

THE
OCTAGON

A Journal of The American Institute of Architects



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THE OCTAGON

A Journal of The American Institute of Architects

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THE AMERICAN INSTITUTE OF ARCHITECTS

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The President's Message

THE unity and effectiveness of The Institute is the coordinated effectiveness of its chapters and state association members. This truism has been stated in various forms by my predecessors in this office and none of them has failed to stress the importance of those local organizations.

The primary objective of the by-laws during late years has been to make those local societies completely representative of the profession in their communities.

The Williamsburg Convention of 1936 opened the local chapters to the entire profession so that each of them might include as member or associate every architect and architectural draftsman and every teacher of architecture and architectural student in the schools of architecture, in the territory of the chapter. It was not made mandatory for every chapter to do this, hence each one determines for itself whether or not it will admit associates and under what conditions, and hence whether or not within its territory it will represent and speak for the entire profession or for Institute members only.

Generally, the chapters are accepting this broad opportunity. Of the forty-one chapters which to date have brought their by-laws into conformity with The Institute, only two will not admit to associateship architects who are not Institute members, and eight will not admit draftsmen and architectural students to junior associateships. Very definitely the former have circumscribed their effectiveness as local units of the profession and the latter have not accepted their obvious duties to the draftsmen of the profession and the future architects.

These failures of chapters to accept their proper

responsibilities constitute a handicap to the effective unity and functioning of The Institute; an obstacle the chapters can easily remove if they will.

Twenty-nine chapters have delayed bringing their by-laws into conformity with the by-laws of The Institute, although four years have elapsed since it became their duty to do so. This dilatoriness definitely restricts their effectiveness and materially handicaps the endeavors of The Institute. Eventually this handicap will be removed but the dilatory chapters can easily expedite its removal.

Communications are constantly being sent by The Institute and its committees to the seventy chapters of The Institute. Many of these communications require answers and often urgently so, yet long experience indicates that probably not more than forty of the seventy chapters will reply and that not more than twenty-eight of the forty will reply promptly. Hence, more than thirty of the chapters probably will be mute, and the answer of twelve or more of those who do reply will be so delayed they will not be useful. This dilatoriness is a great handicap to the efficient and proper operation of The Institute affairs, and it is conspicuous with respect to the annual reports of chapters. The prompt receipt of these by The Institute is essential in order that the privileges of the members of the chapters in Institute meetings will not be abridged and that The Institute records be complete as to the associates, junior associates and affiliates of the chapters. If the chapter secretaries complain that their duties are onerous they should remember that their failures to act promptly entail delays at The Institute offices and added expense there, which must come out of dues contributed in part by the members of their chapters.

This latter handicap could be more easily and quickly eliminated than any of the other handicaps, but actually its complete elimination will be longer delayed, because of its nature.

Another handicap to effective service in local communities and the proper recognition of the profession by them, is the lack of architectural organizations in the communities. This handicap is serious and cannot be easily or quickly eliminated. A chapter which includes more than one state in its territory cannot be equally effective in all those states, and a chapter with headquarters in one city cannot be effective in a community away from that city. Even in the metropolitan areas one chapter will not serve the convenience of all its members or be equally effective in all of the metropolitan units. The influence of the profession cannot be wholly effective until every community has the benefit of the united organized action of the members of the profession in the community. No chapter should comprehend more than a single state, and every community that has enough members of the profession to form an architectural society should have a chapter, branch chapter, or less formal unit composed of members of the profession to represent and act for the profession in the community. The development of such local units is the immediate and vital concern of The Institute.

The next handicap is of a different character. Maybe it should be considered as two separate handicaps, for it takes two forms: first, debating a conclusion already arrived at; second, the tendency to sabotage a conclusion before opportunity has been given to determine whether or not the conclusion is wise.

The tendency at meetings of The Institute and its chapters to talk over the same subjects, meeting

after meeting, to reiterate previous conclusions, and to be concerned with details of administration, is so marked and so occupies the time of the meetings that constructive planning and thinking for the profession cannot be done thereat. This handicap to substantial advancement is evidenced by the almost universal failure of the organizations to have any well considered long-range program to which their united efforts can be particularly directed. What definite program have we for increasing the fields of our practice? What definite plans have we whereby we can ensure giving better and more competent and comprehensive services? What plans have we for strengthening the position of the architects outside of our larger cities?

Because of the second tendency not to stick together, The Institute and its societies find it difficult to carry any conclusion to its end, no matter how unanimously the conclusion may have been arrived at. There are always some who actively attempt to prevent the conclusion from being accomplished. This handicap has a most serious effect on the effectiveness of the organization actions. The profession is and always will be so numerically small that to have any constructive effect on public opinion it must present a unified front. Legislatures, civic bodies, and professional societies are continually bewildered by the general lack of unanimity which our profession shows when it prosecutes a policy for its benefit. When the policies of the profession fail of accomplishment, it generally is not because of opposition by other interests but because the profession itself does not act as a unit. Whenever the profession is united, it can be a powerful influence, as has been demonstrated more than once.

Of all the handicaps the last one is the most serious one to professional progress.

EDWIN BERGSTROM.

The Seventy-second Convention

OFFICIAL NOTICE TO MEMBERS

NOTICES concerning the Seventy-second Convention of The Institute to be held in Louisville, Kentucky, on May 21, 22, 23 and 24, 1940, have appeared in the January, February, and March numbers of **THE OCTAGON** of this year.

A notice of the number of delegates to represent the corporate member assigned to each chapter appeared in the January number of **THE OCTAGON**. Chapter secretaries will be advised on or before April 20 of the final number of such member delegates.

In this number (April) will be found information concerning registration at the Convention; resolutions procedure; program, documents and tickets; meetings before, during and after the Convention; hotel headquarters and reservations; and separate notices concerning nominations by petition, and equalization of delegates' expenses.

In the May number, the last one before the Convention, will be printed the tentative program of events, with information in detail concerning special meetings, social events and tours—to occur before, during and after the Convention.

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

It is hoped to have the May number, containing the program as above mentioned, in the hands of every member and chapter on or shortly after May 1.

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 and alternates 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 CONVENTION

Delegates, members and guests should register with the credentials and registration committee upon arrival at The Brown Hotel, convention headquarters.

For the convenience of those arriving on Monday, May 20, the credentials and registration committee will be on duty at The Brown Hotel on Monday from 2 P.M. to 10 P.M.

Registration of credentials will continue on Tuesday, May 21, from 9 A.M. until 6 P.M., at which time registration records will be closed.

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

PROGRAM, DOCUMENTS AND TICKETS

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

MEETINGS BEFORE, DURING AND AFTER THE CONVENTION

Board of Directors—Annual Meeting:

At The Octagon, Washington, D. C., May 14 to 17, inclusive.

Communications for The Board must be addressed to The Secretary of The Institute at The Octagon and be received by him not later than May 10.

Board of Directors—Organization Meeting:

At The Brown Hotel, Louisville, Kentucky, May 25 and 26, 1940.

Associations and Other Groups:

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

The Association of Collegiate Schools of Architecture—

May 19, 20 and 21, 1940

The National Council of Architectural Registration Boards—

May 19 and 20, 1940

(Continued on page 6)

State Associations of Architects—

Dates of this meeting to be announced later.

The Producers' Council, Inc.—

May 22, 23 and 24, 1940

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.

HOTEL HEADQUARTERS AND RESERVATIONS

The Brown Hotel, Louisville, Kentucky, will be the official headquarters of the Convention.

All of the business sessions of the Convention will be held in The Brown Hotel.

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 Brown Hotel 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 Brown Hotel, on the assurance that desirable accommodations will be available provided such requests reach the hotel *not later than May 15, 1940.*

Your reservations should refer to the Convention 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 Brown Hotel *later than May 15* may not find rooms as desirable as those who make reservations before the deadline.

The rates at The Brown Hotel and its associated hotels are as follows:

Single room and bath for one person (for 40 rooms only at The Brown)—\$3.00 per day.

Single room and bath for one person (for 35 rooms only at The Brown)—\$3.50 per day.

Single room and bath for one person (for 50 rooms only at The Brown)—\$4.00 per day.

Double room and bath for two persons (for 50 rooms only at The Brown)—\$5.00 per day.

Double room and bath for two persons (for 50 rooms only at The Brown)—\$5.50 per day.

Double room and bath for two persons (for 50 rooms only at The Brown)—\$6.00 per day.

Notice of Nominations by Petition

AS announced in the February number of THE OCTAGON, the offices and directorships to become vacant at the time of the Seventy-second Convention are those of The President, The Vice-President, The Secretary, The Treasurer; and of Regional Directors of the Illinois-Wisconsin, New England, and New York Districts.

All nominations by petition received at The Octagon on or prior to the last day for filing such petitions—April 11, 1940—are listed as follows, and were made in accordance with the provisions of Chapter VI, Article 4, Section 1 (d) of the By-laws:

For Regional Director, New England District—

H. Daland Chandler, Boston, Massachusetts.

By members of the Boston, Maine, and Rhode Island Chapters.

For Regional Director, New York District—

Clement R. Newkirk, Utica, New York.

By members of the Albany, Brooklyn, Buffalo, Central New York, New York, and Westchester Chapters.

Offices for Which No Nominations Have Been Filed

Those offices becoming vacant at the Convention, 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

For Treasurer and Director

For Regional Director, Illinois-Wisconsin District.

As the time for filing nominations by petition has

expired (April 11, 1940) nominations for the above offices and directorship must be made from the floor of the convention.

In the event that a nomination is not made from the floor, to fill any vacancy that is about to occur, 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 delegates.

CHARLES T. INGHAM,
Secretary.

Notice Concerning Equalization of Expenses of Member Delegates

TO THE SEVENTY-SECOND CONVENTION OF THE AMERICAN INSTITUTE OF ARCHITECTS, TO BE HELD IN LOUISVILLE, KENTUCKY, MAY 21, 22, 23, 24, 1940

THE Board of Directors has been able to appropriate \$2,000 this year for equalization of member delegates' expenses and has directed that the procedure of reimbursement shall follow that used at the last Convention.

The basis of the reimbursements will be as follows:

1. No reimbursement will be made to any state delegate.

2. No member delegate whose round trip railroad and pullman lower berth fare is less than \$25.00 will receive any reimbursement.

3. No reimbursement will be made to any or on account of any member delegate who is not present during the entire Convention.

4. Reimbursements not in excess of the amounts shown in the following list will be made to the member delegates of the corporate members of each chapter named, whether there be one or more such member delegates present.

For example, the single round trip fare and lower berth from the headquarters of a given chapter to Louisville, and return, is \$100. The reimbursement will be \$75.00—to be divided equally among the attending delegates representing the corporate members of the given chapter. If the delegation consists of three delegates and three delegates are present, each will receive \$25.00. If only two delegates are present, each will receive \$37.50. If only one delegate is present, he will receive \$75.00. If no delegates are present, there will be no reimbursement.

At the close of the Convention a single check will be issued to each delegation of member delegates from the corporate members of the chapters named

in the following list and entitled to receive the same. The proceeds of the check shall be divided equally among the payees named thereon.

CHARLES T. INGHAM
Secretary

SCHEDULE OF REIMBURSEMENTS

Member Delegates by Chapter	Amount of Reimbursement	Member Delegates by Chapter	Amount of Reimbursement
Arizona	\$ 96.15	Nebraska	\$ 19.75
Albany	32.65	New Jersey	34.10
Arkansas	6.35	New York	34.95
Baltimore	23.30	North Carolina	1.85
Boston	46.20	North Louisiana	19.00
Brooklyn	34.95	North Texas	27.00
Buffalo	14.10	Northern California	110.50
Central New York	23.90	Northwestern Pennsylvania	8.70
Central Pennsylvania	25.65	Oklahoma	19.70
Central Texas	37.60	Oregon	122.15
Cleveland	2.85	Philadelphia	29.40
Colorado	48.15	Pittsburgh	5.10
Connecticut	40.40	Rhode Island	46.20
Delaware	27.60	St. Paul	19.45
Detroit	2.10	San Diego	110.50
Eastern Ohio	6.40	Santa Barbara	110.50
Florida Central	33.15	Scranton-Wilkes-Barre	27.10
Florida North	23.30	South Carolina	18.35
Florida South	44.35	South Georgia	19.75
Georgia	1.65	South Texas	35.60
Grand Rapids	3.50	Southern California	110.50
Hawaii	365.00	Utah	77.60
Iowa	7.45	Virginia	20.05
Kansas	15.90	Washington, D. C.	22.20
Kansas City	12.80	Washington State	111.65
Louisiana	21.55	West Texas	42.30
Maine	56.65	Westchester	34.95
Minnesota	19.95	Wisconsin	2.85
Mississippi	11.20		
Montana	86.00		

NOTICE TO MEMBERS

of

THE AMERICAN INSTITUTE OF ARCHITECTS

CONCERNING AMENDMENTS OF
BY-LAWS AND THE STANDARDS OF PRACTICE OF THE INSTITUTE

Notice is hereby given that the amendments of the By-laws and the Standards of Practice set out hereinafter in this notice will be submitted to the annual convention of The American Institute of Architects for adoption, at the Brown Hotel, Louisville, Kentucky, on May 22, 1940.

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

CHARLES T. INGHAM, *Secretary*

April 20, 1940

EXPLANATORY

Words underlined are new and are to be inserted in the existing by-laws.

Words with line drawn through them are to be deleted from the existing by-laws.

The purpose or effect of each amendment is stated in the "Comment" that accompanies the amendment.

The resolution for adopting each amendment is set out in italics in an indented paragraph at the end of each amendment.

