center over the railing. In this cubicle the babies are isolated from each other by rays only. The railing is to protect the nurse from over-exposure to the center rays.

3. In the third technique the baby is reached only through its individual nurse's cubicle. This nurse's cubicle contains a work-table and sink and is air-conditioned. After entering it, the nurse must close its wire glass door and remain there at least three minutes, before raising the sliding glass panel to the baby's cubicle. This cubicle is also air-conditioned, with a change of air every three minutes, slightly under pressure, so that the air always moves from the baby's cubicle towards the nurse's. The babies are never removed except for weighing.

Infant Feeding.

Either separate formula rooms are provided for the preparation of the infants' food, or the formulas are made up in the diet kitchens, kept in a separate refrigerator and warmed to the required temperature when necessary.

Infant Bathing.

The alcove off the nursery has gradually been developed into a separate room for bathing the babies. In larger services two or three bath sinks with tanks of water at controlled temperature are provided. However, in some hospitals I visited, it is considered better to attend the infants in their own quarters and not carry them to and from a common wash room.

Isolation and Prematures.

As part of the nursery service, an isolation unit with its own utility and sterilizing outfits is necessary. The care of premature infants varies from the use of a super-heated room, or bassinets with high sides into which oxygen is piped, to the use of stainless steel covered incubators with electric heaters and controlled humidity.

Children's Department.

The Children's service should be an isolated department so that its noise and traffic will not disturb the rest of the hospital. The very nature of the normal children's diseases makes isolation a necessity.

As children are sociable little animals and likely to become lonesome or frightened when alone in strange surroundings, it has been found better to isolate them in wards divided into glass cubicles,

than in separate rooms. These cubicles may have curtains across the glass sides and across the end, to give privacy when desired. There should be hooks at the entrance of each cubicle for the gowns of the nurse and doctor.

Day Rooms for Children.

In the main part of the ward or adjacent to it there should be plenty of play space where the convalescent children can play and amuse themselves. Several places visited have these play spaces with linoleum floors and inlays of animals in bright colors. The wainscots and walls are painted, depicting children's stories and songs. There also are sunporches and in the Babies and Children's Hospital in Cleveland the porch railing is wire-glass three feet high with casements to the ceiling.

Services.

In each ward, several lavatories in scattered locations are so convenient as to be almost a necessity. Another commendable feature is to have treatment rooms isolated from the wards, so that the noise does not alarm the rest of the little patients awaiting their turn.

SERVICES FOR COMMUNICABLE DISEASES:

A great many hospitals pay little or no attention to isolation, unless one considers the separation rooms connected with ward services as isolation. This might be accounted for by the fact that many of the hospitals are private institutions and communicable diseases are taken care of elsewhere by the municipalities.

In some hospitals the isolation rooms are simply private rooms with their own toilets and baths and separate utility and serving pantries. In other cases the isolation rooms are off a sub-corridor. The Marine Hospital in Seattle has a nurse's living-quarters connected with six isolation rooms and separate pantry and utility rooms.

Another type of isolation which has proven satisfactory and which seems more humane is the use of glazed cubicles (as described previously for children's wards) with a lavatory in each cubicle and gown-hooks inside the entrance. This isolation in glazed cubicles and rooms is based on Pasteur's theory that cross-infection is caused by contact only

and practically eliminates cross-infection when this technique is properly carried out.

Now, however, there is a new school of thought which considers the air as being the dangerous source of infection. If this is true, then all our isolation techniques that have worked out so well in the past are wrong, and there will be a new era of infection-control by ultra violet rays and air-conditioning. At present this theory is being investigated by experiments but the new methods have not yet been made common practice.

I am thoroughly convinced that the isolated patient's room should have at least a glazed door for supervision and it is better that he should not be shut in a cell-like room. Hence, the more glass and air the better.

In larger institutions I saw individual rooms with a lavatory in the room and private toilets as described above but with glazed doors and glazed corridor partitions. In the Isolation Building for the San Francisco Hospital the glazed corridor partitions are only seven feet high and above them are wire mesh screens, so that visitors in the corridor can talk through to the patient in the room.

In this institution food arrives in bulk from the main kitchen and is served on sterile dishes and trays from the serving pantry. The soiled dishes and trays are returned to another pantry where they are washed and placed in a sterilizer. They are then removed from the sterilizer through a wall into the serving pantry. Thus there is never any chance of contaminated utensils ever coming in contact with the utensils that go back to the main kitchen. Kerosene is placed in the bottom of all garbage-cans so that there is no chance that contaminated garbage can be fed to farm animals.

MENTAL:

Although I did not visit any mental institutions, I did visit wards and buildings for psychopathic cases. In general these services are built for the patients' protection and comfort, as well as treatment. All have floors of resilient materials, acoustic ceilings and flush lights with switches outside of the rooms.

The Henry Ford Hospital in Detroit houses all the mental patients in private rooms, with a vision panel protected by a grille in the doors. The win-

dows are double-hung, with stops so they cannot be opened too far. The glass is not protected and I was told that there is considerable breakage. In each room is a closet containing a stainless steel bathtub for continuous flow bath treatments. This tub stands on end in the closet, with loose supply and waste connections, is fastened on a pivot, and is let down into the room when required. This is somewhat more elaborate bathing service than is actually necessary.

