

THE AMERICAN INSTITUTE OF ARCHITECTS,

OFFICE OF THE SECRETARY, THE OCTAGON,

W. S. EAMES, *President*.  
FRANK MILES DAY, *1st Vice-President*.

WILLIAM A. BORING, *2d Vice-President*.  
GLENN BROWN, *Secretary and Treasurer*.

WASHINGTON, D. C. December 15, 1904.

Mr. William R. Harper,  
Chicago, Ill.

Dear Sir:-

The American Institute of Architects at the annual dinner to be given in Washington January 11th, 1905, purposes for the first time in the history of this country, to assemble the most eminent men in the arts of Architecture, Sculpture and Painting.

The Institute, as the national body, hopes to make the occasion memorable by the presence of the presidents of Art Institutions, the presidents of Universities, representative men of various professions, especially those who have shown a broad interest in the subject of municipal improvement throughout the United States, as well as prominent members of the Executive and Legislative branches of the Government.

Amongst the speakers and others who have thus far accepted may be named: Hon. Elihu Root; The French Ambassador; The Secretary of State; Gen. Gillespie; Captain Mahan; Mr. J. Pierpont Morgan; Messrs. La Farge, Saint-Gaudens, A. J. Cassatt, William Barclay Parsons; Presidents Hadley of Yale, and Butler of Columbia; Hon. Whitelaw Reid; Hon. John L. Cadwalader; Hon. George L. Rives and others.

Address, Mr. Glenn Brown,  
Secretary, A.I.A.,  
The Octagon, Washington, D. C.

Faithfully yours,

Chas F McKim  
Chairman, Dinner Committee.

625

652

5:11



INSTITUTE CHARTER  
1872

STATE CHARTER  
1890

OFFICERS

PRESIDENT - N. MAX. DUNNING, A. I. A.  
310 SOUTH WABASH AVENUE  
1ST VICE-PRES. DANIEL H. BURHAM, A. I. A.  
209 SOUTH LA SALLE STREET  
2ND VICE-PRES. THOMAS E. TALLMADGE, A. I. A.  
189 WEST MADISON STREET  
TREASURER RICHARD E. SCHMIDT, F. A. I. A.  
104 MICHIGAN AVENUE  
SECRETARY - HENRY K. HOLSMAN, A. I. A.  
1544 EAST 57TH STREET

EXECUTIVE COMMITTEE  
1917 - 1918

FREDERICK W. PERKINS, F. A. I. A. 2 YEARS  
FRANCIS W. PUCKEY, A. I. A. - - 2 YEARS  
CHARLES H. PRINDEVILLE, F. A. I. A. 1 YEAR  
IRA W. HOOVER, A. I. A. - - 1 YEAR

ILLINOIS CHAPTER  
OF THE  
AMERICAN INSTITUTE OF ARCHITECTS  
CHICAGO

MEETINGS AT THE ART INSTITUTE  
ON THE SECOND TUESDAY OF EACH  
MONTH EXCEPT JULY AND AUGUST

29 January 1918.

TO AFFILIATES OF THE ILLINOIS CHAPTER, A.I.A.

For your further information in considering the matter of our plan for an affiliation of the various societies and Institutions, I hand you herewith a copy of the constitution and by-laws of the Illinois Chapter of the American Institute of Architects also a copy of Document #107, setting forth the principles of professional practice and canons of ethics, document #124 on professional practice of architects and document #125 on information concerning requirements of membership.

The next regular meeting of the Illinois Chapter, American Institute of Architects will occur at the Art Institute on the 12th February. We should be pleased to have you consider this matter at your early convenience and notify us of your decision as soon as possible, if you have not already, so that final arrangements may be completed at an early date.

Please also let us have any suggestions you can make relative to the convocation of the arts, or suggestions as to speakers or titles for papers that may be presented at the convocation. We should like to have this convocation during the time of the coming architectural exhibition, during the latter part of March and first part of April.

Yours very truly,

*Henry K. Holman*

Secretary.