AMENDMENTS OF BY-LAWS

Relating to Annual Dues of New Members

Comment: Amendment 1. that follows is proposed and its adoption urged by The Board. Its purpose is to ease the dues burden of the newly admitted corporate member. Its adoption will give The Board power to permit such member to pay five dollars annual dues at the time of his admission, instead of twenty dollars as at present. The member will then pay ten dollars instead of twenty dollars for his second year; fifteen dollars instead of twenty dollars for his third year; and twenty dollars for his fourth year, and thereafter the prescribed dues.

1. Amend Chapter 1, Article 2, Section 3, *paragraph (a)* as follows:

(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, however, that 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; and provided further, that 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. For each succeeding year thereafter, the dues of each such member shall be increased automatically five dollars until said annual dues are equal to the then current annual dues fixed for the corporate members generally.

(a-1) A former corporate member readmitted to The Institute shall pay the then current annual dues fixed for corporate members generally.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter 1, Article 2, Section 3, of the By-laws of The Institute as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

AMENDMENTS OF BY-LAWS

Relating to Property Maintenance Funds

Comment: Amendment 2. is proposed and its adoption urged by The Board. Its purpose is to divide the existing Property Maintenance Fund into two funds; one for the maintenance of Lot 31 with its improvements, which is the original Octagon property to be held as an historic monument; and the other for the maintenance of Lot 30 with its improvements, which is to contain the Administration and Library Building.

The present *paragraph (a-2)*, which sets up a single Property Maintenance Fund, will be deleted if the amendment is adopted.

2. Amend Chapter X, Article 13, Section 5, by striking out the title and text of the present *paragraph (a-2)* and substituting therefor new titles and text; by changing *paragraph (a-3)* to *(a-4)* and advancing by one number each succeeding *paragraph*; and by adding new *paragraphs (a-2)* and *(a-3)*, as follows:

(a-2) The Administration Building Maintenance Fund.
PURPOSE. The Administration Building Maintenance Fund is established for the purpose of accumulating and holding funds therein as an endowment fund, the net income of which shall be used to maintain The Administration Building Property. Said property shall be that portion of The Institute real property at the corner of Eighteenth Street and New York Avenue, Northwest, Washington, D. C., recorded as Lot 30, square 170, in Survey Book 132, Page 381, Surveyor's Office, District of Columbia, on December 15, 1939, and the improvements thereon.

The net income of said fund shall be used to pay:

first, all taxes on the said Lot 30, on the building and improvements thereon, and on the furnishings, furniture, and equipment in said building;

second, all special assessments levied against said Lot 30;

third, all insurance maintained for the protection of the building and its contents;

fourth, all costs and expenses of maintaining clean and in good physical condition said Lot 30 and the planting and lighting thereof, the sidewalks on and about the same, the building and improvements thereon, and the furniture, furnishings and equipment in said building;

fifth, all charges for water, gas, electricity, and other utilities serving said Lot 30; all costs of heating, lighting, and ventilating the building on said lot; all costs of janitor service therefor, and all costs for the removal of ashes, debris, waste and garbage from said lot and building;

sixth, all other expenses properly chargeable to the maintenance, upkeep, and repairs of said building and the maintenance and upkeep of said Lot 30 and the improvements thereon.

CAPITAL. The capital of the Administration Building Maintenance Fund shall not exceed an amount that will yield a net income sufficient to pay the costs and expenses of carrying out the purposes of the fund.

(a-3) The Octagon Property Maintenance Fund.

PURPOSE. The Octagon Property Maintenance Fund is established for the purpose of accumulating and holding

funds therein as an endowment fund, the net income of which shall be used to maintain The Octagon House Property. Said property shall be that portion of The Institute real property at the corner of Eighteenth Street and New York Avenue, Northwest, Washington, D. C., recorded as Lot 31, Square 170, in Survey Book 132, page 381, Surveyor's Office, District of Columbia, on December 15, 1939; The Octagon House, stable, smoke house, and other improvements on said Lot 31; and the furnishings, furniture, and equipment in said buildings.

The net income of said fund shall be used to pay:

first, all taxes on said Lot 31, on the said Octagon House and other buildings and improvements on said lot, and on said furnishings, furniture, and equipment in said buildings;

second, all special assessments levied against said Lot 31;

third, all insurance maintained for the protection of the buildings and improvements on said Lot 31 and the contents of said buildings;

fourth, all costs and expenses of maintaining clean and in good physical condition said Lot 31 and the planting and lighting thereof, the sidewalks on and about the same, the buildings and improvements thereon, and the furniture, furnishings, and equipment in said buildings;

fifth, all charges for water, gas, electricity, and other utilities serving said Lot 31; all costs of heating, lighting and ventilating the buildings on said lot; all costs of janitor service therefor; and all costs for the removal of ashes, debris, waste and garbage from said lot and buildings;

sixth, all other expenses properly chargeable to the maintenance, upkeep, and repairs of said buildings and the contents thereof and to the maintenance and upkeep of said Lot 31 and the improvements thereon.

CAPITAL. The capital of The Octagon Property Maintenance Fund shall not exceed an amount that will yield a net income sufficient to pay the costs and expenses of carrying out the purposes of the fund.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter X, Article 13, Section 5, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

AMENDMENTS OF BY-LAWS

Relating to the Property of The Institute

Comment: By gifts and bequests The Institute continues to acquire accretions to its invested funds

and real property. The real property it must hold and operate until it can be disposed of without disadvantage.

The investments of The Institute now constitute a continuous and important responsibility, and the present procedure of caring for them does not seem to be sufficiently stable to discharge that responsibility properly. The investments are in charge of The Investment Committee, which acts for The Board with respect to them under authority of the By-laws. The Committee is composed of three members of The Board, one of whom is The Treasurer, and the term of office of each member is one year, although by re-election the same regional director may remain a member of the Committee for three years and the same treasurer will remain a member as long as he remains treasurer of The Institute.

These short terms will be an increasing handicap to providing the kind of services the responsibilities of the Committee demand. Another handicap will be the present requirement that every member of the Investment Committee must be a member of The Board, especially if it should happen that members of The Board are not particularly qualified in investment matters.

The attention of The Executive Committee has been called to these handicaps particularly by The Treasurer, and The Executive Committee submits the following Amendment 3 for your consideration, believing it will provide for a more stable control of the investments and other property of The Institute. The effect of the amendment will be:

(a) to change the name of the committee to The Investment and Property Committee.

(b) to delegate to The Investment and Property Committee the maintenance and operation of all the real property of The Institute and the improvements thereon in addition to investment duties.

(c) to delegate to The Investment and Property Committee the leasing, disposal and conveyance of real property of The Institute and the improvements thereon, subject to the approval of The Board, except The Octagon House Property and The Administration and Library Building Property at Eighteenth Street and New York Avenue, Northwest, in Washington, D. C.

(d) to remove the requirement that members of The Investment and Property Committee, other than The Treasurer, must be Board members.

3. Amend Chapter X, as Follows:

3a. Amend Article 2, by designating present Section 2 as Section 1 and amending the title of the section and its *paragraph (a)*, as follows:

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 situated at Eighteenth Street and New York Avenue, N. W., Washington, D. C., ~~and the improvements thereon of belonging to The American Institute of Architects, recorded on December 15, 1939 as Lots 30 and 31, Square 170, in Survey Book No. 132, page 381, Surveyor's Office, District of Columbia: Lot 31 comprising the original Octagon real property, house, stable, smokehouse and other improvements, known as The Octagon House Property, and Lot 30, adjoining 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 . . . etc., etc.

3b. Amend Chapter X, Article 2, by changing present Section 1 to Section 2, inserting a title for its *paragraph (a)*, and amending the title of the section and its *paragraph (b)*, as follows:

Section 2. Authority of The Board ~~to Purchase, Lease, or Improve with respect to Real Property.~~

(a) Authority to Purchase, Lease, and Improve.

(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, or The Board by a like vote may delegate generally, or specifically with respect to any such property, to The Investment and Property Committee the right and power to sell, lease, transfer, or convey, but not to mortgage, any such property.

(b-1) A certificate signed by The President and attested by The Secretary under the corporate seal of The Institute shall be sufficient evidence to entitle anyone to lend upon 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.

3c. Amend Chapter X, Article 3, Section 1, as follows:

Change the title of the Section to read "Classification and Changing of Securities"; Designate the present unlettered paragraph as (a);

Add two new paragraphs (b) and (c), which shall be the present paragraphs (a) and (b), respectively, of Section 2 of this article; and

Delete the word "capital" from the first line of said new paragraph (b) and from the first and second lines of said new paragraph (c).

3d. Amend Chapter X, Article 3, Section 2, as follows:

Change the title of the Section to read "Custodianship of Capital Securities";

Transfer paragraphs (a) and (b) to Section 1; Transfer paragraphs (d) and (d-1) to a new Section 5 to be entitled "Investment Accounts", as paragraphs (a) and (b) of said section;

Transfer paragraphs (e-1) and (e-2) to a new Section 4 as paragraphs (a) and (b) of said section;

Present paragraphs (c) and (c-1) to remain in Section 2, as paragraphs (a) and (a-1) of said section; and amend the new paragraphs (a) and (a-1) as follows:

(a) Custodianship of Capital Securities. The Board shall contract in the name of The Institute with a well-known and established trust company or bank having trust powers to act as Custodian for the safeguarding of the capital securities of The Institute, . . . The Custodian shall accept for the account of The Institute all securities delivered to it for that purpose by The Treasurer ~~or any other member or the chairman~~ of The Investment and Property Committee or on the order of ~~any~~ either thereof, and . . . etc.

(a-1) Access to Capital Securities. The presentation of a copy of a resolution duly adopted by The Board or The Executive Committee and duly attested by The Secretary or the presentation of an order duly signed jointly by The Treasurer and the chairman of The Investment and Property Committee or by either thereof jointly with any other member ~~not less than two members~~ of The Investment and Property Committee shall be the authority required by the Custodian ~~of the capital securities~~ to deliver the securities named in the resolution or order to the person or corporation named therein. The Treasurer or the chairman of The Investment and Property Committee or the auditor duly appointed ~~and authorized~~ by The Board in accordance with the provisions of Chapter X, Article 10, Section 1 (a) of these By-laws jointly with the Custodian, shall have access to the ~~capital securities~~ box for purposes of examining and checking the contents thereof.

3e. Amend Chapter X, Article 3, Section 3, as follows:

Delete paragraphs (d) and (d-1);

Change the designations of the present paragraph (a) to (b); (b) to (d); (d-2) to (e); (d-3) to (g); (d-4) to (h);

Add new paragraphs (a) and (f) and amend the newly designated paragraphs (b), (d) and (e), as follows:

(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 X, 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;

(a-5), shall approve the payment of the usual commissions, insurance, escrows, taxes and other expenses in connection with its operations and duties;

(a-6), may invest cash held in any Temporary Fund if The Treasurer, in writing, shall authorize it so to do, and for said investment may purchase, sell, transfer, and convey securities;

(a-7), shall perform such other duties as The Board shall assign to it.

(b) Membership. At the organization meeting of The Board it shall elect, by roll-call vote, an Investment and Property Committee, ~~from its membership,~~ consisting of The Treasurer, ex-officio, and two corporate members. ~~two other directors.~~ The financial adviser engaged in accordance with the provisions of ~~paragraph (c) of Section 4 of this Article~~ shall be the adviser of The Investment and Property Committee ~~and may act as chairman of the committee,~~ but shall have no vote.

(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.

(b), (d) Procedure. ~~The Investment Committee Board shall elect the chairman of The Investment and Property Committee and The Treasurer he shall act as its secretary and have custody of its minutes and all documents and data relating to the committee and its work. The committee shall make its own rules from time to time for its own government and procedure and for the transaction of its the business. with which it is charged.~~ The committee shall keep regular minutes of its actions, and a copy of such minutes, together with a report in writing, shall be ~~sent to~~ filed with The Board at ~~the~~ its semi-annual meeting. ~~thereof, and~~ Such minutes and report shall be included in the official copy of the minutes of that meeting of The Board. The committee shall also report in writing to The Board at its annual meeting, and such report shall be included in the minutes of that meeting of The Board. The chairman or some other member of The Investment and Property Committee appointed by him shall present such reports to The Board in person.

(b-2) (c) Execution of Committee Orders. When The Investment and Property Committee has duly authorized the purchase, sale, or transfer of any security, either the chairman of the committee and The Treasurer jointly, or either of them jointly with any other member of the committee, shall have the authority, right and power for and on behalf of The Institute, to execute or cause to be executed such purchase, sale, or transfer and to approve the payment of the usual commissions, insurance, and the required taxes and necessary expenses in connection with its operations. ~~and~~ Either the chairman of the committee or The Treasurer may execute the form of transfer and assignment customary or necessary to constitute a transfer of the stock or other ~~capital~~ security standing in the name of The Institute, and either the chairman of the committee or The Treas-

urer shall have the authority and right to affix the seal of The Institute to such forms and assignments.

(e-1) A corporation or person receiving any such stock or other securities pursuant to a form of transfer or assignment so executed by the said chairman or The Treasurer, shall be fully protected and shall be under no duty to inquire whether or not The Investment and Property Committee has taken action in respect thereof.

(f) Authority to Designate Nominees. The Investment and Property Committee may designate one or more nominees to facilitate the transfers of securities, the voting of proxies, participation in reorganizations and expediting other matters in connection with securities. Such nominees shall also be the nominees of the Custodian holding the securities of The Institute, under the provisions of Article 3, Section 2, paragraph (a) of this chapter.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter X, Articles 2 and 3, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

AMENDMENTS OF BY-LAWS

Relating to Fine Arts Medal

Comment: The Amendment 4. that follows is proposed by The Board. Its purpose is to permit the award of the Fine Arts Medal to a landscape architect. At present a landscape architect may be awarded an Honorary Membership.