In another type of psychopathic layout, the wards and separation rooms surround a separate lobby or rotunda, which contains the nurses' station and has direct vision into all the rooms. The glass in the doors is protected. Casement windows are operated by a key through the screen. A heavy gauge woven wire screen of No. 2 mesh makes the best protection. Grilles do not protect the glass, nor do they prevent the patients harming themselves. Toilets and baths are in separate rooms, but with the fixtures in the open.

Doors in general are locked and the door between lobby and hospital corridor is kept locked. However, there is an alarm system and a microphone connected with the central nurses' office. The Building for Mental Cases in the San Francisco Hospital has acoustic ceilings, cork floors with projecting terrazzo bases, and slip glazed tile wainscots in wards, as well as in corridors. The upper part of the walls is painted a green tint—the most refreshing green I ever saw.

IN CONCLUSION.

The foregoing has stressed the housing and care of patients. Naturally in visiting the various hospitals, I investigated and studied all aspects of administration and hospitalization. Careful notes were kept and compiled, so that I have for my own information and use tabulated lists of my findings on such subjects as Laboratories, X-Ray, Out-Patients, Therapy and Administrative Departments, as well as mechanical plants. These lists will be invaluable to me in the future as hospital reference materials and documents to guide me in future planning.

I also made sketches and took measurements of items that were of special value and interest to me. Documents in the form of drawings, leaflets and

reports were collected from the offices and institutions visited and all of these, added to my present catalog, will be a fund of useful information.

Moreover, my travels and studies of the various techniques of hospitals in different parts of the country have opened a new avenue of thought and have emphasized to me that another's point of view must be tolerated in studying any new problem. The very fact that there are so many different solutions for the same problem in different localities (all satisfying the individual cases) shows that the architect must keep his mind open to meet and study every question, and be prepared to recognize and apply the correct answer. Meeting and conversing with superintendents, administrators of departments and maintenance crews point the way towards further progress by revealing the actual value, or lack of value, of the various theories that seem so fine on paper.

I feel there is no doubt that the architectural profession will benefit to the same degree that I have, by my study. For if each recipient of the Edward Langley Scholarship Award has benefitted as much as I have, there will grow in the profession a nucleus of men who will have a broader understanding and outlook along their respective lines. This means that in a few years the profession will have a group of men especially equipped to understand their own special problems and thus be in a position to carry out the ideals and purposes of The American Institute of Architects.

LIST OF HOSPITALS VISITED IN 1939

Pratt Diagnostic Clinic.....Boston, Mass.
 Massachusetts Memorial Hospital.....Boston, Mass.
 Floating Hospital for Children.....Boston, Mass.
 Massachusetts General Hospital.....Boston, Mass.
 Worcester City Hospital.....Worcester, Mass.
 Springfield General Hospital.....Springfield, Mass.
 Shriners Hospital for Crippled Children.....Springfield, Mass.

Providence Lying-in Hospital.....Providence, R. I.
 University Hospital of Cleveland.....Cleveland, Ohio
 Institute of Pathology
 Lakeside Hospital
 Lakeside Maternity
 Lakeside Babies and Children's
 Dr. Crile's Diagnostic Clinic.....Cleveland, Ohio
 Henry Ford Hospital.....Detroit, Mich.
 Detroit Providence Maternity.....Detroit, Mich.
 Battle Creek Sanitarium.....Battle Creek, Mich.
 Battle Creek Community Hospital.....Battle Creek, Mich.
 St. Luke's Hospital (X-Ray Service).....Chicago, Ill.
 Michael Reese Hospital (Private Pats.).....Chicago, Ill.
 Michael Reese Hospital (Serum Centre).....Chicago, Ill.
 Chicago Lying-in Hospital.....Chicago, Ill.
 Passavant Hospital.....Chicago, Ill.
 Tumor Clinic.....Chicago, Ill.
 Henrotin Hospital.....Chicago, Ill.
 Evanston "Cradle".....Evanston, Ill.
 Mayo Diagnostic Clinic.....Rochester, Minn.
 St. Mary's Hospital.....Rochester, Minn.
 Colonial Hospital.....Rochester, Minn.
 Swedish Hospital.....Seattle, Wash.
 Harborview Hospital.....Seattle, Wash.
 Marine Hospital.....Seattle, Wash.
 Palo Alto Hospital.....Palo Alto, Calif.
 Alameda County Hospital.....Oakland, Calif.
 Merritt Hospital.....Oakland, Calif.
 Peralta Hospital.....Oakland, Calif.
 University of California Hospital.....San Francisco, Calif.
 San Francisco Hospital.....San Francisco, Calif.
 La Vina Tuberculosis Hospital.....Pasadena, Calif.
 Huntington Memorial Hospital.....Pasadena, Calif.
 California Institute Technology Labs.....Pasadena, Calif.
 Cedars of Lebanon Hospital.....Las Angeles, Calif.
 Los Angeles County Hospital.....Los Angeles, Calif.
 Hospitals on Indian Reservations.....New Mexico
 Fort Defiance
 Crown Point
 Zuni
 U. S. Veterans' Hospital.....Albuquerque, N. M.
 Indian Sanatorium.....Albuquerque, N. M.
 Indian School Hospital.....Albuquerque, N. M.
 Jewish Hospital.....St. Louis, Mo.
 University Hospitals—Barnes Wing.....St. Louis, Mo.
 Women's College Hospital.....Toronto, Canada
 Hospital for Sick Children.....Toronto, Canada