AMERICAN INSTITUTE OF ARCHITECTS  
OF THE  
ILLINOIS CHAPTER  
CHICAGO

EXECUTIVE COMMITTEE  
1917-1918

THOMAS W. HENNING, A. I. A. 3 YEARS  
FRANK W. BUCKLEY, A. I. A. 2 YEARS  
CHARLES H. FENNELL, A. I. A. 1 YEAR  
JESSE W. HOOVER, A. I. A. 1 YEAR

MEETINGS BY THE INSTITUTE  
ON THE SECOND THURSDAY OF EACH  
MONTH EXCEPT JULY AND AUGUST

INSTITUTE CHARTER  
1912

OFFICERS

PRESIDENT: H. H. TOWNSEND, A. I. A.  
VICE PRESIDENT: DANIEL H. BROWN, A. I. A.  
SECRETARY: THOMAS W. HENNING, A. I. A.  
TREASURER: RICHARD E. SCHMIDT, A. I. A.  
HONORARY SECRETARY: HENRY H. HOLMAN, A. I. A.

22 January 1918.

TO AFFILIATES OF THE ILLINOIS CHAPTER, A. I. A.

For your further information in considering the matter of our plan for an affiliation of the various societies and institutions, I hand you herewith a copy of the constitution and by-laws of the Illinois Chapter of the American Institute of Architects also a copy of Document #107, setting forth the principles of professional practice and canon of ethics, document #184 on professional practice of architects and document #185 on information concerning requirements of membership.

The next regular meeting of the Illinois Chapter, American Institute of Architects will occur at the Art Institute on the 12th February. We should be pleased to have you consider this matter at your early convenience and notify us of your decision as soon as possible, if you have not already, so that final arrangements may be completed at an early date.

Please also let us have any suggestions you can make relative to the convocation of the latter part of April. We should like to have this convocation during the time of the coming architectural exhibition, during the latter part of March and first part of April.

Yours very truly,

Secretary.



# CONSTITUTION AND BY-LAWS

Chartered by the Institute  
1872



Chartered by the State  
1890

Illinois Chapter  
of the  
American Institute of Architects  
Chicago, Illinois  
1917



# State of Illinois

## Department of State

ISAAC N. PEARSON, Secretary of State

To All to Whom These Presents Shall Come, Greeting:

WHEREAS, a certificate duly signed and acknowledged, having been filed in the Office of the Secretary of State, on the 8th day of February A. D. 1890 for the organization of the *The Illinois Chapter of the American Institute of Architects* under and in accordance with the provisions of "An Act Concerning Corporations," approved April 18, 1872, and in force July 1, 1872, and all acts amendatory thereof, a copy of which certificate is hereto attached:

Now, Therefore, I, Isaac N. Pearson, Secretary of State of the State of Illinois, by virtue of the powers and duties vested in me by law, do hereby certify that the said *The Illinois Chapter of the American Institute of Architects* is a legally organized corporation under the laws of this State.

[SEAL]

IN TESTIMONY WHEREOF I, hereto set my hand and cause to be affixed the great Seal of State. Done at the City of Springfield, this eighth day of February in the year of our Lord, one thousand eight hundred and ninety and of the Independence of the United States the one hundred and fourteenth.

I. N. PEARSON,  
Secretary of State.

# Constitution and By-Laws

NOTICE:—The following Constitution and By-Laws of the Illinois Chapter of the American Institute of Architects are as revised, amended and adopted at the regular meeting of the Chapter on the 13th November, 1917, and approved by the Board of Directors of the American Institute of Architects 20th November, 1917, and notice is hereby given that all previous constitutions, by-laws and revisions thereof are superseded by this form.

HENRY K. HOLSMAN, Secretary.

## Constitution

### ARTICLE I

#### NAME

This society is an organization of Members of the American Institute of Architects. It exists by authority of a charter granted by the Institute in accordance with its By-Laws and the corporate name of the society is the Illinois Chapter of the American Institute of Architects.

### ARTICLE II

#### TERRITORY

The territorial limits of this Chapter shall be as determined by the Board of Directors of the Institute, from time to time, in their discretion, and the headquarters shall be in the City of Chicago, County of Cook, State of Illinois.

### ARTICLE III

#### OBJECTS

The purpose of this Chapter is to promote the objects and ideals of the American Institute of Architects within its territorial limits, to unite its MEMBERS and AFFILIATES in fellowship, and to combine their efforts so as to promote the aesthetic, scientific and practical efficiency of the profession, and to make the profession of ever-increasing service to society.

### ARTICLE IV

#### MEMBERS

This Chapter shall consist of Members, Fellows, and Honorary Members of the Institute. Institute Membership shall be the prerequisite of MEMBERSHIP in this Chapter, excepting in the case of those who, by virtue of election to membership in the Chapter prior to December 7, 1916, may have acquired inalienable rights thereto.