4. Amend Chapter XIV, Article 2, Section 1, and Section 2, as follows:

Section 1. Awards of The Institute to the Fine Arts Other Than Architecture.

The gold *Fine Arts Medal* of The Institute shall be awarded in recognition of distinguished achievement in the art of painting, sculpture, music, literature, or landscape architecture.

(No change in the second paragraph of this Section.)

Section 2. Awarding the Fine Arts Medal.

An award of the Fine Arts Medal may be made by The Board or by The Executive Committee to any painter, sculptor, landscape architect, musician or writer who, in its judgment, has qualified himself for the honor by a distinguished achievement in his art. Such an award . . . etc.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter XIV, Article 2, Sections 1 and 2, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

AMENDMENT OF BY-LAWS

Relating to Endorsements

Comment: The Amendment 5 that follows is proposed and its adoption urged by The Executive Committee. Its purpose is to extend the restrictions against sponsoring, aiding, or endorsing enterprises for profit to include enterprises of a professional nature as well as those of a business nature, whether initiated or carried on or directed by a public or a private agency, and to preclude the approval, sponsorship or endorsement of any *material of construction* as well as the method or manner of handling such material. The omission of "any material of construction" was an inadvertence in the final setting up of the paragraph when it was originally adopted.

5. Amend Chapter XVI, Article 6, Section 1, as follows:

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

(b) *Endorsement 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 . . . etc.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter XVI, Article 6, Section 1, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended.

AMENDMENTS OF BY-LAWS

Relating to Hearing Charges of Unprofessional Conduct

Comment: Unprofessional conduct is a serious matter and far-reaching in its effects, and when charges are brought against a member the rights of both defendant and complainant must be meticulously preserved if the procedure and The Institute are to be completely protected.

Circumstances have arisen in recent preliminary hearings of charges of unprofessional conduct that have induced Counsel to advise The Board that while such charges may be dismissed by the chairman of The Committee on Professional Practices, the complainant should be given the opportunity to appeal. Thereby he would not be able to charge prejudice because his charges against the defendant have been heard and judged by a single member and that member not a member of the final court, viz., The Board.

Under the Amendment 6 that follows, the right is given the complainant to appeal to The Judiciary Committee within a fixed time period. The complainant's appeal cannot go further if that committee concurs in the finding of the chairman of The Committee on Professional Practices.

It is also made mandatory that the Committee on Professional Practices shall consist of three members when it passes on a case, thereby eliminating action by one member.

It has also been found advisable to relieve the chairman of each of the two committees of the burden of sending the necessary notices of hearings and findings. Amendment 6 makes the doing of such things the duty of The Secretary, who is properly equipped therefor.

The Amendment 6 that follows is proposed and its adoption urged by The Executive Committee.

6. Amend Chapter XIII, Article 2, as follows:

6a. Amend Section 4, paragraph (a), second sentence, as follows:

Thereupon the said chairman shall examine the evidence and if he determines that it should be investigated then he, ~~or, if he so elects, he~~ with two other corporate members whom he shall select—etc., etc.

6b. Amend Section 4, paragraphs (c) and (d), as follows:

(c) Procedure of Examination. The Committee on Professional Practices shall conduct a preliminary examination of the facts alleged in each formal charge and shall offer the accused and the complainant an opportunity to be heard in the matter. ~~[delete remainder of present paragraph (c).]~~ Within twenty days after the conclusion of the hearing or after the time fixed for the hearing if neither the complainant nor the accused appeared at the time and place fixed therefor, the committee shall conclude whether or not a *prima facie* case has been made by the evidence in hand, and the chairman of the committee shall transmit the finding, in writing, and all evidence and data relating to the case under seal to The Secretary. As soon as practicable after receipt of same, The Secretary shall act as follows:

(c-1) Prima Facie Case Established. If the finding is that a *prima facie* case has been found, then The Secretary shall send a *Notice of Prima Facie Case* to the accused, the complainant, and the chairman of The Judiciary Committee, stating that a *prima facie* case has been found, and that the case will be heard by The Judiciary Committee at a time and place to be fixed by it, and that the accused and complainant will be offered an opportunity to be heard at that hearing. Then The Secretary shall send the sealed evidence and data received by him to the chairman of The Judiciary Committee.

(c-2) Prima Facie Case Not Established and Right of Appeal. If the finding is that a *prima facie* case has not been established, then The Secretary shall send a *Notice of Intention to Dismiss* to the accused, the complainant, and the chairman of The Committee on Professional Practices, stating that the committee has found the evidence submitted did not constitute a *prima facie* case and that The Secretary will dismiss the charge unless the complainant files a formal Request for Appeal, in writing, with The Secretary, within thirty days after the date on which The Secretary's *Notice of Intention to Dismiss* was mailed.

(c-3) Right of Appeal not Exercised and Case Dismissed. If The Secretary receives no such Request for Appeal from the complainant within said period, then he shall dismiss the charge and the case shall be closed. He shall immediately send a *Notice of Dismissal* to the accused, the complainant, and the chairman of The Committee on Professional Practices, stating that he has dismissed the case and that it has been closed. Then he shall file in his records the sealed evidence and data of the case.

(c-4) Case Appealed to The Judiciary Committee. If The Secretary receives such Request for Appeal from the complainant within said period, then he shall send a *Notice of Appeal* to the accused, the

complainant, the chairman of The Judiciary Committee, and the chairman of The Committee on Professional Practices, stating that the complainant has appealed the case, and that The Judiciary Committee will hear the appeal at a time and place to be fixed by it, and that the accused and complainant will be offered an opportunity to be heard at the hearing. Then he shall send a copy of his *Notice of Intention to Dismiss* and of the Request for Appeal and all evidence or data in the case received by him to the chairman of The Judiciary Committee.

(d) Case and Charges Confidential. Every formal charge ~~before the Committee on Professional Practices~~ prior to its submission to The Judiciary Committee shall be privileged, and the findings, charges, and all proceedings, ~~of and before said Committee~~, evidence, data, notices, and other matters relating to the charge shall be confidential.

6c. Amend Chapter XIII, Article 2, Section 5, by deleting the last sentence of paragraph (d), and by deleting present paragraphs (a), (b) and (c) and substituting new paragraphs therefor as follows:

(a) Actions on Appeals from Decisions of The Committee on Professional Practices. As soon as practicable after a Request for Appeal has been received by the chairman of The Judiciary Committee from The Secretary, he shall fix a time and place for hearing the appeal from the decision of The Committee on Professional Practices and, in writing, request The Secretary to send notice of such hearing to the accused and the complainant, inviting their appearance thereat.

(a-1) Appeals Denied and Cases Dismissed. After such hearing, if The Judiciary Committee concurs in the findings of The Committee on Professional Practices that a *prima facie* case has not been established, then the chairman of The Judiciary Committee shall notify The Secretary, in writing, to that effect and request him to dismiss the charge and close the case. Then he shall seal all papers in the case and transmit them to The Secretary.

As soon as practicable after receipt of said notice and findings of The Judiciary Committee, The Secretary shall dismiss the charge, whereupon the case shall be closed. The Secretary forthwith shall send a *Notice of Dismissal* to the accused, the complainant, the chairman of The Judiciary Committee, and the chairman of The Committee on Professional Practices, stating the findings of The Judiciary Committee and that in accordance therewith he has dismissed the charge and the case is closed. Then he shall file in his records the sealed evidence and data in the case.

(b) Actions on Prima Facie Cases. Every *prima facie* case of unprofessional conduct which has been

sent to The Judiciary Committee by The Secretary shall be adjudged by The Judiciary Committee and its findings and recommendations thereon reported by it to The Board, in writing.

(b-1) Findings for Accused. If The Judiciary Committee finds that the evidence before it does not, in its opinion, support the alleged facts, then it shall recommend that The Board dismiss the case, and the chairman shall send the findings and recommendations, in writing, to The Secretary and transmit to him under seal all evidence and data concerning the case.

(b-2) Findings for Complainant. If The Judiciary Committee finds that the evidence before it, in its opinion, supports the alleged facts, then it shall report that finding to The Board and recommend to The Board the penalty it believes should be imposed on the accused, and the chairman shall send the findings and recommendations, in writing, to The Secretary and transmit to him under seal all evidence and data concerning the case.

(c) Procedure of The Secretary after Receipt of Findings from The Judiciary Committee. As soon as practicable after the receipt of such findings and recommendations, The Secretary shall send a Notice of Final Hearing to the accused, the complainant, and the governing boards of the chapter and the state association member of which the accused is a member, stating the findings and recommendations of The Judiciary Committee and that The Board will hear the case at the time and place which The Secretary shall fix in the said Notice and that each thereof may appear at such hearing. The date of the hearing shall not be within thirty days after the date of sending said Notice of Final Hearing.

6d. Amend Chapter XIII, Article 2, Section 6, by deleting present *paragraph (a)* and substituting therefor the following new *paragraph (a)*, and by amending *paragraph (b)* as follows:

(a) The Board shall hear and adjudicate every charge of unprofessional conduct coming to it from The Judiciary Committee. The Board shall review the findings and recommendations of The Judiciary Committee and either shall find the accused not guilty and dismiss the charges against him or shall find him guilty and impose on him the penalty which it determines is in proportion to the seriousness of the offense.

(b) At the hearing before The Board, the chairman of The Judiciary Committee shall present the evidence in the case and the findings and recommendations of the committee . . . etc.

Proposed Resolution

RESOLVED, That the seventy-second annual convention

of The American Institute of Architects hereby adopts the amendments of Chapter XIII, Article 2, of the By-laws of The Institute as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws are declared amended accordingly.

AMENDMENTS OF BY-LAWS

Relating to State Association Members

Comment: The Amendment 7 that follows is offered by The Executive Committee to put into effect the recommendations of the Joint Committee on Unification. The outline of the report of the Joint Committee was published in the February OCTAGON, with comments.

The Joint Committee was composed of six members, three of whom, Clair W. Ditchy, chairman, Charles T. Ingham, and Gordon B. Kaufmann, were elected by The Board from its membership and three of whom, Frederic A. Fletcher, Thomas Pym Cope, and Matthew W. DelGaudio, were appointed by the chairman of the Committee on State Organization from its members. Their duty was to consider the recommendations made by the State Organization Committee in its 1939 report to The Board, as presented to the 1939 convention.

The Joint Committee met on November 17, 1939 and its recommendations were submitted to The Executive Committee on November 18, 1939. The Executive Committee approved the principal recommendations for submission to the 1940 convention in the form of amendments of the By-Laws, and requested a committee consisting of Clair W. Ditchy, Charles T. Ingham, and Frederic A. Fletcher, all members of the original Joint Committee, to restudy the approved recommendations.

The conclusions of this committee were published as a committee report in THE OCTAGON for February, 1940, with comments.

The Amendment 7 that follows was prepared by the Committee on By-Laws to cover the recommendations of the Joint Committee, and brief comments have been appended to the major provisions of the amendments to explain their purpose or effect.

7. Amend Chapter I, Article 2, Section 3, by deleting present *paragraph (b)* and substituting therefor a new *paragraph (b)* as follows:

(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 or associates, 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.

Comment: The annual dues of State Association Members to The Institute are now on a sliding scale and will be slightly increased for the larger state association members by this amendment.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter 1, Article 2, Section 3, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

7a. Amend Chapter II, Article 2, Section 2, by deleting *paragraph fifth* and by amending *paragraphs first and fourth* as follows:

first, that the application for such membership is approved by a majority of the corporate members of The Institute in good standing in the state, as determined by a letter ballot vote of such members taken by The Secretary as soon as practicable after he receives the application for the state association membership.

Comment: Difficulties have arisen in connection with taking the required plebiscites of the members by other methods than by The Secretary, and the above Amendment 7a to *paragraph first* is proposed and its adoption urged by The Executive Committee, to preclude further difficulties.

fourth, that every architectural draftsman resident within the state is eligible either for membership in or for association or affiliation with the state association, as it shall elect, and [entitled to vote at meetings thereof in such manner and to such extent as the state association prescribes.]

[The text between brackets is transferred from the last three lines of *paragraph fifth*.]

Comment: The Amendment 7a to *paragraphs fourth and fifth* is proposed and its adoption urged by The Executive Committee. The effect of the amendment will be to continue the requirement that the State Association Members shall provide for membership, association, or affiliation of architectural draftsmen with the association in the manner each association elects, but it will relieve them of the obligation to form local organizations of such draftsmen.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter II, Article 2, Section 2, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws are hereby declared amended accordingly.

7b. Amend Chapter II, Article 2, Section 8, by deleting the present *paragraph (a)* and substituting a new *paragraph (a)* therefor, as follows:

(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 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 association and is not an Institute member.

Comment: This amendment will increase the ultimate representation of State Association Members in The Institute conventions, from a maximum of 100 votes now permitted to be cast by a total of forty-eight of such Members, to a possible 188 votes.

The latter number is determined as follows, on the basis of approximate figures: There are 14,000 architects on The Institute's mailing list, of whom 3,000 are Institute members who are represented at conventions by member delegates. Deducting these 3,000 from the 14,000, leaves 11,000 architects who may be members of State Association Members and represented at conventions by *state delegates*.

The Amendment 7b provides there may be one

delegate from each Association Member for its first unit of 25 dues-paying members who are not in default to it. This makes possible 48 state delegates, who will represent 1,200 of the 11,000 architects. Deducting the 1,200, there remains a possible total of 9,800 dues-paying members of State Association Members who, under the proposed amendment, may be represented by one state delegate for each unit of 70 of such members who are not in default for dues to them. This makes a possible 140 state delegates. Adding these to the original 48, makes a possible 188 state delegates under the amendment.