REPORT OF 1940-1941—ON PROBLEMS IN PLAN AND ADMINISTRATION WHICH CONFRONT
SPECIAL FUNCTIONAL INSTITUTIONS

My report of 1939 on visits to hospitals was based primarily on a comparative study of the merits of the many details of physical properties found in general hospitals. This later report will cover additional hospitals of special classifications, namely: A. Hospitals connected with Medical Schools, B. Tuberculosis Sanatoria, C. Children's Convalescent Hospitals, D. Mental Institutions. Details will not be stressed so much as planning for definite functions connected with the special types of hospitalization.

A. Teaching or Medical School Hospital:

The hospital allied with a medical school has a dual purpose. To its primary function of administering to the patient must be added the teaching of medicine. Medical education is, of course, the most elaborate, prolonged and intensive training required for any profession. It may be classified in three categories: 1. Lectures in class, 2. Research and demonstration in laboratories, 3. Practical training in hospitals. Therefore, in our larger medical centers there must be provisions for investigations, research and special clinics, as well as demonstrations and instructions for students. There must be ample space for student spectators and also for trained observers and instructors, for technicians, specialists and additional physicians and surgeons. This is due especially to the fact that patients do not usually come into this type of hospital under the care of an individual doctor but are more likely to be under observation and care of a staff of specialists, each providing his share of skill towards proper diagnosis, treatment and cure.

It is not necessary to have the teaching hospital in physical contact with the allied medical school. In fact, it is not usually desirable, as the patient has more privacy and comfort with less apprehension at being a human guinea pig if the hospital is part of a group of medical buildings, segregated from the actual school buildings with the noise and congestion of student activities; as at the University Hospital in Cleveland and the University of Pennsylvania in Philadelphia.

Accommodations for groups of students or observers create problems that must be kept in mind throughout the entire architectural planning. Space

must be provided for students not only in treatment rooms, examining rooms and rooms with special equipment, but even in wards and private rooms as well. Treatment rooms must grow until they are minor operating rooms. Operating rooms require observation platforms, viewing galleries, and sometimes tiers of seats, so that they take on all the problems of amphitheatres or lecture halls. Operating pits should have X-ray viewing boxes, projection screens and apparatus for micro-photography and even the taking of motion pictures. There should also be an intercommunication system with microphones and loudspeakers to enable the surgeon to explain the various techniques and ask or answer questions.

The nurses' station must expand from a cubby-hole with a chartrack and medicine cabinet to a large room with counters and desks where charts may be studied, and student groups may be instructed behind glazed partitions without disturbing the hospital staff in the station. Adjacent to the nurses' station in each nursing unit should be a local laboratory for the routine use of staff-technicians, students and research personnel. Blood counts, urinalyses and usual laboratory tests can be taken care of here and the students made familiar with routine hospital processes. Even with these local laboratories, a large central laboratory is required for the teaching of Pathology, Chemistry, Serology and Bacteriology; together with research laboratories for each of these branches of medical science.

This central laboratory functions more efficiently when housed in a separate building by itself. It must contain facilities for research of every kind and for every field of investigation and experimentation; including the housing and care of dogs, cats, monkeys, sheep, rats, guinea pigs and other small animals. The Pathological Building at the University Hospitals in Cleveland is a good example of this type of laboratory building. Close to and allied with the pathological laboratory should be a section for the dissection and study of cadavers and specimens, containing its own equipment to fulfill special requirements. Refrigeration and adequate ventilation are of the utmost importance in this section. The Strong Memorial Hospital in Rochester, New York, has a special crematory for cadaver remains

and keeps the ashes of each in a separate urn. It also has equipment for freezing specimens so that muscles and even limbs may be cut across grain at tissue-paper thinness for microscopic study of cross sections.

B. Tuberculosis Hospitals:

The design of tuberculosis hospitals presents an entirely different problem from that of a general hospital, due to the gradation of cases according to the stages of illness, and to the care required for each group. Patients in a tuberculosis sanatorium may be divided, roughly, into five general groups, as follows: Terminal, Acute, Semi-Ambulant, Ambulant and Out-Patient cases.

Acute or bed cases are patients who are expected to recover but who must be kept in bed at all times. Accommodations for the treatment of terminal and acute cases of tuberculosis are not unlike ordinary or general hospital treatment, housing the patients in wards or private rooms. There are certain services, however, that are stressed more in tuberculosis sanatoria than in general hospitals. Although some consideration is given in all hospitals to orientation and outlook, these are far more important factors in tuberculosis sanatorium layout, in order to obtain the maximum amount of sunlight and fresh air for each patient.