### ARTICLE V

#### AFFILIATES

This Chapter may affiliate with itself persons who shall be known as ASSOCIATES of the Illinois Chapter of the American Institute of Architects, but not as MEMBERS. The condition of such ASSOCIATESHIP shall be as defined in the By-Laws.

This chapter may also affiliate with itself, for purposes of co-operation, or to provide a recruiting ground, other groups or organizations which shall have no connection with the Institute, no voice in the affairs of the Institute or Chapter, nor any right to the use of the name American Institute of Architects.

### ARTICLE VI

#### OFFICERS

The officers of this Chapter shall be a President, one or more Vice Presidents, a Secretary and a Treasurer, and an Executive Committee which shall consist of the aforementioned officers, ex-officio, and such additional members as are provided in the By-Laws of the Chapter.

All officers of this Chapter shall be Members or Fellows of the American Institute of Architects, excepting in those cases where an inalienable right to hold office may have been created by an election to membership in the Chapter prior to December 7, 1916.

### ARTICLE VII

#### MEETINGS

This Chapter shall hold an annual meeting at which its officers shall be elected and such other meetings as are provided in the By-Laws.



## ARTICLE VIII

## AMENDMENTS

This Constitution may be added to, altered, or amended at any regular meeting of the Chapter, by a two-thirds vote of all MEMBERS then present, provided the proposed change shall have been previously discussed at either a regular or special meeting, and fur-

ther provided a copy of said proposed change shall have received the approval of the Board of Directors of the Institute and shall have been mailed to every MEMBER of the Chapter at his last known address, together with a notice of the meeting at which it is to be acted upon, at least twenty days before the date set for the said meeting.

## By-Laws

## ARTICLE I

## CONDITIONS OF MEMBERSHIP AND ASSOCIATESHIP

## SECTION 1. General Conditions of Membership.

All Members and Fellows of the American Institute of Architects, whose names appeared upon the membership roll of this Chapter on December 7, 1916, and who have not forfeited such Membership, are MEMBERS of this Chapter.

All Members and Fellows of the Institute who, in accordance with the Institute By-Laws are re-assigned from any other Chapter of the Institute to this Chapter shall, by that fact, become MEMBERS of this Chapter.

All persons duly elected to membership in the Institute after December 7, 1916, and, upon said election, assigned to this Chapter shall, upon payment of initiation fees and current dues to Institute and Chapter, be MEMBERS of the Chapter.

When a notice is received from the Secretary of the Institute, announcing the application of a person for Institute Membership and assignment to this Chapter, the Secretary of the Chapter shall promptly notify the Executive Committee of the Chapter of said application, and it shall then be the duty of the said Committee to consider the qualifications for membership of the applicant, and to report its findings to the Secretary of the Institute within the time allotted by the Institute for privileged communications.

## SECTION 2. General Conditions of Associateship.

There shall be affiliated with this Chapter a group of persons who are eligible, or who show promise of eligibility, to membership in the Institute, and who shall be known as ASSO-

CIATES of the Illinois Chapter of the American Institute of Architects.

Any person desiring to become an ASSOCIATE of this Chapter shall be provided with a standard form of application for ASSOCIATESHIP, prescribed by the Institute, outlining the qualifications deemed necessary, requiring evidence thereof, and incorporating a pledge that the applicant will abide by the Constitution, By-Laws, Canons and Codes of the Institute and of the Chapter with which he seeks associateship, and that he will, within three years after election to associateship, apply for membership in the Institute and, failing to apply or having applied and failed of election, that he will automatically forfeit his associateship and all rights vested therein.

The applicant shall fill out and sign this form in duplicate and shall secure, as endorsement of his application, the signatures of three (3) MEMBERS of the Chapter. The application shall then be presented to the Secretary of the Chapter, who shall thereupon refer it to the Executive, or other duly authorized, Committee of the Chapter, and shall notify all MEMBERS and ASSOCIATES of the application, requesting from them, within thirty days, privileged communications upon the desirability of the applicant. Every such communication shall be signed and objections must be accompanied by the reasons therefor. These communications shall be canvassed by the Executive, or other duly authorized Committee, who shall thereupon decide as to the desirability of the proposed associate. If this decision is adverse to the applicant, his application shall be rejected and he shall be so notified. If this decision is favorable to the applicant, his qualifications shall then be considered by the Executive, or other duly authorized Committee, who may call the applicant before them for examination or require the submission of drawings

or photographs of his work or both. All information concerning the proposed ASSOCIATE shall then be made available to the Executive Committee of the Chapter, who shall ballot upon the name of the applicant for election and two negative ballots shall reject; otherwise the applicant shall be declared elected, and the Secretary of the Chapter shall then promptly forward the duplicate application for ASSOCIATESHIP to the Secretary of the Institute, noting thereon the date of election. The applicant also shall be promptly notified of his election by the Secretary of the Chapter, and upon payment to the Treasurer of his initiation fee and the current dues, shall become an ASSOCIATE of the Chapter.