The maximum number of votes which may be cast by the member delegates who represent the corporate (*individual*) members at a convention averages 250.

Hence the proposed amendment, while it increases the ultimate voting strength of the state association members to 188 if all of the 9,800 architects are actually dues-paying members of the Associations and none are in default for such dues, maintains the ultimate voting power of the State Association Members at Institute conventions well below the voting power of the individual members.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter II, Article 2, Section 8, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

7c. Amend Chapter IV, Article 2, Section 1, by changing the title of the Section; by deleting the text of the Section and substituting therefor a new section; and by adding new Sections 2, 3, 4, and 5, as follows:

Section 1. Regional Associations or Councils.

(a) Organization of Regional Councils. Within each regional district of The Institute, a Regional Council may be organized to embrace the entire district, and shall be organized whenever The Board or the regional director of the district or a majority of the chapters in the district or a majority of the state association members in the district shall deem such action advisable.

(b) Composition of Regional Councils. The membership of each such regional council shall

comprise representatives of the chapters and the state association members within the district, each of which shall elect its representatives in such manner as it shall determine. The chapters of the district, in the aggregate, and the state association members of the district, in the aggregate, shall be equally represented on the regional council.

(c) Names and By-laws of Regional Councils. Each regional council shall be an unincorporated, non-profit membership association under the direction of the regional director of the district, and with a name and by-laws approved by The Board of The Institute.

(d) Expenses of Regional Councils. The expenses of each regional council shall be met by its constituent chapters and state association members and The Institute as they shall agree, and there shall be no admission fee or annual dues payable to the regional council.

(e) Meetings of Regional Councils. Each regional council shall hold at least one meeting each year, and shall meet at other times at the call of the regional director of the district.

The regional director shall be the chairman of the council and the regional coordinator, if there be such, shall be the vice-chairman.

(f) Duties of Regional Councils. The duties of each regional council shall be to consider matters relating to the profession within its district, particularly to allocate the work pertaining to the various chapters and the state association members within the district; provided, that no act of any regional council shall directly or indirectly nullify or contravene any act or policy of The Institute.

Comment: The Amendments will permit the title "Regional Councils" or the title "Regional Associations."

The development of regional district meetings has long been advocated by The Board.

The significant provision of the Amendments is that the Chapters and State Association Members of the Regional Councils shall have, in the aggregate, equal voting power in the Councils. For example, if there are 10 Chapters and 4 State Association Members in a district and each Chapter and each State Association Member has one representative on the Regional Council, then each Chapter representative will have 1 vote and each State Association Member representative will have 2½ votes in the Council.

Section 2. Regional Coordinators.

(a) Regional Coordinators for State Association Members. The state association members within

each regional district of The Institute may elect a Regional Coordinator, whose duties shall be to coordinate and direct the work of the state association members in the district, keep records of the state association members he represents and their membership rolls, and promote the organization of state association members in every state within the district where such a membership does not exist.

(b) Qualifications and Terms of Office of Regional Coordinators. The regional coordinators shall be under the direction of the state association director and report directly to him. Each regional coordinator shall be a voting member in good standing of a state association member of the district, and his term of office shall be for one year from the date of the meeting at which he is elected but he shall hold office until his successor qualifies.

Section 3. Regional Conferences of State Association Members.

(a) The state association members in each regional district of The Institute may hold an annual Regional Conference, at which each such state association member shall be represented by delegates elected by it at its annual meeting. This regional conference shall be called by the regional coordinator as soon as practicable, but in any case not more than two weeks after the close of the annual convention of The Institute, and the regional conference shall be held as soon thereafter as possible.

(b) The regional coordinator shall preside at the regional conference, and his successor for the following year shall be elected thereat.

Section 4. National Conference of State Association Members.

(a) The state association members of The Institute may hold an annual conference immediately prior to the annual convention of The Institute, at the place of the convention and at the time fixed by The Board of The Institute. The Secretary of The Institute shall give notice of the conference in his official notice of the convention.

(b) The state association members shall be represented at the national conference by their state delegates to The Institute convention, and the state association director shall preside at the conference.

(c) A nominee for the state association directorship when that office is or is about to become vacant, shall be selected at the national conference if such conference is held, and the nominee so selected shall be nominated from the floor of The Institute convention by a qualified state delegate, for election by the convention.

(c-1) If such national conference is not held, then the nominee for the state association directorship shall be selected by agreement among the state association members.

Section 5. District and National Conferences of Regional Coordinators.

(a) Annual District Conferences of Regional Coordinators. Subsequent to the annual meetings of the state association members at which they elect their state delegates to The Institute convention and prior to the national conference of state association members, each regional coordinator may hold a district conference with the newly elected state delegates of his district, to discuss the affairs of the state association members of the district. The regional coordinator shall call the district conference and shall preside thereat, and shall present his annual report in writing to the conference before presenting it to the state association director and the national conference.

(b) Annual National Conferences of Regional Coordinators. Immediately prior to the national conference of the state association members, or immediately prior to the annual convention of The Institute if the national conference is not held, the regional coordinators may meet at the same place with the state association director. The state association director shall call and preside at the conference, and each regional coordinator shall present his report in writing to the conference and the director.

Comment: The Regional Council becomes mandatory under the conditions specified in Section 1 of this Amendment 7c, but otherwise the various meetings and conferences provided for are not mandatory.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the amendments of Chapter IV, Article 2, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

AMENDMENTS OF BY-LAWS Relating to Nominations of Regional Directors

Comment: Regional Directors are the direct representatives on The Institute Board of the corporate (*individual*) members, and in order hereafter that each such member in the district from which a nomination is to be made shall have the opportunity to vote for the member he desires to represent him on The Board, The Executive Committee proposes and urges the adoption of Amendment 8 that follows:

8. Amend Chapter VI, Article 4, Section 1, by deleting present *paragraph (b)* and substituting therefor a new *paragraph (b)*, as follows:

(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. In any of these events, the name of each nominee shall be sent to The Secretary within the time specified in his notice, prescribed in *paragraph (b)* above.

As soon as the time specified in his said notice has elapsed, The Secretary shall submit each name so given him from a district to the corporate members of the district who are in good standing, on a letter ballot, which the member who wishes to vote must return to The Secretary within the time stated on the ballot.

The voter also may write in on the ballot and vote for the name of any corporate member in good standing whose name does not appear on the ballot and who is an assigned member of a chapter within the district.

The member receiving the greatest number of votes, as determined by The Secretary from said letter ballots, shall be the sole 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 election 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 sec-

tion, then such nominations may be made from the floor of the convention or meeting by member delegates from the district. In case no nomination is made in either of said manners, then one shall be made by the nominating committee, as prescribed in *paragraph (f)* of this Section.

Proposed Resolution

RESOLVED, That the seventy-second annual convention of The American Institute of Architects, hereby adopts the amendments of Chapter VI, Article 4, Section 1, of the By-laws of The Institute, as the said amendments appear in The Secretary's Notice of Amendments dated April 20, 1940, and the said By-laws hereby are declared amended accordingly.

EDITING OF BY-LAWS

With respect to Amendments adopted by the
Seventy-second Convention

Comment: The preceding proposed amendments to be offered for adoption by the Seventy-second Convention do not include amendments of text and details of form contained in various provisions of the By-laws which relate directly or indirectly to the subject matter of the amendments. It is desirable to give to The Secretary of The Institute the power to edit any relevant and unamended provisions of the By-laws for the purpose of making them consistent with the amendments adopted by The Convention.

Proposed Resolution

RESOLVED, That the seventy-second annual convention 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 principle and in detail with the amendments of the said By-laws adopted by the seventy-second annual convention of The Institute.

AMENDMENTS OF STANDARDS OF PRACTICE PARTS II AND III

The Board proposes the amendments of the Standards of Practice, PARTS II and III, that follow and strongly urges their adoption by the Convention. The Board has had them under consideration for a long period and is confident their effect will be to clarify the relations of architects and clients, and lead to the performance of more comprehensive architectural services, to more effective directorship of building projects, and to clearer conceptions of what the architects do for the fees they charge.

The amendments proposed are Parts II and III of the Standards of Practice. They follow Part I heretofore adopted by The Institute, and complete The Standards. The amendments, Parts II and III, will supersede The Institute Document No. 213 entitled, "Architectural Competitions—A Circular of Information" and Institute Document No. 177, "Schedule of Proper Minimum Charges and Details of Services to be Rendered". Paragraph 12 of the Document No. 213 was superseded when Part I of the Standards was adopted.

Deviation from any provision of Parts II and III of the Standards may subject a member to criticism or censure but not to the suspension or termination of his membership.

The Board urges the adoption of the following resolution:

RESOLVED, That the seventy-second annual convention of The American Institute of Architects hereby adopts the Part II and Part III of the Standards of Practice of The Institute as said parts were published in The Secretary's Notice of Amendment of the Standards of Practice dated April 20, 1940, and the said Standards of Practice as amended to include said Parts II and III are hereby declared to be the Standards of Practice of The Institute, concerning the duties and responsibilities of the individual members of The American Institute of Architects, the methods by which architects can be selected, and basic minimum architectural fees, prescribed in Chapter XIII, Article 1, Section 2, of the By-laws.

COMMENT

PART II concerns the selection of an architect, either directly or by means of an architectural competition.

Paragraph 7 of this Part II should have the particular attention of the Convention. If adopted, it will permit two or more architects simultaneously to submit reports, sketches, drawings, and suggestions to a client for his project; provided that each of the architects is engaged to do so for an adequate compensation, the compensation being that set out in (a) and (b) of paragraph 39 of PART III-C.

One effect of paragraph 7 will be that charges of unprofessional conduct cannot be sustained against an Institute member if he proceeds in accordance with the provisions of the paragraph.

The Board is aware that the kind of competition described in paragraph 7 is contrary to provisions of the present competition documents, and it is also aware that members are engaging in the kind of competition so described. This is the reason for bringing the practice to your attention. If the Convention believes the practice should be recognized and no penalties imposed for it, then it should adopt paragraph 7. If the Convention believes the practice is not to the best interests of the profession, then it should vote to delete the paragraph 7 or amend it.

PART III is in three sections;

- A—The Architect's Services,
- B—The Architect's Fee,
- C—The Architect's Contract.

Section A. The first section, A—The Architect's Services, describes the fundamental services an architect normally renders on a building project: the services that lead up to and form the basis for the published basic minimum fee he should receive for rendering the services. This basic fee is set out in section B.

Section A also sets out services which the architect often performs in addition to those he normally renders, and special services he is particularly qualified to perform.

The normal architectural services described are those ordinarily performed, set out in the usual order of their performance. But it should be noted *first*, that particular emphasis has been given to the advice and counsel rendered and the drawings furnished

before working drawings and specifications are started, and *second*, that all advice and counsel, and all architectural, engineering, supervision and other services essential to rendering a complete architectural service and to keep the project under the direction of the architect are now definitely included as elements of the normal services.

In regard to the *first* emphasis, The Board believes both clients and architects have been misled as to the value and importance of the services rendered by architects prior to the production of their working drawings by the rather insignificant terms that have been used to classify such services, by the casualness of the existing documents regarding them, and by the inadequacy of the compensation recommended in those documents for performing such services. The impression that services rendered prior to producing working drawings are comparatively unimportant and trivial is widespread and takes concrete form when the architect makes a proper charge for his services when the project is abandoned, which charge the client often disagrees with as being unreasonable.

As a matter of fact, the services rendered by architects during the period prior to their producing the working drawings are of vital importance, for they settle the elements of plan and design, fix the partis of the projects, and determine the general types of materials and methods of construction to be used, the general equipment to be installed, and the amounts of money necessary to execute the projects. Architects should apply and extend the principles of competition programs to their preliminary work, and make the programs of the project and the basic drawings and recommendations developed from the programs so definitely clear that both they and their clients will be saved the costly changes in working drawings that otherwise are likely to occur.

Most of the projects that are abandoned are stopped before working drawings are begun, and The Board believes everything possible should be done to recognize and uphold the value and importance of the advice and counsel given by architects to their clients during the preliminary stages of their work, and to insure that the compensation paid them for such services shall be adequate.

The normal services definitely include architectural supervision of construction work and supervision is distinguished from continuous superin-

tendence and from services of clerks-of-the-works, both in the description of the supervision services in paragraphs 14, 15, and 16 of section A, and of the additional services in paragraph 21 (a) of section A.

The normal services are described in section A in somewhat more detail than in the existing documents. The Board has done this in order to set out the services more definitely, as foundations for the basic minimum fees that will be developed later. Fees that are not based on definite services and that do not reflect current costs of performing them and of living cannot have a solid foundation of facts to justify them.

The adoption of section A of PART II will supersede and delete the relevant provisions of Institute Document No. 177, entitled "Details of Services to be Rendered," and will require revision of the relevant provisions of the standard contract documents to make them accord with the PART II. These revisions have been prepared and are ready for immediate promulgation by The Board, if PART II is adopted.

Section B. In Section B—The Architect's Fee, is continued the background and foundation for the basic minimum fees The Institute and the chapters will publish to guide the architects in each locality in making up a proper and adequate fee they should charge and be paid for performing their services. The establishment of such basic minimum fees throughout the various parts of The Institute's domain is an essential factor in the proper economic development of the profession.

The Board is aware that any published *minimum* fee tends, over a period of years, to be looked upon by the public as a *maximum* fee and as an adequate and proper payment on practically every kind of building project and for every architect regardless of the amount of his experience and skill. This is a fact with relation to the present published fee of The Institute.

The present basic fee published by The Institute takes no account of the fact that if it was a proper minimum fee when it was adopted more than 25 years ago, it is no longer adequate, for it has not been changed to meet the increased costs imposed by the complexity of services architects now must render instead of the simpler services they

had to render when the present fee was determined on nor to meet the increased costs of producing drawings and specifications nor to reflect the increased costs of living.