Semi-ambulant cases are patients who may be up part of the time but who must spend a certain amount of time in bed. They can get up to go to dressing-rooms, toilets and baths, and to day rooms for meals and recreation. They are generally housed in two-bed rooms, so that in case of a relapse, as frequently occurs, a room may be temporarily used as a hospital room. Because of the chance of relapse, this group should be placed close to the acute cases, so that full medical care is available when needed. Ordinarily, of course, they do not need as much nursing care as the first two groups, but some is required from time to time, especially during relapses.

Ambulant cases are patients who may enjoy more freedom, being out of bed and dressed most of the time, and able to walk through the hospital grounds, go to the dining-room and take part in activities arranged for their recreation. This group, therefore, requires an entirely different set-up from the

first three groups mentioned. Although a few operating-rooms and hospital rooms are necessary for the care of patients suffering a relapse, in general the patients may be housed in larger wards. Inasmuch as they can get outdoors they have access to other buildings on the grounds such as auditoriums for games, motion pictures and entertainments of all kinds, which are an important feature of their treatment. They can also make use of libraries and canteens. As everyone knows, the theory is generally accepted that the happier and more content a patient is the sooner he will recover. In this connection, facilities should be provided for occupational therapy for ambulant cases, to help them keep their minds off their trouble by teaching them arts and handicrafts.

Out-patient cases are patients who have graduated from the sanatorium as sufficiently recovered and who may do light work in outside fields but who must return to the sanatorium for continued treatment and examination for some time after dismissal. There may also be patients who go home at night to sleep but return to the hospital each day for treatment, meals and rest. This "day camp" arrangement is made so that the patient will feel that he is improving in health, which tends to keep him in a happier frame of mind; but the effort of traveling back and forth may undo the benefits derived from the partial hospitalization.

Adequate accommodations for major operations are just as important for tuberculosis sanatoria as they are for general hospitals; particularly where chest and lung operations are carried on. The technique of rib removal to relieve pressure on infected lungs is considered by the medical profession as one of the most massive operations, requiring the facilities of an operating room equipped for major operations. Besides this, there should be rooms for minor operations such as temporary collapse of lungs and pneumothorax procedures. These rooms may be planned to accommodate several treatment tables, or they may be quite small with just one table. Each room should contain a dressing cabinet for each table, a sink and an instrument sterilizer. Extensive accommodations for X-ray equipment are also necessary, as X-rays are used a great deal not only in diagnosis but in checking progress of the disease and in locating focal points of infection.

The kitchens in tuberculosis sanatoria are rather complicated, inasmuch as many employees demand separate accommodations including separate dishes. The patients' dining-room may be broken into two parts, one cafeteria system for the ambulant patients and the other with service for semi-ambulant patients who are not strong enough to carry trays. In the Triboro Hospital, New York City, all patients are served. Cafeterias are provided only for the day camp service of the Out-Patient Department.

Another addition to this type of hospital is the sputum disposal technique providing a place the patients may leave their soiled paper cups and refill their containers, and it is well to plan an incinerator in the main hospital building or at a central point where these cups can be burned without being carried far.

The location of the morgue is important, as the death-rate is much higher than in an ordinary hospital, particularly among the acute and terminal cases, and the removal of bodies should be done as discreetly as possible so as not to depress the patients. The autopsy room and laboratories should be nearby. In sanatoria located outside big cities, it is well to make the laboratories much more comprehensive and equipped for research, as this will invite a higher calibre of medical staff who otherwise might object to living away from the facilities of a big city.

Originally, when tuberculosis was first treated, patients underwent any hardship in the desire to obtain the maximum amount of fresh air and sunlight. About twenty years ago Thomas Kidner, architectural consultant for the National Tuberculosis Association, developed a sanatorium plan designed for the comfort of the patient on the theory that hardship might do more damage than the good derived from the extra sunlight and air. The Country Sanatorium for the Montefiore Hospital at Bedford Hills, New York, was developed with this thought in mind and was regarded by experts as one of the best in the country. Here all patients' quarters face due south to get maximum sunlight and, with the exception of the hospital building for acute cases, no patient is housed above the second floor. Sun porches are provided both enclosed and open, so that there is ample room outside for each patient. Likewise, there are shaded terraces for use during hot summer months. On the roof of the

main hospital building there are walled-in terraces for sun bathing and lamp rooms for artificial sun bathing.

A few years later, the Veterans' Hospital at Albuquerque, New Mexico, was built along the same lines, but with a multi-story building. Now the new Hudson County Sanatorium in Jersey City is regarded as the last word. But, although this is a multi-story building and has sunlight, the desire for sunlight and air is not stressed. The windows are of the double-hung type instead of the 100% ventilation type and there is not an equal amount of porch and balcony space to accommodate each patient. This is the result of the new treatment of tuberculosis which is now considered to be a matter of surgery rather than of medicine. It is now felt that if cases can be diagnosed during an early stage by X-ray and treated clinically, the patient can be cured quickly and will not have to undergo the long drawn-out period of hospitalization which was necessary previously. Of course, there will be some that will not be caught in early stages, so hospitals will still have to be designed to take care of some patients of all five groups.

Ten years ago, treatment by artificial heliotherapy was very much in vogue. So much so, in fact, that spaces were allotted for whole groups to be treated under a series of lamps in one large room, besides individual treatments. Today, however, its benefit is being questioned. The Triboro Hospital has not included it at all among their treatments.