A rejected applicant cannot again apply for admission within a year after the date of his rejection.

## SECTION 3. Chapter Members.

Those who were duly elected to non-Institute membership in this Chapter prior to December 7, 1916, may retain their present status and such rights as they may have acquired by virtue of said election. They shall be known as Chapter Members.

## SECTION 4. Honorary Chapter Members.

Honorary Chapter Members who were duly elected to this Chapter prior to December 7, 1916, may retain their present status and such rights as they may have acquired by virtue of said election.

## ARTICLE II

## PRIVILEGES

## SECTION 1. Privileges of MEMBERS.

MEMBERS only may vote for delegates to conventions of the Institute, on any question involving instruction of delegates to such conventions, and on matters submitted by the Institute for consideration or report by its Chapters, or on any other Institute business.

When a vote is to be taken at any meeting, the announced decision of the chair shall determine what constitutes Institute business or contravenes Institute policies, but an appeal may be taken from this decision by any MEMBER, ASSOCIATE or Chapter Member. When such an appeal is taken the question shall be only on sustaining the ruling of the chair and shall be voted on only by MEMBERS. A two-thirds vote is necessary to overrule the decision of the chair.

Except as otherwise provided in this article, MEMBERS only shall be entitled to hold office or to serve on the Executive Committee of the Chapter.

## SECTION 2. Privileges of ASSOCIATES.

ASSOCIATES may not hold office in the Chapter nor vote on Institute business. They may, however, participate in all discussions, and where purely local affairs are concerned, not contravening Institute policies, they may serve on Committees, make motions and vote.

## SECTION 3. Privileges of Chapter Members.

Chapter Members may retain such inalienable privileges as may have inured to them through their election to Chapter membership prior to December 7, 1916, but may not otherwise hold office in the Chapter nor vote on Institute business. They may, however, participate in all discussions, and when purely local affairs are concerned, not contravening Institute policies, they may serve on Committees, make motions and vote.

## SECTION 4. Privileges of the Honorary Class.

Honorary Chapter Members shall not be entitled to vote or to hold office, but may serve on committees having no connection with Institute affairs.

## ARTICLE III

## INITIATION FEES AND DUES

## SECTION 1. Fiscal Year.

The fiscal year of this Chapter shall begin June 1 and end on May 31, of the succeeding year.

## SECTION 2. Initiation Fees.

The initiation fee of a MEMBER entering the Chapter by assignment, upon election to the Institute, shall be Ten Dollars and shall be due and payable to the Treasurer of the Chapter upon notice of election and assignment.

The initiation fee of an ASSOCIATE shall be Ten Dollars and shall be due and payable to the Treasurer of the Chapter upon notice of election.

There shall be no initiation fee for members entering the Chapter by transfer from any other Chapter of the Institute, nor for ASSOCIATES or Chapter Members of this Chapter elected to the Institute and assigned to MEMBERSHIP.



## SECTION 3. Annual Dues.

The annual dues to the Chapter for MEMBERS shall be Fifteen Dollars; for ASSOCIATES Twelve Dollars; and for Chapter Members Twenty-Four Dollars. Any MEMBER, ASSOCIATE or Chapter Member who has both his residence and his place of business at a greater distance than 30 miles from the City Hall in the City of Chicago, shall pay two-thirds of the annual dues above prescribed.

Honorary Chapter Members shall pay no dues.

## SECTION 4. When Payable.

Annual dues are payable in advance on the first day of June, but payment may be made in two equal semi-annual installments, one on June first and one on December first. Any person who is assigned to MEMBERSHIP or elected to ASSOCIATESHIP on or after Dec. 1st shall pay only the second semi-annual installment.

## SECTION 5. Non-Payment of Initiation Fee and Dues.

Every person elected to ASSOCIATESHIP shall, within three months after notice thereof, pay to the Treasurer the initiation fee and the current dues. Failure to comply with the above requirements shall be deemed a declination of election to ASSOCIATESHIP and said election shall thereupon become void.