During the next few years the present fee must be adjusted to meet the actual conditions, and section B will be the fundamental document on which future basic minimum fees will be founded.

Attention is called in the existing documents to the fact that the present published fee is not an adequate compensation for services on every kind of structure, but generally clients consider that it is. Therefore the present fee does not reflect at all that the architect's costs of performing his services on the various types of structures vary greatly nor do the existing documents stress sufficiently that long experience and skill in solving particular kinds of projects warrant increased financial recognition. Section A emphasizes these points.

Section B will supersede the portion of Institute Document No. 177 that relates to fees and references to that Document will be deleted from the By-Laws.

Section C. Section C—The Architect's Contract, sets out the fundamental provisions that should be incorporated in every contract between an architect and his client. It describes the things that the client should do and sets out the minimum

amounts which, in the aggregate, the architect should be paid at certain stated times if the project is abandoned prior to those times.

The Convention should note the payments are aggregated as follows:

- (a) when the general program of the project has been accepted by the client, at which time one-twelfth (1/12) of the estimated total fee will be due the architect;
- (b) when the architect has completed his basic drawings and recommendations, at which time payments to him should aggregate one-third (1/3) of the total estimated fee;
- (c) when the architect has substantially completed his working drawings and specifications, at which time payments to him should aggregate three-fourths (3/4) of the estimated total fee; and
- (d) aggregated payments *ad interim* are provided for in the event that the architect has begun but has not completed the working drawings, and at different times during the progress of the construction work.

The Board considers the prescribed aggregated payments to be fair compensations for the services rendered to the times prescribed, recognizing that the architect should not be deprived of all his contemplated profit because circumstances over which he has no control and for which he is not responsible compel him to cease the performance of his services.

[All matter under Parts II and III is new, although NOT underlined.]

STANDARDS OF PRACTICE

PART II

Concerning the Selection of an Architect By Direct Selection—Architectural Competition

1. The architect's relationship with his client will be satisfactory only if it is based on mutual trust, respect, and integrity.

SELECTING AN ARCHITECT BY DIRECT SELECTION

2. The simplest and quickest way of engaging an architect is by direct selection. Thereunder the prospective client engages his architect directly in a written agreement, for an agreed fee, as soon as he is satisfied as to the architect's good standing in his

profession and community, his ability in design and competence in construction, his practical efficiency, business capacity, and good judgment.

SELECTING AN ARCHITECT BY AN ARCHITECTURAL COMPETITION

3. An architectural competition is established whenever two or more architects make available to a prospective client or anyone acting in his behalf, any research, or conclusion based thereon, or any

drawing or sketch or any reproduction or copy thereof made for the project.

4. Sometimes, because of the exigencies of laws or other reasons, the prospective client cannot, or does not desire, to select his architect directly. In that event, he may use an architectural competition, but if he uses that method, then he does not make the selection himself but delegates it to a competition jury, and agrees to employ the architect whom the jury designates the winner of the competition. The jury, however, cannot consider whether or not the architect selected will be personally agreeable to the client nor take into consideration whether or not the architect's professional experience will be satisfactory to him, so the client should assure himself on these points, either by limiting the competition to architects of whose compatibility and professional qualifications he has assured himself or by making it a condition of the competition that any competitor who does not so qualify, may or shall associate himself with an architect who does.

5. Such a competition should be conducted under conditions that will attract architects of ability, be equitable to all concerned, provide a competent, fair and impartial judgment, and bring out the best results for the client. To accomplish these things, it is essential that the competition embrace a professional adviser to advise the client and conduct the procedure of the competition; a written program of

the competition, constituting a contract between the client and the competitors; anonymity of submissions; a judgment by an expert and unprejudiced jury; and, if the competition is for a definite project on a definite site, an agreement to employ the winner of the competition as the architect of the project to perform the architectural services described, and to pay him the fee stated, in the program, unless barred from doing so by law or legal restraint.

6. The essentials stated above must be set out in the program of the competition and all other conditions set out therein must be equitable to all concerned before members of The American Institute of Architects enter it. To assure that such is the case, The Institute will scrutinize the programs of architectural competitions that are to be held within its domain and that come to its knowledge, and will approve such thereof as it finds worthy and in compliance with the prescribed conditions. As soon as, but not before, such approval is given to a competition program, members of The Institute may take part in the competition in any capacity, if invited.

7. The above provisions shall not be construed as prohibiting two or more members of The Institute, if each is definitely engaged, with adequate compensation, from submitting directly or indirectly to a client reports, with or without drawings, concerning the same site or project.

PART III

Concerning the Architect's Services, Fees, and Contracts

A—THE ARCHITECT'S SERVICES

NORMAL ARCHITECTURAL SERVICES

1. The architectural services described below are those normally rendered by architects on building projects and those contemplated to be performed for the fees and under the form of contract published by The Institute. The services vary in detail according to the type, character, extent, and location of the project, but none of them can be omitted or lessened without detriment to the project. They are performed in sequence, as the project develops, generally in four main stages: the Preliminary Stage, the Basic Drawing Stage, the Working Drawing Stage, and the Construction Stage.

THE PRELIMINARY STAGE

2. During the Preliminary Stage, the client should outline to the architect his ideas of the project and discuss with him its purposes, its general plan and design, its feasibility, location, environs, general type of construction and equipment, the time necessary to build it, its probable useful life and cost, and the means of financing it.

3. When the minds of the architect and his client have met on these essential matters, the architect writes them into a memorandum called the *Program* of the project, for the acceptance of his client.

THE BASIC DRAWING STAGE

4. Based on the accepted program, the architect makes his general studies of the project, to determine the plan and design and the relevant data he will recommend to his client. He investigates various possibilities of design, placement on site, materials, methods of construction and equipment, familiarizes himself with efficient methods of operating the project for its purposes, and examines laws and ordinances and rules and regulations of governmental authorities and of insurance carriers for their effect.

5. When his studies have progressed to the point that warrants it, the architect makes the *Basic Drawings*. These are at small scale, sufficient to illustrate his conclusions and clearly fix the general plan and design in all essentials. He then prepares *Recommendations* to supplement the drawings, calling attention to the significance of the elements of the design; describing the general type of construction, material and equipment he recommends for it; setting out an estimate of the time it should take to do the construction work properly under normal conditions; and an estimate of the probable cost of the project, based on such basic drawings and recommendations and the then current prices of labor and materials.

6. The architect should submit the basic drawings and recommendations to his client for study and approval and reach an agreement with him on all essential elements, and should not begin his services of the working drawing stage until that agreement has been reached and the client has approved the basic drawings and recommendations.

THE WORKING DRAWING STAGE

7. During the Working Drawing Stage the architect develops the working drawings, specifications, general conditions and bid forms. These technical instruments are the tangible expressions of the architect's ideas from which the cost of the project can be established and the building constructed.

8. *Working Drawings* should be logical developments of the approved basic drawings, and the *Specifications* logical developments of the approved recommendations, as further study indicates improvements therein, and they should not vary essentially therefrom except by consent of the client. The working drawings should include all essential archi-

tectural and engineering drawings; all essential drawings and lists of surface treatments and coverings, sculptures, and improvements of the site areas, and all essential scale details. Generally, they should show plans, elevations and sections of the structures and details of the work, and indicate the various materials and where and how they are to be used, whereas the *Specifications* should describe the types and qualities of the materials and finish, and the general manner of their construction, assemblage and erection. The two documents should complement and supplement each other.

9. *The General Conditions* are supplementary to both working drawings and specifications and set out the conditions under which the work described should be done.

10. *The Bid Forms* are prepared by the architect for use by bidders. The architect advises his client concerning the qualifications of those who are to be invited to bid, and issues the notices and bid forms to those invited. Unless laws otherwise require, he receives the bids, sealed, for his client and advises him concerning the acceptance thereof.

11. *Blue Prints and Specifications*. The architect's drawings and specifications for a project are his instruments of service and as such are and remain his property at all times. As a part of his normal services he should furnish one copy of each drawing and specification to his client. All other copies, for bidders, construction purposes, permits, records, or other purposes are loaned and the cost of making and delivering the copies should be paid by the client as a construction expense.

THE CONSTRUCTION STAGE

12. The Construction Stage is the period during which the work designed and specified by the architect is fabricated and erected or installed, and the services performed by the architect during that stage are many. The principal ones are outlined below.

13. *Construction Contracts*. When a contractor's bid is accepted by the client, the architect prepares the terms, conditions, and forms of contract therefor, and the forms of the other instruments that usually form a part of the contract.

14. *Supervision*. As soon as a construction contract is awarded, the architect begins supervision of the construction, erection, and the installation of its

equipment, and finishing of the project, keeping the client apprised of the progress and condition of the work being done.

15. He visits the work from time to time, endeavoring to aid the contractors and obtain full performances of their contracts without delay or error. He makes the essential full-size details, and approves the contractors' shop drawings submitted to him when he finds the work illustrated is in compliance with the contract.

16. If required, he will provide a clerk-of-the-works or continuous superintendence of those parts of the work that need it, but payment for such clerk or superintendence should be additional to any percentage or lump sum fee.

17. *Contract Changes.* If any change is found necessary in the construction work, in the time of its completion, or in any other provision of the construction contracts, the architect should prepare a *Modification of Contract*, describing the change, its cost, and its effect on the time of completion of the contract and should obtain thereon the signatures of the client and the contractor affected. In such manner, the architect should keep all contracts current as to work, price, time, and conditions.

18. *Certificates for Payments.* The construction contracts should provide that every contractor, before any payment is made to him by the client, must obtain a certificate from the architect stating that the payment is due and its amount, and present the certificate to the client for payment. The architect keeps accurate current records of all contract prices, the amounts thereof he has certificated for payment, and the balances to be certified.

19. *Acceptance of Contracts.* When the architect is satisfied that a contractor has fulfilled the terms of his contract, he accepts the contractor's work for the client, and issues his statement to that effect, filing the statement with the client and contractor, and with the sureties and insurance carriers of the work, and in the public record when that is required.

ADDITIONAL SERVICES

20. Services additional to those which the architect normally renders are often performed by him for his client, for which he should charge and be paid compensation in addition to the fee for performing his normal services. Such additional serv-

ices and compensation should be set out in the architect's contract so far as the likelihood of the services can be anticipated. Otherwise the additional compensation should be agreed with the client before the additional services are rendered.

21. The most usual of these additional services are as follows:

- (a) The construction of projects often requires the services of clerks-of-the-works, and every project at times needs continuous superintendence, particularly when steel or other framework or masonry, concrete or other plastic materials are being placed. To supplement his regular supervision, the architect will provide such clerks-of-the-works and continuous superintendence as required, for which he should charge a stated sum or at a stated rate, in addition to his regular fee.
- (b) The architect or his assistants, in discharge of his duties under the contract, may be required to leave the locality of his office, in which event he should be reimbursed for traveling and subsistence expenses for himself and assistants. The locality of the office should be prescribed in the contract.
- (c) The client may require the architect to advise regarding the purchase or installation of materials or work not designed by him, in which event he should charge therefor a stated amount or at a stated rate.
- (d) The architect may be required to appear as expert witness, or otherwise to act as the representative of the client, in which event he should charge therefor a stated amount or at a stated rate, proportionate to the importance of the question or work involved.
- (e) The client may require the architect to design furniture, fixtures, and decorative work, each of which requires him to render services in excess of his normal services. If he performs the services, he should charge therefor a stated amount or at a stated rate.
- (f) Any change in the building project after the basic drawings are approved; any delay in its completion; any change in a contract for the project; any damage to the project by the

elements or other casualty; the insolvency or delinquency of any contractor or the client, will require the architect to render services additional to his normal services. In any of these events, he should charge a commensurate compensation for the additional services he is required to perform.

SPECIAL SERVICES

22. Special services in connection with associations with other architects or members of the

allied professions, are often performed by architects in lieu of those described as normal or additional services.

23. The value of the architect's advice and counsel as consultant, supervisor, or associate, lies in his especial competence and experience on projects of the nature of the one under consideration. Each of them is an important and useful service, of growing importance. The compensation should be commensurate with the services performed.

B—THE ARCHITECT'S FEE

24. The architect's compensation should be adequate to recompense him profitably for rendering his best services. He who accepts lesser amounts because of the exigencies of competition or other circumstances, may provide inferior services for a time, but cannot continue doing so without affecting unfavorably his professional standing and that of every other architect and the profession. Architects have a service to render society that no other profession can offer.

25. The conditions of locale, site, size, occupancy, and construction are different for every building, and since these conditions affect and govern the scope of the services required to be performed by the architect and the time, detail, and cost involved in performing them, only the architect directly in contact with a given project is in a position to know the conditions he must meet, the scope of services he will be required to perform, and the amount it should cost him to perform them, and thus to determine the amount of fee that will fairly compensate him for performing the services.

26. Obviously, in determining the fee the following things must be taken into consideration.

- (a) The local prices affecting the architect's living expenses and the costs of performing his services;
- (b) The site of the project, its contours, and its distance from the architect's office;
- (c) The nature of the project, whether new construction, repairs, remodeling, furniture, fixtures, decoration, etc.;

(d) The occupancy of the building, the extent of its subdivisions and equipment;

(e) The nature and manner of the construction, whether wood, concrete, masonry, or steel, and whether constructed by day labor or under more than a single contract;

(f) The period over which the construction work is to extend;

(g) Unusual conditions under which the architect must perform his services;

(h) The competence and experience of the architect.