The hospital architect commissioned to design a tuberculosis sanatorium should work in close touch with the medical staff to learn the policy of treatment which will be practiced in the hospital to be built. It must be kept in mind that dynamic changes have been made in the last ten years and are being developed all the time.

C. Children's Convalescent Hospitals:

A children's hospital, in general, presents a far more complicated problem to the architect than would appear at first thought. The difference in sex, age groups and the number of communicable diseases treated call for small ward units arranged with a maximum amount of isolation and flexibility. For children under ten years of age, both sexes may

be put in the same large ward, but each child should have a separate glazed cubicle, and the nurse should employ the technique of separate gowning and masking in attending each patient.

For older children, the sexes are kept separate and the wards subdivided into small groups by means of glazed partitions for isolation of different communicable diseases. However, this subdivision of wards is not actually necessary when the wards are used for one particular service, such as orthopedic cases. In such instances, a solution is to have two 8-bed wards with a vestibule between them, giving access to the wards from the main corridor and containing a sub-utility room, storage cupboards under counters, a supply closet and the nurses' station with direct vision into both wards. In connection with ward service, a separate, single bedroom should be provided where the parents of an acute case may spend the night and thus be on hand during any crisis.

After a child has been cured of a prolonged illness, such as infantile paralysis, or if a child's home cannot provide proper convalescent treatment, he should be sent to a convalescent hospital which should be in a separate building, but may be within the hospital group if space is available (as in the case of the Convalescent Home for the James Whitcomb Riley Hospital in Indianapolis). It may, however, be in an entirely different location, as in the Convalescent Home, Cincinnati, Ohio, and the Kosair Hospital in Louisville, Kentucky.

In all three of these institutions the utmost is being done to prepare children to return to their homes better equipped and trained for a higher standard of living than they might have known if they had not been ill. In planning the buildings themselves, everything possible should be done to get away from the institutional atmosphere. In well planned children's hospitals, routine activities are grouped within one building or in separate buildings so as to make the children feel that they are actually going from one activity to another: going to school—going to meals—going to play—going to sleep. Thus they have something different to look forward to in their daily routine and they break the monotony of living in one building or being confined to one space all the time.

There is a difference of opinion as to whether

steps or ramps should be used between varying levels within the buildings. Of course, elevators are the solution between story heights. Those institutions advocating steps believe that the child will have to learn to climb stairs eventually when he gets out into the world and the more he has to clamber up and down at the hospital grounds, the better he will be suited for normal life later. However, I believe that handicapped children should be given the advantage of ramps for routine use, with stair climbing as a part of their physical training.

In connection with sleeping quarters in convalescent hospitals for children there should be a closet for each child's toys and a separate one for his clothes. Bathrooms should be equipped with a rack for each child's toilet articles. In the Convalescent Home of the Cincinnati Orphan Asylum labels are put on every article belonging to each child and symbols are used for children too young to read their names. These labels showing either the name or symbol of each child are used for all his possessions and clothes, and throughout his allotted place in the dining-room and schoolroom as well.

Schoolrooms should be grouped together so as to open up into one large room when desired. Class groups are naturally kept small, but extra large rooms are necessary considering the number of children accommodated because of the additional space needed for wheel chairs and cripple carts. Furthermore, desks should not be fastened to the floor. The Children's Hospital at Denver has a separate one-story school building with the rooms grouped around a series of patios facing a garden, affording a maximum of fresh air and sunlight for each school room. Fortunately, as the ground is level, the children can "go to school" through their garden without any difficulty. And what a pleasant way to go to school!

In general, I have noticed that children's hospitals seem to have more traffic than general hospitals, especially in the convalescent institutions: bed traffic (the beds are small enough to be easily pushed from ward to service rooms), wheel chairs, cripple carts, as well as food trucks and stretcher traffic. Therefore, greater protection is needed against damage to the floors and walls. Bumper plates on doors and rubber wainscots in corridors help keep down maintenance costs. Also, a worth-

while feature is a No. 16 gauge stainless steel channel on the butt edge of a door.

A large space should be allotted in a central location for storage of wheel chairs and carts. Any open stair-cases on upper floors should be protected by gates. Rest rooms for help should be provided; as well as an office and meeting-room for volunteer workers.

Facilities for occupational therapy vary from accommodations for recreation and study to weaving, painting and mechanical work. The Kosair Crippled Children's Hospital at Louisville, Kentucky, has the best occupational therapy facilities I have seen—with looms, work benches, store closets and cabinets for the storage of materials and paraphernalia, and sufficient space for wheel chair traffic.

Dining-rooms, likewise, need more space than is usually provided in hospitals. Seating arrangements are naturally made according to age groups, so that the furniture must vary in height and size. Sufficient elbow-room must be allowed for wheel chairs and carts. A good practice, as part of his education, is to have each child take a turn at the head of the table, serving the meal "family style."

An important service in a hospital for crippled children is photography. Many hospitals have established a practice of keeping a complete record of each patient's progress. Children are photographed against a black background on a black stage, upon entering the hospital, during their stay, upon their discharge and during their visits as out-patients. These photographic records are valuable for research studies also.