If a MEMBER, assigned to this Chapter upon election to the Institute, shall fail to pay the Chapter initiation fee and current dues to the Treasurer of the Chapter within three months after his election and assignment, the Treasurer shall report his case to the Executive Committee of the Chapter, which may, in its discretion, report his delinquency to the Secretary of the Institute and request that his election and assignment be declared void.

Any ASSOCIATE or Chapter Member who shall be one year in arrears for dues shall be notified by the Treasurer of this fact and of the penalty herein provided, and should he neglect payment of his indebtedness for thirty days thereafter, his name shall be dropped from the rolls and his connection with the Chapter shall, by that fact, terminate. Provided, nevertheless, that the Executive Committee of the Chapter may, at its discretion, waive the said penalty and the Secretary of the Chapter shall then record the action on the minutes of the Committee.

Any MEMBER who shall be one year in arrears for dues shall be notified by the Treasurer of the fact and of the penalty herein provided and should he neglect payment of his indebtedness for thirty days thereafter, the Treasurer shall report his case to the Executive Committee of the Chapter, which may, in its discretion, waive the penalty or report his delinquency to the Board of Directors of the Institute with the request that he be dropped from the roll of membership or expelled.

Members whose dues are one year in arrears are not in good standing.

## ARTICLE IV

## SPECIAL RULES

## SECTION 1. Remission of Dues.

The Chapter may, at any regular meeting, remit the dues of a MEMBER, ASSOCIATE or Chapter Member who is called away from the practice of his profession in the service of his country. This action may be taken without previous notice, upon motion duly seconded, and the affirmative vote of two-thirds of those present shall carry.

Any MEMBER, ASSOCIATE or Chapter Member who has paid dues for one year or more, and who is absent from the UNITED STATES and its possessions for a continuous period of one year or more, shall be exempt from the payment of dues for the semi-annual periods during the whole of which he is absent, provided he shall apply to the Secretary of the Chapter, in writing, for such exemption.

Any MEMBER, who has, for a continuous period of ten years, been in good standing in the Institute and has reached the age of seventy years or who has been compelled to retire from the active practice of architecture because of physical disability may, at the discretion of the Executive Committee of the Chapter, be exempted from the payment of dues, and retain all the privileges of MEMBERSHIP so long as he does not engage in any other profession, business or trade; but no MEMBER shall be entitled to such exemption from Chapter dues because of any similar exemption granted him by the Board of Directors of the Institute.

## SECTION 2. Termination of Membership.

Termination of membership in either Institute or Chapter, whether by resignation, expulsion or otherwise, shall automatically ter-

minate membership in both. All interest in the property of the Chapter or of the Institute, of MEMBERS, ASSOCIATES, or Chapter Members, who for any reason cease to be such shall be vested in the Chapter and the Institute, respectively, as their interests may appear.

## SECTION 3. Resignations.

The resignation of a MEMBER shall be made in writing to the Board of Directors of the Institute and addressed to the Secretary of the Chapter, who shall then promptly submit it to the Executive Committee of the Chapter for consideration. After consideration by the Executive Committee of the Chapter, unless it be withdrawn, the resignation, together with a statement regarding the MEMBER'S financial obligations to the Chapter and such further comment as the Executive Committee may deem desirable, shall be promptly forwarded to the Secretary of the Institute for official action. The resignation of a MEMBER may not be considered while charges, involving discipline by the Institute, are standing against him.

The resignation of an ASSOCIATE or a Chapter Member shall be made in writing to the Executive Committee of the Chapter and addressed to the Secretary. A resignation shall not release the person making it from any obligations to the Chapter. Whenever a resignation is accepted from the affiliated group of ASSOCIATES, the Secretary of the Chapter shall promptly notify the Secretary of the Institute of the resignation and the date of its acceptance. The resignation of a Chapter Member need not be reported to the Secretary of the Institute. The resignation of an ASSOCIATE or a Chapter Member may not be considered nor accepted while charges, involving discipline by the Executive Committee of the Chapter, are standing against him.

## SECTION 4. Discipline.

If the conduct of any MEMBER, ASSOCIATE or Chapter Member, brought to the attention of the Executive Committee of the Chapter, shall appear to be injurious to the interests of the Chapter or the Institute, or contrary to the Canons, Codes, Constitutions and By-Laws of either, the Executive Committee shall inform him thereof in writing and give him not less than two weeks' notice of a meeting at which he may appear before the Committee as defendant.