26. Because all of the foregoing things must be considered in determining the amount of each fee, it is evident that an appropriate fee in any given case could not be universally applied, and that it is not possible to set up amounts in any schedule that could be proper or mandatory compensation for performing architectural services under all circumstances. Yet for the general guidance of the profession, The Institute has been able to set up basic fees which experience has proved to be the *minimum* amounts that architects practicing within any portion of its domain have found adequate for performing their services properly under the stated circumstances.

27. Using the minimum fees set out by The Institute as foundations, each chapter of The Institute publishes its own schedules of basic fees which may be used by the architects practicing within its territory as a foundation for determining the amount of their fee in any particular case. Fees in chapter

schedules that vary from the corresponding fees set out by The Institute schedule have been adjusted to reflect local conditions that could not be comprehended in the nation-wide schedule, and are the minimum fees that the architects practicing within the territory of the chapter have found to be adequate for the kinds of building projects stated, under the stated conditions.

28. Basic fees are expressed as percentages of the costs of the projects, for that is the only practical way of generalizing compensations that depend on so many conditions. Each published basic fee is based on the assumptions that normal architectural services are to be performed, that the project is not distant from the architect's office and is to be on an approximately level site, that the work of constructing it is to be done under a single contract and for a fixed sum, and that the conditions under which the services are to be rendered are alike.

BASIC MINIMUM FEES

29. A proper basic minimum fee that an architect should charge and be paid for performing normal architectural services, as described in Part III-A above, is 6% plus the architect's costs of providing competent heating, ventilating, mechanical and electrical engineering services, for a building project

- (a) that is located on a level site and has no unusual site conditions,
- (b) that has no unusual features of construction,
- (c) that is a new structure and constructed of new materials,
- (d) that is to be constructed under a single contract and for a fixed sum,
- (e) that is not to be used for residential or institutional purposes or for a mixed occupancy,
- (f) that has no unusual conditions which may prolong the period of construction beyond a normal period.

The amount of each fee should be computed on the total cost of the completed project.

30. If architects perform services under conditions differing from those described above or if they perform any Additional Services or Special Services described in Part III-A of these Standards, then it is proper that they should charge and be paid a greater fee than one based on the stated basic minimum fee.

31. If virtually the entire project is to be constructed under separate contracts rather than under a single contract, then architects are required to perform the services necessary to coordinate the various trades and works at the project. Such services are additional to the normal architectural services on which the basic minimum fees are based and architects are entitled to charge and be paid additional fees for performing such additional services.

Under the conditions stated, such additional compensations normally should be not less than 4% of the total cost of the completed project.

If the mechanical and electrical works only are done under separate contracts, then the additional services are less involved and the additional 4% compensation should be computed on the aggregate amounts of the separate contracts.

32. During the architects' performance of the basic and the working drawing stages of their services, they should be paid installments of their fees at monthly or other regular intervals as their services progress. The installments paid during each such stage should aggregate at completion of the stage an amount computed according to the provisions of *paragraph (a), (b), (c) or (d)* of paragraph 39 of PART III-C of these Standards, whichever of said paragraphs is appropriate.

33. The amount of a basic minimum fee should not be reduced because of the use of any old materials, of materials furnished below market cost, or of labor furnished at less than the prevailing rate nor on account of any penalties, liquidated damages, or other sums withheld temporarily or otherwise from payments to contractors.

34. Using the basic minimum fees published by The Institute as foundations, each chapter of The Institute should prepare and publish its own schedule of local basic minimum fees, for the guidance of architects practicing within its territory in determining the amounts of their fees. Fees in chapter schedules may vary from the published fees of The Institute because they have been adjusted to reflect local conditions that could not be comprehended in the nation-wide basic fees and because they have been amplified to apply to different types of buildings. However, they are the minimum fees that the architects practicing within the territory of the chapter have found to be adequate for the types of building projects stated in

the schedule, under the stated conditions.

35. Those who use the published basic minimum fees should consider the assumptions made in establishing them, and fully understand that every published fee is subject to adjustment in every case

where the actual conditions vary from the assumed ones, and is not assumed to be adequate compensation for an architect who is especially qualified by demonstrated ability and long experience for service on any particular project.

C—THE ARCHITECT'S CONTRACT

36. The architect should always have a written agreement with his client.

37. The architect's contract should set out the nature and scope of the client's project, its site and location, and the time within which it is intended to complete it; describe the services to be performed by the architect and fix the compensation to be paid therefor; fix the amount of each installment of the compensation and the time at which it is to be paid; describe the special and additional services the client may require the architect to perform and fix the additional compensation to be paid him therefor; set out the things to be done by the client; fix the conditions under which the contract may be terminated prior to the completion of the architect's services and the amount to be paid the architect on such termination; fix the conditions under which the contract may be assigned, who is to continue it in case of the death or disability of the architect, etc.

38. The architect's contract should provide that the client will pay for and furnish the architect with a complete and accurate survey of the building site, showing the grades and lines of streets, pavements and adjoining properties, the rights, restrictions, easements, boundaries and contours of the building site, and full information as to sewer, water, gas and electric services to the site; and will pay for soil borings or soil test pits and for chemical, mechanical, or other tests, when the architect deems such borings, pits, or tests are necessary.

TERMINATION OF CONTRACTS

39. If the project is abandoned, temporarily or otherwise, by the client, or if the architect or the client find their relationship has become incompatible, then the agreement between architect and client very properly should be terminated. In which event

the proportionate payments due the architect should be as follows:

- (a) If, at the time the contract is terminated, the program of the project has been approved and the architect has not begun the preparation of the basic drawings, his payment should be an amount equal to not less than one-twelfth of his estimated total fee.
- (b) If, at the time the contract is terminated, the architect has completed the basic drawings and recommendations, his payment should be an amount aggregating not less than one-third of his estimated total fee.
- (c) If, at the time the contract is terminated, the architect has substantially completed the working drawings and specifications, his payment should be an amount aggregating not less than three-quarters of his estimated total fee. If he has begun but has not completed the working drawings and specifications to that extent, then his payment should be an aggregate amount equal to the full one-third amount set out under (b) above, plus an additional amount that will reimburse him in full for his costs and overhead expenses on the project subsequent to starting the working drawings, plus an amount equal to not less than one-quarter of the said costs and expenses.
- (d) If the contract is terminated after construction work has been started but before it is substantially completed, the architect's payment should be his total fee, less the amount the architect estimates will be his cost of completing his services.
- (e) If the contract is terminated after the construction work is substantially completed, the architect's payment should be his total fee.

An Appeal from the Architects of Finland

IN the February number of *THE OCTAGON*, an appeal was made for help for our Finnish colleagues. That the appeal was not unfounded and that the need for help is urgent is evidenced by a letter just received from Professor Sverre Pedersen, of Trondheim, appealing to the American architects.

I do not believe there is any American architect who will not be touched by Professor Pedersen's appeal and who will fail to contribute what he can. I beseech each of the chapters to appoint one of its members who will immediately canvass the architects within the jurisdiction of the chapter and secure such contributions as he can, no matter how small the contributions may be.

Contributions should be sent to Frederick G. Frost, 144 E. 30th Street, New York, New York. Mr. Frost is acting for The Institute with respect to these funds.

The request is urgent. Professor Pedersen's letter is as follows:

EDWIN BERGSTROM, *President*

Trondheim, March 4, 1940.

To help Finland, and, especially our architect colleagues and their families, allow me to ask if it could not possibly be arranged a subscription among American architects in aid of their Finnish colleagues.

Finland is suffering hardly during this war, which was forced upon it, with no fault of its own.

The Finnish civilization is very elevated, the Finnish people are extremely clever in the domains of technology, art, and social questions. Should this nation go down, Europe has to suffer a heavy and painful loss.

As the question is rather urgent, I hope that a subscription, as proposed above, will find a willing ear in your country, and that it will be accomplished as soon as possible.

Yours truly,

SVERRE PEDERSEN, *Architect.*

New State Association Members

IT is with gratification that The Secretary announces the election of the Maryland Society of Architects as a state association member of The Institute, effective March 25, 1940; of the New Hampshire Society of Architects, effective April 5, 1940; and of the Kansas Society of Architects, effective April 8, 1940.

The officers of the Maryland Society of Architects are as follows:—President: Lucien E. D. Gaudreau, 527 N. Charles St., Baltimore, Md.; Secretary: Frederick L. W. Moehle, 409 N. Charles

St., Baltimore, Md.

The following are the officers of the New Hampshire Society of Architects:—President: Arnold Perreton, P.O. Box 183, Durham, N. H.; Secretary: Harry G. Forrest, 20 Pleasant Street, Concord, N. H.

The officers of the Kansas Society of Architects are as follows:—President: Glen H. Thomas, 125½ North Topeka Street, Wichita, Kansas; Secretary: Paul Weigel, Kansas State College, Manhattan, Kansas.

Members Elected—Effective April 9, 1940

<i>Chapter</i>	<i>Name</i>	<i>Chapter</i>	<i>Name</i>
BOSTON.....	*Stanley Brampton Parker	MINNESOTA.....	Walter J. A. Huchthausen
CENTRAL PENNSYLVANIA.....	Bernard Eugene Starr	MISSISSIPPI.....	Edgar Lucian Malvaney
CHICAGO.....	Roy Burton Blass		James Manly Spain
	Charles Henry Dornbusch	NEW YORK.....	William Reed Huntington
	Godfrey Eric Larson	NORTHERN CALIFORNIA.....	Harold Henry Weeks
CONNECTICUT.....	Andrew Francis Euston	PHILADELPHIA.....	Max A. Bernhardt
FLORIDA CENTRAL.....	Elliott Black Hadley		George Daub
	Archie Gale Parish	PITTSBURGH.....	Paul Kenneth Schell
GRAND RAPIDS.....	Adrian Nelson Langius	WISCONSIN.....	William Frands Mickelsen
	Ralph Ernst Seeger		

* Re-elected.

With the Chapters

NEWS NOTES FROM CHAPTER OFFICERS

Boston.

The meeting of the Boston Chapter, held on Tuesday, March 5th, was made the occasion for honoring three members who are also past presidents of The Institute; Messrs. R. Clipston Sturgis, H. H. Kendall and Charles D. Maginnis. Chapter President Emerson presided and H. Daland Chandler was master of ceremonies.

Each ex-president had a sponsor who reviewed his life and contributions to The Institute: They were William Stanley Parker for Mr. Sturgis; Robert D. Kohn, of New York, for Mr. Kendall; and Hubert G. Ripley for Mr. Maginnis. Each ex-president spoke in return.

At a formal induction ceremony, President Emerson welcomed two new members into The Institute.

At the business meeting, before the dinner, there was a report of the special membership committee, which advocated the establishment of a Junior Association Membership and a revision in the Chapter By-Laws to clarify the standing of the Associate Members.

Ninety members and guests were present. It was a significant meeting and one that must be unique in the experience of almost all members of the Chapter.

HOWARD T. CLINCH, *Secretary*

Brooklyn.

The January meeting of the Chapter was most interesting and well attended. Vice-President Schirmer presided during the absence of our President, Ralph M. Rice, who with his bride was sojourning in West Virginia.

Stephen W. Dodge, Past President of the Chapter, was congratulated on the celebration of his recent golden wedding anniversary.

August Viemeister of Roslyn, Long Island, was admitted into the Chapter as Associate Member.

The Chapter had as its guest speaker, D. Knickerbacker Boyd of Philadelphia, who spoke on "The Architect and Public Relations". Mr. Boyd illustrated his talk with exhibits and many pamphlets and other material which he had collected.

The Chapter was also honored by the presence of Alfred J. Benline, Superintendent of Housing

and Building of the Boro of Brooklyn, and his Chief Engineer, Alfred Rader.

An animated discussion took place among the members on a recent Bill introduced in the State Legislature at Albany. This Bill, if passed, would prevent the employment of private architects in "cities of over one million" except in a limited consultant capacity and would prevent the City of New York from utilizing its best talent in the designing of its public buildings. The Chapter went on record opposing this Bill and its members were urged to write to their assembly-men and senators at Albany stating their opposition.

HENRY V. MURPHY, *Secretary*

Connecticut.

The regular meeting of the Chapter was held on February 8 at the New Haven Lawn Club, New Haven, Connecticut. After a short business session, Mr. B. M. Pettit, Director of the New Haven Housing Authority, spoke on the background and problems of the current National Housing Program. A model of the Dixwell Avenue project of the New Haven Housing Authority was on exhibition, and the development of this particular operation was described.

HAROLD D. HAUF, *Secretary*

Eastern Ohio.

The annual meeting of the Chapter, was held January 16, in the office of Charles F. Owsley. At this meeting the following officers were elected: President, J. Davis Wilson; Vice-President, Robert F. Beatty; Secretary-Treasurer, Frank F. Smith; Executive Committee, Charles F. Owsley.

It was decided that various individual members would be held responsible for meetings throughout the year, thereby relieving the Chapter president of the responsibility of making necessary arrangements for meetings. Meetings are to be held in the various cities throughout the section covered by this Chapter. In this way no hardship will be worked on any member of the Chapter.

The election of delegates and appointments of special committees was deferred until the next meet-

ing in order that the new president might have sufficient time in which to choose various committees.

FRANK F. SMITH, *Secretary*

Florida South.

The Chapter was the guest of Dr. W. H. Walker, President of the First Federal Savings and Loan Association of Miami, at a dinner in the club rooms of the Association, on the evening of March 5.

There was a large attendance and the Chapter was honored with the presence of several guests. The Hon. Ernest Overstreet, State Representative and Mr. Thomas Smith, Real Estate Editor of the Miami Herald and Mr. Thomas Hagan, Real Estate Editor of the Miami Daily News.