The making of properly fitted splints and braces amounts to an art. The Kosair Crippled Children's Hospital at Louisville, Kentucky, has a complete workshop with leather, wood and metal-working machines, and keeps three men occupied full time making braces. Each patient is carefully measured and equipped with a brace made to his individual size and need. As the child grows or develops the brace is modified so that it fits properly at all times. The Hospital has found from the results achieved that this personal service is well worth while.

Both hydro and physio therapy are now considered of paramount importance in convalescent treatment. The Hubbard bath is very widely used

for under-water massage and exercise, as well as for the whirlpool water treatments. Arm and leg baths are also used in these treatments. Incidentally, no ideal head or body rest has been invented to give proper support for a patient's body while allowing enough freedom for under-water exercise of paralyzed limbs or torso.

Pools for under-water treatment and exercise are very popular at present. The depth should vary from 2 feet to 4 feet, with stepped-up bottoms instead of ramps, so that patients may walk through the water across the pool on a level surface. As the majority of treatments are given in the deepest and the shallowest portions of the pool, these areas should cover most of the space. Hence, the 2'8" and 3'4" depths are of minor importance. Another item to be watched is that the stainless steel pipe rails used as hand-holds should be easily adjusted to various positions and not rigidly attached, making it difficult or impossible to change their position. Another detail concerns overhead tracks which are far superior when operated with electric or hand hoists than with hydraulic hoists set in one position for the entire pool. Hydraulic hoists when installed for Hubbard baths are so cumbersome with their rigid arms that there is little room left for exercising the patient. The room in which the pool is installed should have a gallery provided around it where relatives or attendants of out-patients can see the procedure through glass viewing panels without direct contact with the pool itself. In addition to the main pool the Children's Hospital in Denver has installed two more, one for children with high temperatures where the water is kept at 110 degrees and the other of salt water for the treatment of children with sores.

In general, acoustic ceilings are of great benefit throughout the therapy portions of the hospital. A desirable form of lighting for the room with the pool is a bevelled cornice equipped with flush lights.

Close to the hydro-therapy section, a gymnasium or exercise section is usually situated. There should be provided space for dressing rooms for the pool, including lockers and booths for attendants, as well as massage booths. Gymnasium equipment includes stall bars and grounds for weight-pulling apparatus and space for "Posture horses," for posture-correcting exercise. Mirrors should be installed at various angles so the patient can observe

his posture, and floors should be marked with stripes for walking practice.

The medical profession is beginning to question the benefit of artificial light therapy. A great deal of hospital space formerly fitted with expensive sun lamps is now being used for other purposes. In the Kosair Home for Crippled Children, artificial light therapy is used only for tuberculosis cases. In the Convalescent Home in Cincinnati, it has been completely abandoned and the room formerly used for it is now used as a rest room for nap periods. Therefore, it behooves the architect to consult the wishes of the medical staff before allotting any space for this service.

A new development in medical treatment is the use of Sulfathiazole or Sulfadiazine in conjunction with massages. If this new theory proves as beneficial as its advocates claim, there will soon be a great many hydro-therapists out of work and enormous investments in pools and apparatus scrapped or going to waste.

Wherever possible in institutions for convalescent children, provision should be made for gardens to be cared for by the children, as they all love to grow things. The garden paths should be easily accessible either by ramps to the hospital buildings or by grading them close to floor levels. The rows of flowers or vegetables should be planted far enough apart so that crippled children may negotiate their carts and chairs between them and at least admire and study the growing plants even if they cannot help in raising them. Therefore, a more liberal amount of space is necessary for these gardens than would usually be necessary.

The garden spaces should be adequately fenced in, to protect them from the animal pets kept on the grounds for the children. Animals are not only ideal companions for afflicted youngsters but their care is part of child training. However, as small animals like dogs, cats, rabbits and even a goat or two, can easily become a source of mischief and nuisance around an institution if not properly restrained, ample space must be allotted to their housing and care.

D. Mental Institutions:

During the past fifteen years the attitude of the medical profession and of society as a whole has changed radically towards mental diseases. An en-

lightened era has commenced, bringing mental hygiene into homes, schools, workshops and courts of justice. This change in attitude has developed many new phases in architectural design and building construction. In the first place, the old-time "insane asylum" for the incarceration and restraint of the violently insane is becoming a thing of the dark past. Today, especially equipped hospitals are designed for the care and cure of the mentally ill.

The primary functions of this type of institution are the same as those of any other hospital, namely: (1) Diagnosis, (2) Care of the patient, (3) Cure. Of course, the care of the patient is always paramount from the admission period through the follow-up treatment after cure. Provision should be made in the admitting section for examining rooms for both physical and mental examinations, psychiatrists' offices and social service, as well as for isolation and observation of patients.

Ample provision should be made for social service work as this is of the utmost importance in mental work. Very often proper diagnosis and successful treatment are based on research done by special workers concerning the past education, occupation and home conditions of the patient. One of the latest developments is provision for a court room where judges hold special sessions occasionally to pass on mental cases, to determine whether the culprits belong in an asylum or should stand trial in a criminal court. This keeps mental cases out of police courts. A notable example of this new trend is the new King's County Psychiatric Building for New York City, where such a court room is part of the institution.