Dr. Walker gave the Chapter a very interesting talk, from the standpoint of the head of a large loaning establishment, pointing out many important phases of the building industry of which the architect should be cognizant. He stressed the vital need of cooperation among all concerned in the operation of building; the owner, the realtor, the loan agency, the architect and the contractor.

Mr. Overstreet gave a most enlightening talk, outlining many problems of State Government of interest to the architect.

HENRY P. WHITWORTH, *Secretary*

Kentucky.

The Kentucky Chapter was represented at the Louisville Home Show this year. Our exhibit was a small, impersonal one, devoid of any advertising other than that of the Chapter, and of the value of the architect. In the center of the booth was a simple plaque bearing the names of The Institute and the Chapter and containing a complete list of all members, officers and directors. To either side were a few fine photographs of recent work, unsigned. On a table were kept a supply of The Institute's leaflet, "The Value of The Architect".

The exhibit created considerable attention among the more substantial visitors to the show. There was a constant gallery of visitors at the booth, and a thousand of the leaflets were distributed. Comment has been very favorable. I do not believe there is any doubt that the exhibit was successful, and I feel the Chapter will in all probability be represented again next year.

Our members are now engaged in the recently

announced competition of the Louisville Housing Commission to select four, and possibly all six architects for the next two housing projects in Louisville. The competition is limited to resident practicing architects, and the Professional Advisor is Walter R. MacCornack, Vice President of The Institute. The commission reserves the right to choose the Chief Architect for each project either from among contestants or non-contestants. In addition to the commissions, there are six cash awards.

BERGMAN S. LETZLER, *Secretary*

Mississippi.

The Mississippi Chapter has been quite active since its last meeting, and various members of the Chapter have been working in behalf of several phases of architecture that will, if carried out, prove to be of great benefit to the profession.

It has been the plan of the City Commission of Jackson, Miss., to re-zone the City and to work up a comprehensive City Planning Program in order to prepare for the immediate and distant future.

Jackson, Mississippi, has been going through a phenomenal growth which is noted by the fact that in the last two years new family units have been constructed in the number of over six hundred units per year, and the end is not in sight as yet. It is anticipated that Jackson will have a population of at least 100,000 before 1950, and this, as you can readily see, is something, when it is estimated that Jackson only has a population of approximately 70,000 at the present time.

Therefore, with reference to the City Planning and new Zoning, the Mayor and City Commissioners have seen fit to approach the architects with the view of determining if the architects as a whole were willing to cooperate with them. At a recent meeting, discussions were had and the results have disclosed the fact that three members of the Chapter have been named on a committee to act in carrying this work to a full and completely satisfactory development. The men named are as follows: Frank Fort, A.I.A., President, State Association of Architects; Eug. D. Drummond, A.I.A., President, State Board of Architects; R. W. Naef, A.I.A., President, Mississippi Chapter.

As stated before, the members of the Mississippi Chapter have also been working with other archi-

pects in that we are attempting to amend our present state law, in order to put some teeth in our law and thereby improve the profession to the extent of limiting building construction only to that as designed by registered architects. We believe that we will be successful in having this amendment approved by the Legislature and the Governor at the present session which is now being held at the State Capitol Building.

R. W. NAEF, *President*

New Jersey.

Henry Schaub, President of the Pennsylvania State Association of Architects, and Ned Purves, Regional Director, attended the last meeting of the Chapter. Mr. Schaub spoke briefly in greeting and Mr. Purves spoke of phases of building work which are carried out without benefit of architects. He raised the possibility of liberalizing the basis of practice and said that this would be the major subject of discussion at the regional conference to be held at Hershey, Pennsylvania.

Dean Gilmore D. Clarke of Cornell was then introduced by Art Holmes and made an inspiring address principally concerning changing conditions in the building industry. He stated that in olden times a hundred years were taken to build some structures, whereas now even our national monuments are built against time. One gathered that while sensitive to the problems of the day, Dean Clarke lacks the contempt for tradition which characterizes some of our iconoclasts. The slightly republican trend of Dean Clarke's talk was borne by President Neil Convery becomingly.

C. W. FAIRWEATHER, *Secretary*

New York.

At the invitation of Randolph Evans, Chairman of the Chapter's Small House Committee, William Stanley Parker of Boston journeyed to New York last week to meet with that Committee and give its members the benefit of his experiences in the small house field.

The root of the trouble, in Mr. Parker's opinion, lay with the lending institutions. So long as speculatively built houses sell, and so long as the loans on them are reasonably safe, lending agencies are loathe to raise their standards of requirements. Primarily their business is lending, and although some

may realize the need for better design and better construction, any such agency which raises the standards of its loan requirements would be ahead of the market and would run the risk of losing to its competitors. Mr. Parker said the first step is to persuade lending agencies to adopt a preferential loan policy, in which the terms of the loan would be commensurate with the type and quality of the construction. He spoke with particular interest and approval of a plan recently proposed in Staten Island through the efforts of one of the members of the New York Chapter, in which the architect's services form a part of the plan, and the architect's fee a part of the financing.

At the January Chapter dinner meeting, the guest of honor was Signor Baldessari, who brought from his fellow architects of Italy, and particularly Milan, greetings and assurances of mutual regard, which were graciously accepted and reciprocated by the president.

Also at the dinner, the new Commissioner of Housing and Buildings, Hon. William Wilson, A.I.A., spoke to his fellow Chapter members on the work of his department, and particularly of his attempts to simplify the building code and the multiple dwelling law. In this work he asked for help and suggestions from the members. The Large Scale Housing Committee, which has been constantly at work on this subject, has already submitted its recommendations with regard to a number of building code rulings made in connection with certain specific housing projects.

The annual attempt to introduce legislation to limit the services of architects—which seems fast to be developing into a hardy perennial—has again been made both locally and in the State Legislature. This most recent attempt would require all architectural work, paid for in whole or in part by public funds, to be done solely by Civil Service bureaus, the private practitioner to be engaged only in exceptional cases, and then only in an advisory capacity. Our Legislative Committee is already making preparations and planning its campaign of attack.

CHARLES C. PLATT, *Secretary*

Pittsburgh.

The February meeting of the Chapter was held at the Pittsburgh Architectural Club, with a dinner preceding the meeting.

By the time the meeting was called to order a goodly "throng" of 24 members were assembled to see the "New regime" in action; leading us to hope that this welcome increase in attendance is a true augury of increased interest and participation in Chapter affairs. They were treated to a very interesting meeting of a distinctly discursive nature.

Announcements of more than passing interest were: (1) the new standing committees for 1940; (2) the forthcoming publication of the Chapter's 50th Anniversary number of the Pittsburgh Architectural Club's fine little magazine, "The Char-ette"; (3) the election of three new Institute Members and one new Associate Member; (4) the long delayed appointment of the New Architect's Registration Board by the Governor, and (5) the Regional Conference and State Association Convention at Hershey, Pa., in April.

The discursive part of the meeting was a "Forum on Estimating Costs of Residential Construction and Methods of Figuring Cubage". This discussion was ably led by our new treasurer, Stewart Brown. Many surprising and interesting points were brought out and led to a demand for more meetings of the instructive nature of this one.

The March meeting of the Chapter was held at the Pittsburgh Architectural Club. There was a gratifying turnout of 25 members, 18 of them for dinner.

Announcement was made of 3 new Associate Members; progress on collaboration with City Council in working out a better functioning of the Architects' Law, and the protesting to John M. Carmody, Administrator, Federal Works Agency, of the omission of architects' names in the recent publication, "Public Buildings—A Survey of Architecture under P.W.A."

May 13-27 were selected as dates for the 1940 architectural exhibition at the Carnegie Institute Galleries.

Mr. Philip C. Elliott, of Fine Arts Dept., Univ. of Pittsburgh, then entertained with a very interesting and instructive talk on allied arts, illustrated with kodachrome lantern slides of paintings, made from collections in Europe and the United States.

Also on display was an exhibition of photographs

of Pittsburgh buildings and another group of photographs of old buildings in Europe, showing origin of design of the former buildings.

ALLAN H. NEAL, *Secretary*

Westchester.

At the February meeting of the Chapter, the Committee on Public Information made a report through Raymond J. Martin, stating that the principal item of interest before the Senate of the State Legislature was The Wicks Bill—Int. No. 369.

The Secretary was authorized to write to Senators and Assemblymen regarding this Bill and, also, to advise that each member write to the Representatives, in an effort to prevent this legislation, which we felt would be most detrimental to the profession and also to the public at large.

At the March meeting we were pleased to report that the Wicks Bill had been defeated. We trust that our efforts had some influence.

Chapter President Scannell gave a radio talk over Station WFAS on March 31, on "What Can You Expect From An Architect?"

William C. Stohldreier represented the Chapter at the special conference of architects held in Philadelphia, February 17, and made a very complete and detailed report of the discussion of numerous questions that had arisen regarding problems within The Institute.

We were particularly pleased to have with us at the February meeting Frederick G. Frost, president of the New York Chapter, who entered into all discussions and was able to offer several explanations of various features that were most enlightening.

At the March meeting L. Andrew Reinhard, of New York, led the discussion on Modern Architecture in a most interesting and beneficial manner, and we feel that it was a real worthwhile evening. It is hoped that we can continue to have some of our friends from the "Big City" with us at meetings to discuss our mutual problems. We are, indeed, very grateful to both Mr. Frost and Mr. Reinhard for visiting with us and we sincerely hope that they will come again.

CHARLES A. DEWEY, *Secretary*

Chapters of The American Institute of Architects

OFFICERS LISTED AS PER SECRETARY'S RECORDS OF APRIL 20, 1940.

ALABAMA (1916)

President: Jack Bass Smith, 711 Martin Bldg., Birmingham, Ala.
Secretary: E. B. Van Keuren, 510 Farley Bldg., Birmingham, Ala.

ALBANY (1930)

President: Norman E. Sturgis, 74 Chapel Street, Albany, N. Y.
Secretary: August Lux, 100 State Street, Albany, N. Y.

ARIZONA (1937)

President: M. H. Starkweather, 40 West Congress St., Tucson, Ariz.
Secretary: Charles J. Gilmore, 807 Security Bldg., Phoenix, Ariz.

ARKANSAS (1921)

President: H. Ray Burks, 702 Wallace Bldg., Little Rock, Ark.
Secretary: Lawson L. Delony, 2407 Louisiana St., Little Rock, Ark.

BALTIMORE (1870)

President: John H. Scarff, 1012 Keyser Bldg., Baltimore, Md.
Secretary: Lucien E. D. Gaudreau, 527 N. Charles St., Baltimore, Md.

BOSTON (1870)

President: Wm. Emerson, 107 Mass. Ave., Boston, Mass.
Secretary: Howard T. Clinch, 177 State St., Boston, Mass.

BROOKLYN (1894)

President: Ralph M. Rice, 655 Fifth Ave., New York, N. Y.
Secretary: Henry V. Murphy, 1 Hanson Place, Brooklyn, N. Y.

BUFFALO (1890)

President: Joseph E. Fronczak, 17 Court St., Buffalo, N. Y.
Secretary: Rufus W. Meadows, 200 Linwood Avenue, Buffalo, N. Y.

CENTRAL ILLINOIS (1921)

President: Thomas E. O'Donnell, 119 Architecture Bldg., Urbana, Ill.
Secretary: A. N. Schaeffer, 710 Peoples Bank Bldg., Bloomington, Ill.

CENTRAL NEW YORK (1887)

President: Paul Hueber, 200 Syracuse Bldg., Syracuse, N. Y.
Secretary: L. C. Dillenback, Dept. of Architecture, Syracuse University, Syracuse, N. Y.

CENTRAL PENNSYLVANIA (1909)

President: Carlisle D. Hazness, 222 Market St., Harrisburg, Pa.
Secretary: Joseph L. Steele, 28 No. 3rd St., Harrisburg, Pa.

CENTRAL TEXAS (1913-1924)

President: Louis Southerland, Nalle Bldg., Annex, Austin, Texas
Secretary: Clifford H. James, 310 E. 14th St., Austin, Texas

CHICAGO (1869)

President: Elmer C. Roberts, 82 W. Washington St., Chicago, Ill.
Secretary: George T. Senseney, 600 S. Michigan Blvd., Chicago, Ill.

CINCINNATI (1870)

President: George F. Roth, Jr., Univ. of Cincinnati, Cincinnati, O.
Secretary: H. Richard Elliston, 1113 Traction Bldg., Cincinnati, O.

CLEVELAND (1890)

President: Edward G. Conrad, 345 Hanna Bldg., Cleveland, Ohio
Secretary: George B. Coombe, 1350 Hanna Bldg., Cleveland, Ohio

COLORADO (1892)

President: Roland L. Linder, 507 Insurance Bldg., Denver, Colo.
Secretary: R. Ewing Stiffler, 818 Twelfth St., Denver, Colo.

COLUMBUS (1912)

President: Edward Kromer, 270 E. State St., Columbus, Ohio
Secretary: Ralph Chas. Kempton, 60 W. Broad St., Columbus, Ohio.

CONNECTICUT (1902)

President: Lorenzo Hamilton, 137 Colony St., Meriden, Conn.
Secretary: Harold D. Hauf, Weir Hall, Yale Univ., New Haven, Conn.

DAYTON (1899)

President: Clifford C. Brown, 1129 Reibold Bldg., Dayton, Ohio
Secretary: Geo. T. Neuffer, 437 Ludlow Arcade, Dayton, Ohio

DELAWARE (1931)

President: Reah de B. Robinson, Equitable Bldg., Wilmington, Del.
Secretary: John F. Mullins, 917 Shipley St., Wilmington, Del.

DETROIT (1887)

President: Arthur K. Hyde, 3105 E. Grand Blvd., Detroit, Mich.
Secretary: Talmage C. Hughes, 120 Madison Ave., Detroit, Mich.

EASTERN OHIO (1939)

President: J. Davis Wilson, 118 Fair Ave., N. W., New Philadelphia, Ohio.
Secretary: Frank F. Smith, 2514 Market Street, Youngstown, Ohio.

FLORIDA CENTRAL (1929)

President: C. W. Fulwood, 501 Florida Theatre Bldg., St. Petersburg, Fla.
Secretary: Carl N. Atkinson, 211 Taylor Arcade, St. Petersburg, Fla.

FLORIDA NORTH (1929)

President: Fred A. Henderich, Jefferson Bldg., St. Augustine, Fla.
Secretary: Joseph H. Bryson, 525 Barnett Bldg., Jacksonville, Fla.

FLORIDA SOUTH (1929)

President: George H. Spohn, 980 Seybold Bldg., Miami, Fla.
Secretary: Henry P. Whitworth, 930 Seybold Bldg., Miami, Fla.

GEORGIA (1906)

President: J. Warren Armistead, 1330 Candler Bldg., Atlanta, Ga.
Secretary: Geo. Harwell Bond, 1732 Candler Bldg., Atlanta, Ga.

GRAND RAPIDS (1923)

President: Warren L. Rindge, 740 Michigan Trust Bldg., Grand Rapids, Mich.
Secretary: Frederick W. Knecht, Watson Bldg., Grand Rapids, Mich.

HAWAII (1926)

President: Herbert C. Cayton, 324 Damon Bldg., Honolulu, T. H.
Secretary: Raymond L. Morris, 300 Boston Bldg., Honolulu, T. H.

INDIANA (1921)

President: Edward D. Pierre, 909 Architects & Builders Bldg., Indianapolis, Ind.
Secretary: John R. Kelley, 634 Architects & Builders Bldg., Indianapolis, Ind.

IOWA (1903)

President: John Normile, 511 Hubbell Bldg., Des Moines, Iowa.
Secretary: Amos B. Emery, 820 Locust St., Des Moines, Iowa

KANSAS CITY (1890)

President: Leslie B. Simpson, 15 West 10th St., Kansas City, Mo.
Secretary: E. M. Robison, 2500 Telephone Bldg., Kansas City, Mo.

KANSAS (1921)

President: Chas. W. Shaver, 828 United Life Bldg., Salina, Kansas
Secretary: Paul Wiegel, Kansas State College, Manhattan, Kansas.

KENTUCKY (1908)

President: Elliott Lea, 1330 Starks Bldg., Louisville, Ky.
Secretary: Bergman Letzler, 612 South Fifth St., Louisville, Ky.

LOUISIANA (1910)

President: Arthur Fettel, Carondelet Bldg., New Orleans, La.
Secretary: Douglass V. Freret, 1311 Union Bldg., New Orleans, La.

MAINE (1934)

President: John Howard Stevens, 187 Middle St., Portland, Me.
Secretary: Josiah T. Tubby, 21 Free St., Portland, Me.

MINNESOTA (1892)

President: Roy C. Jones, School of Architecture, Univ. of Minnesota, Minneapolis, Minn.
Secretary: Roy Norman Thorshov, 555 Midland Bank Bldg., Minneapolis, Minn.

MISSISSIPPI (1929)

President: R. W. Naef, 411½ East Capital St., Jackson, Miss.
Secretary: Dudley H. White, Deposit Guaranty Bank Bldg., Jackson, Miss.

MONTANA (1921)

President: A. V. McIver, 512 Strain Bldg., Great Falls, Mont.
Secretary: W. R. Piew, Roseman, Mont.

NEBRASKA (1919)

President: Walter F. Wilson, 525 So. 13th St., Lincoln, Nebr.
Secretary: William L. Younkin, Dept. of Roads and Irrigation, Lincoln, Nebr.

NEW JERSEY (1900)

President: Neil J. Convery, 32 Walnut St., Newark, N. J.
Secretary: Clement W. Fairweather, Metuchen, N. J.

NEW YORK (1867)

President: Frederick G. Frost, 144 E. 30th St., New York, N. Y.
Secretary: Charles C. Platt, 231 W. 57th St., New York, N. Y.
Chapter Headquarters: 115 East 40th Street, New York, N. Y.
Executive Secretary: Miss Dorothea Waters.

NORTH CAROLINA (1913)

President: Anthony Lord, 17½ Church St., Asheville, N. C.
Secretary: Charles C. Hartmann, 120 Jefferson Standard Bldg., Greensboro, N. C.

NORTH LOUISIANA (1925)

President: Dewey A. Soudal, 801 Monrovia St., Shreveport, La.
Secretary: T. A. Flaxman, Ricou-Brewster Bldg., Shreveport, La.

NORTH TEXAS (1913-1924)

President: Anton Korn, 3635 Beverly Drive, Highland Park, Dallas, Texas
Secretary: Robert Johnson Parry, 2918 Bookhout St., Dallas, Texas

NORTHERN CALIFORNIA (1881)

President: James H. Mitchell, 369 Pine St., San Francisco, Calif.
Secretary: John D. Young, 2002 California St., San Francisco, Calif.

NORTHWESTERN PENNSYLVANIA (1913)

President: G. W. Stickie, 227 Commerce Bldg., Erie, Pa.
Secretary: J. Howard Hicks, 124 West 7th Street, Erie, Pa.

OKLAHOMA (1927)

President: George Winkler, 601 Savings Bldg., Oklahoma City, Okla.
Secretary: Leonard H. Bailey, Colcord Bldg., Oklahoma City, Okla.

OREGON (1911)

President: Glenn Stanton, Railway Exchange Bldg., Portland, Ore.
Secretary: Ernest Tucker, 1935 N. W. Irving St., Portland, Ore.

PHILADELPHIA (1869)

President: Roy F. Larson, 1700 Architects Bldg., Philadelphia, Pa.
Secretary: Richard W. Meekey, 1510 Architects Bldg., Philadelphia, Pa.
Chapter Headquarters: 24th Floor Architects' Building, Philadelphia, Pa.
Executive Secretary: Miss Frances C. Cannon.

PITTSBURGH (1891)

President: Charles M. Stots, Bessemer Building, Pittsburgh, Pa.
Secretary: Allan H. Neal, 324 Fourth Avenue, Pittsburgh, Pa.

RHODE ISLAND (1875)

President: John F. Hogan, 10 Weybosset St., Providence, R. I.
Secretary: Samuel M. Morino, 25 Fenner St., Providence, R. I.

SAN DIEGO (1929)

President: Richard S. Requa, Sprockels Theatre Bldg., San Diego, Calif.
Secretary: Louis J. Gill, Sefton Bldg., San Diego, Calif.

SANTA BARBARA (1929)

President: John Frederic Murphy, 707 Moreno Road, Santa Barbara, Calif.
Secretary: Ralph W. Armitage, 235 W. Victoria St., Santa Barbara, Calif.

SCRANTON-WILKES-BARRE (1922)

President: Arthur P. Coon, Union Bank Bldg., Scranton, Pa.
Secretary: Searle H. Von Storch, Union Bank Bldg., Scranton, Pa.

SOUTH CAROLINA (1913)

President: H. D. Harrall, 717 W. Main St., Bennettsville, S. C.
Secretary: Heyward S. Singley, 1512 Marion St., Columbia, S. C.

SOUTH GEORGIA (1922)

President: Morton H. Levy, Levy Store Bldg., Savannah, Ga.
Secretary: Walter P. Marshall, 225 E. 51st St., Savannah, Ga.

SOUTH TEXAS (1913-1924)

President: John T. Rafter, Jr., 500 Stuart Ave., Houston, Texas
Secretary: Theo. F. Keller, 6551 S. Main St., Houston, Texas

SOUTHERN CALIFORNIA (1894)

President: Sylvanus B. Marston, 25 South Euclid St., Pasadena, Calif.
Secretary: Ben H. O'Connor, 458 S. Spring St., Los Angeles, Calif.
Chapter Headquarters: 516 W. Fifth St., Los Angeles, Calif.

ST. LOUIS (1890)

President: George W. Speari, 1696 Arcade Bldg., St. Louis, Mo.
Secretary: Ray Leimkuehler, 2325 Olive St., St. Louis, Mo.

ST. PAUL (1921)

President: Paul M. Havens, First National Bank Bldg., St. Paul, Minn.
Secretary: Gilman C. Hollen, 1437 Marshall Ave., St. Paul, Minn.

TENNESSEE (1910)

President: Ben F. Hunt, Chattanooga, Tenn.
Secretary: Selmon T. Franklin, 829 Chattanooga Bank Bldg., Chattanooga, Tenn.

TOLEDO (1914)

President: Timothy Y. Hewlett, 308 Richardson Bldg., Toledo, Ohio
Secretary: Mark E. Stophlet, Security Bank Bldg., Toledo Ohio

UTAH (1921)

President: Lloyd W. McClenahan, 610 Utah Savings & Trust Bldg., Salt Lake City, Utah
Secretary: William E. Nelson, 1529 S. 5th St., East, Salt Lake City, Utah

VIRGINIA (1914)

President: T. D. Fitz-Gibbon, 232 Royster Bldg., Norfolk, Va.
Secretary: C. H. Cowgill, Box 335, Blacksburg, Va.

WASHINGTON, D. C. (1887)

President: E. Phillip Schreier, 917 15th St., N. W., Washington, D. C.
Secretary: Alfred Kastner, 2 Dupont Circle, Washington, D. C.

WASHINGTON STATE (1894)

President: F. A. Naramore, 514 Central Bldg., Seattle, Wash.
Secretary: Victor N. Jones, 504 Republic Bldg., Seattle, Wash.

WEST TEXAS (1913-1924)

President: Harvey P. Smith, National Bank of Commerce Bldg., San Antonio, Texas
Secretary: Peyton G. Cooper, Morris Plan Bldg., San Antonio, Tex.

WEST VIRGINIA (1922)

President: Frederic Farris, 1117 Chapline St., Wheeling, W. Va.
Secretary: Albert Ford Dickey, Professional Bldg., Huntington, W. Va.

WESTCHESTER (1896)

President: Robert H. Scannell, 80 Palmer Ave., Bronxville, N. Y.
Secretary: Charles A. Dewey, Cornell Bldg., Pleasantville, N. Y.

WISCONSIN (1911)

President: Alexander H. Bauer, 606 West Wisconsin Ave., Milwaukee, Wis.
Secretary: Leigh Hunt, 152 W. Wisconsin Ave., Milwaukee, Wis.

State Association Members of The American Institute of Architects

STATE ASSOCIATION OF CALIFORNIA ARCHITECTS . . . 1933

President: Ernest E. Weihe, 251 Kearny Street, San Francisco, California
Secretary: Robert H. Orr, 724 S. Spring Street, Los Angeles, California

President, Northern Section: Ernest E. Weihe, 251 Kearny Street, San Francisco, California
Secretary, Northern Section: Vincent S. Raney, 233 Post Street, San Francisco, California

Official Headquarters: 557 Market Street, San Francisco, Calif.
President, Southern Section: Merrill W. Baird, 220 West Broadway, Glendale, California

Secretary, Southern Section: Robert H. Orr, 724 S. Spring Street, Los Angeles, California
Official Headquarters: 3757 Wilshire Boulevard, Los Angeles, Calif.

MICHIGAN SOCIETY OF ARCHITECTS . . . 1933

President: Branson V. Gamber, Union Guardian Bldg., Detroit, Mich.
Secretary: Cornelius L. T. Gabler, 17481 Alwyn Lane, Detroit, Michigan

ARCHITECTS SOCIETY OF OHIO . . . 1885

President: Stanley Matthews, 514 Main Street, Cincinnati, Ohio
Secretary: Ralph Cha. Kempton, A.I.U. Bldg., Columbus, Ohio

THE STATE ASSOCIATION OF WISCONSIN ARCHITECTS . 1935

President: William Mickelsen, 2519 Washington Ave., Racine, Wis.
Secretary: Arthur Soldenschwartz, 2104 North Sixty-fourth Street, Wauwatosa, Wisconsin

ASSOCIATION OF KENTUCKY ARCHITECTS . . . 1908

President: Hugh Meriwether, Nunn Building, Lexington, Kentucky
Secretary: John L. McDermott, Washington Bldg., Louisville, Ky.

INDIANA SOCIETY OF ARCHITECTS . . . 1940

President: Wilbur B. Shook, Fletcher Trust Building, Indianapolis, Indiana
Secretary: John E. Kelley, 624 Architects & Builders Building, Indianapolis, Indiana

TEXAS STATE ASSOCIATION OF ARCHITECTS . . . 1940

President: Ralph H. Cameron, Majestic Building, San Antonio, Texas
Secretary: Louis C. Page, Nalle Building Annex, Austin, Texas

OKLAHOMA STATE SOCIETY OF ARCHITECTS . . . 1940

President: Joseph R. Koberling, 1238 S. Boston Ave., Tulsa, Okla.
Secretary: Donald McCormick, 1238 S. Boston Ave., Tulsa, Okla.

MARYLAND SOCIETY OF ARCHITECTS . . . 1940

President: Lucien E. D. Gaudreau, 527 N. Charles St., Baltimore, Md.
Secretary: Frederick L. W. Moeble, 409 N. Charles St., Baltimore, Md.

NEW HAMPSHIRE SOCIETY OF ARCHITECTS . . . 1940

President: Arnold Perreton, P.O. Box 153, Durham, N. H.
Secretary: Harry G. Forrest, 20 Pleasant Street, Concord, N. H.

KANSAS SOCIETY OF ARCHITECTS . . . 1940

President: Glen H. Thomas, 125 1/2 N. Topeka St., Wichita, Kan.
Secretary: Paul Weigel, Kansas State College, Manhattan, Kan.