The patients housed in a mental institution may be divided into two general classes: (1) Disturbed cases, (2) Quiet cases. For both types there must be restraint to protect the public, the hospital attendants, and the patients themselves from self-inflicted injury.

The public must be given all protection, but it is no longer considered good practice to make prisons of the asylums by putting heavy bars on the windows. In their place, new screens have been designed of $\frac{3}{8}$ " mesh, fine enough so the patients cannot break the window-glass or tie anything through the wire mesh in order to make a noose. There is a patented screen on the market with

openings equal to No. 16 mesh, but with heavy gauge wire. This screen is strong enough so that when laid flat four men can jump on it without damage to the fabric. However, a 90-lb. woman could wreck it by a little diligent labor with a hairpin or sharpened tooth from a comb! Moreover, the proportion of metal to opening is so great that it darkens the room.

For the protection of attendants, all doors should be kept locked at all times except during actual use. It is a good plan to have doors glazed with shatter-proof glass and arranged so that each nurses' station commands a view of every patient's bed on its service, as in the Building for Mental Cases, San Francisco Hospital. Where the use of glass is not desired, another method is to ream a hole through the door with the inside diameter about $\frac{1}{2}$ " and outside about 3"; so that the patient can be observed unawares. A further protection for attendants is afforded by a call system between each room and the attendants' stations, so that a call for help can be flashed if necessary.

The main problem is to make the patient as comfortable as possible and at the same time restrain him from harming himself or others. All hardware and lighting fixtures should be flush types. Plumbing should be set in the open and all lavatory and flushing valves should be controlled by the attendants from outside the room. For disturbed or violent patients, rings should be set in the floor in front of the water-closet and on the wall in back. The beds should be fastened to the floor and other furniture either built-in or eliminated.

At the Harding Sanitarium in Columbus, Ohio, an iron bed for violent cases has been developed with a pipe frame fastened to the floor and covered with a heavy gauge sheet metal shield which gives a complete, flush surface down to the floor. The patient may have a mattress, depending on his condition, and there are fittings for the use of restraining belts, if necessary. This method is decidedly more humane than the incarceration of the patient in an empty room or padded cell, and leaving him. Rooms for disturbed patients should be finished with durable, impervious floors and wainscots, not only to withstand the violent wear they may receive but to facilitate thorough cleaning.

The quiet patient presents a simpler problem, except that he may suddenly become violent at any

time. Hence, facilities for restraint and relaxation should be close at hand for emergencies. The watchword must be eternal vigilance in an atmosphere of peace and quiet. Therefore, it is the architect's problem to design such buildings so that they function smoothly and efficiently under all circumstances. In general, all patients' quarters and assembly rooms should be finished with materials which eliminate noise as much as possible, such as resilient floors and wainscots, acoustic walls and sound-absorbing ceilings.

Hydrotherapy and physiotherapy are gradually supplanting in importance the chemical and biological therapies that used to be considered so essential. The technique of continuous flow baths is now used, not only for quieting disturbed patients, but for general relaxation as well. At the Harding Sanitarium apparatus has been worked out whereby a violent patient is placed on a hammock stretched tightly over the tub, strapped down and then lowered into the bath by means of a crank geared to shafts at both sides of the tub. Provisions must be made for Swedish douches, needle baths and colon irrigations; also hot compresses both wet and dry are often used to obtain relaxation. At the Battle Creek Sanitarium, steam is injected into trays in which compresses are soaked. The steaming hot compresses are removed, run through a wringer and folded on a drainboard without being touched by the attendant; thus wet compresses as hot as desired can be prepared quickly without much danger of scalding the attendant (as from splashing boiling water). Dry compresses are heated on a sort of griddle, gas-heated.

Modern physiotherapy requires the installation of booths with electrical outlets for the various lights and electric bath treatments. These booths may be separated by curtains but, if rigid partitions are desired, they should be made of Transite, a non-conductive material, to avoid the possibility of shock.

Occupational therapy plays a large part in the treatment of the mentally ill. Sunny, well-lighted rooms should be provided for weaving, basketry, wood-working and other forms of handicraft. Storage facilities for the materials used in these crafts, as well as exhibition show-cases and storage space for the finished products, should be taken into consideration in planning such rooms.

In many cases, patients do not at first take any interest in the occupational therapy part of their treatment. Very often, games will stimulate their interest, leading up to a willingness to participate in other activities. Hence, a game room or gymnasium is necessary as part of the occupational therapy section. As it has been found to be of paramount importance to keep the patient busy at all times, it is useful to provide libraries, recreation and day rooms, enclosed terraces or yards leading from wards, where the patient may play or walk out-of-doors with a sense of freedom.

The grounds around a mental institution should be landscaped with numerous walks, trees, shrubbery and flower-beds, for quiet patients to wander about and benefit from fresh air, sunlight and the beauty of natural surroundings.

After a patient is discharged, follow-up work is maintained by the Social Service Department, to check on his further progress and to guide in his home and occupational adjustments. This should be done in conjunction with the admitting service of the institution and therefore adequate social service facilities should be included in the accommodations.

Trends in General Hospital Planning:

In general, my inspection of special types of hospitals, as described above, has shown me that there are certain trends in plan and development which must be studied carefully by the architect before working out his general scheme, no matter what type of institution is to be built.

In particular, one of the most important trends is towards centralization in hospital planning. This merits detailed consideration because it is being developed more each year. Although there is no doubt that centralization has many good points, there are three main pitfalls that the architect must avoid:

1. Overdoing it; that is, carrying centralization so far beyond reason that it becomes a source of trouble rather than a benefit;
2. Extension of centralization beyond the ability of the personnel available;
3. Failure to provide in the building plan for its proper functioning.

In regard to overdoing centralization, I have in mind some of the larger institutions I have seen where there are groups of buildings for patients and one main building in the center housing all the treatments: Operating, X-ray, Cardiographic, Metabolism, Dentistry, Physio- and Hydro-Therapy, and Occupational Therapy. This plan may be considered efficient from an administrative standpoint as it centralizes all services with their executives, offices and paraphernalia in one building; but it relegates the comfort of the patient to secondary importance. He must be wheeled great distances, taken up and down in elevators, and must wait in corridors and lobbies for his turn to be propelled elsewhere—to be treated or operated on. However, centralization within each service or of services related to each other is of benefit to both the staff and the patients, eliminating a great deal of long-distance hauling. The only disadvantage of this plan is that the executives have to do the traveling to visit their patients.

The second pitfall pertains to small hospitals in outlying districts where skilled help is scarce. In such hospitals high pressure steam, electric generators, central refrigeration and sterilization, and air-conditioning plants overtax the ability of the engineer and his assistants (who in less rustic surroundings would hardly qualify as handymen). In such localities, the architect should strive even more than usual to simplify all procedures and reduce all complex problems to their simplest terms. Furthermore, no complicated apparatus should be installed in communities where the manufacturers' maintenance crews are not available in case of trouble. For instance, there is a four-story hospital in Arizona with a central food service and only one elevator. The nearest maintenance man for the elevator has his office in St. Louis. During the breakdown of any of the numerous gadgets of this elevator, patients must be carried up and down stairs and also all food for each meal, all the way from the basement. This causes considerable discomfort for everyone connected with the hospital while locating the maintenance man and inducing him to come out to Arizona.

The third pitfall can easily be avoided by the architect recognizing it and providing for the smooth

functioning of centralization. Wherever possible, each service should be so arranged that it can be reached from a central point of entrance and in no case should traffic go through one service to reach another. In fact, all circulation should be planned to avoid as far as possible cross traffic and congestion due to a multiplicity of services using the same traffic lanes at the same time. Corridors should be wider to accommodate increased traffic in centralized services. Large waiting spaces and lobbies should be provided at elevators and at entrances to treatment rooms, because centralization causes a definite trend towards longer waiting. To take care of increased elevator service, elevators should be grouped at least in pairs so that if one breaks down there will still be a car in use.

In conclusion, I would like to stress the importance of the first step the architect should take towards the successful design of any type of hospital building, and especially of those designed to house special classifications of patients and treatments. First of all he should consult in detail with the medical and administrative staffs of the institution to find out the policies and procedures which the hospital will want to continue or introduce in the new building. This will point the way to the architectural elements essential to its proper functioning, and many pitfalls will be avoided.

LIST OF HOSPITALS VISITED IN 1940-1941

George Robert White Memorial Building, Massachusetts General Hospital	Boston, Mass.
Strong Memorial Hospital	Rochester, N. Y.
Jersey City Medical Centre	Jersey City, N. J.
Lucy Sprague Maternity Hospital	Jersey City, N. J.
Hudson County Tuberculosis Hospital	Jersey City, N. J.
Tri-Boro Tuberculosis Hospital	New York, N. Y.
Mercy Hospital	Pittsburgh, Pa.
St. Francis Hospital	Pittsburgh, Pa.
Allegheny General Hospital	Pittsburgh, Pa.
White Cross Hospital	Columbus, Ohio
Children's Hospital	Columbus, Ohio
Harding Sanitarium	Worthington, Ohio
Christ Hospital	Cincinnati, Ohio
Bethesda Hospital	Cincinnati, Ohio
Convalescent Home of the Cincinnati Orphan Asylum	Cincinnati, Ohio
Indiana University Hospital	Indianapolis, Ind.
James Whitcomb Riley Hospital for Children	Indianapolis, Ind.
Convalescent Home for James Whitcomb Riley Hospital	Indianapolis, Ind.
Methodist-Episcopal Hospital	Indianapolis, Ind.
Veterans' Hospital	Indianapolis, Ind.
Jefferson Children's Free Hospital	Louisville, Ky.
Louisville City Hospital	Louisville, Ky.
St. Joseph's Infirmary	Louisville, Ky.
Kosair Crippled Children's Hospital	Louisville, Ky.
Gradwohl School of Laboratory Technique	St. Louis, Mo.
Fitzsimmons General Hospital (Army)	Denver, Colo.
National Jewish Tuberculosis Hospital	Denver, Colo.
Colorado General Hospital	Denver, Colo.
Children's Hospital	Denver, Colo.
Latter-Day Saints' Hospital	Salt Lake City, Utah

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