After a fair and impartial hearing at this meeting the Committee may, if it finds against a MEMBER in a case where punishment does not involve suspension or expulsion, determine and effect such punishment as it deems fitting. If it finds against a MEMBER in a case involving, in the opinion of the Committee, suspension or expulsion, it shall report the case and the result of the investigation to the Chairman of the Committee on Practice of the Institute for such further action as is provided by the Institute By-Laws.

In lieu of or regardless of any action by the Executive Committee under the preceding provision any such case may be referred to the Institute Committee on Practice for action, as provided by the Institute By-Laws. Record of every such investigation by the Executive Committee, and the action taken shall be promptly reported to the Committee on Practice of the Institute for record.

After a fair and impartial hearing, the committee shall, if it finds against an ASSOCIATE or Chapter Member, determine the punishment, which may be suspension, censure, or expulsion.

Members under discipline or suspension are not in good standing.

## SECTION 5. Transfers of Membership.

If any MEMBER of this Chapter shall establish his residence or his place of business within the territory of another Chapter and shall desire a transfer of membership to that Chapter, he shall apply to the Secretary of this Chapter for a letter to the Secretary of the Institute stating that he is in good standing in this Chapter and under no financial obligations to it: the Secretary of the Chapter shall, upon such application, and if the facts justify it, issue such a letter and preserve a copy thereof in the files of the Chapter. The MEMBER shall then forward this letter, together with the name of the Chapter to which he is requesting re-assignment, to the Secretary of the Institute, who will thereupon make and record such re-assignment and send written notice thereof to the Secretaries of both Chapters.

If any MEMBER of this Chapter shall establish both his residence and his place of business outside the territory of this Chapter, he shall apply for a transfer to the Chapter in the territory of which his residence, or his place of business, or both, shall be estab-



lished. Failing to make such application, the Secretary of the Institute shall, upon the request of either or both Chapters concerned, and provided the MEMBER is in good standing and under no financial obligations to this Chapter, make such transfer of membership and send notification thereof to the MEMBER.

#### SECTION 6. Re-Election.

If any person who has forfeited or been deprived of membership in the American Institute of Architects has his residence or his place of business within the territory of this Chapter, and desires to regain his Membership in the Institute, he shall make application to the Executive Committee of the Chapter through the Secretary, stating in said application the reasons why he forfeited or was deprived of his Membership, whether all indebtedness to the Institute and Chapters has been discharged, and on what grounds he bases his application for renewed Membership. Upon the receipt of such an application, the Executive Committee of the Chapter shall consider the facts, and may call the applicant before it for interrogation or examination. If this decision of the Committee is favorable to the applicant, the Secretary of the Chapter shall report the application for re-election to the Board of Directors of the Institute, endorsing said re-application and giving the reasons therefor. The Executive Committee of the Chapter may in such cases recommend that the Institute Board waive the Institute initiation fee and may agree that, upon the re-election of the applicant, the Chapter initiation fee will also be remitted.

#### SECTION 7. Reinstatement of Associates.

Where an ASSOCIATE has applied for Institute Membership within three years after his election to ASSOCIATESHIP, and has failed of election to the Institute, the Executive, or other duly authorized Committee of the Chapter may, by majority vote, reinstate him as an ASSOCIATE for a further period of two years, upon his agreement that, after one year and before two years from the date of his first application for Membership in the Institute, he will again make application for same, and failing to apply or having applied and failed of election, he will automatically and finally forfeit his ASSOCIATESHIP and all rights vested therein.

### ARTICLE V

#### MEETINGS AND ORDER OF BUSINESS

##### SECTION 1. Meetings.

The annual meeting of this Chapter shall be held on the second Tuesday of June. Regular meetings shall be held on the corresponding days of each month from September to June, inclusive. The place of meeting shall be designated by the Executive Committee, who shall, through the Secretary, give due notice to each member of the Chapter of the place and time of each meeting.

The Executive Committee shall have power to change the date of any regular meeting, excepting the Annual Meeting, and to call such other meetings as it may deem desirable.

The Secretary shall give notice of any proposed business which shall in any way tend to alter the present, or to determine the future, policy of the Chapter in its relation to general, professional or business matters; and no business of such nature shall be finally enacted at any meeting of the Chapter unless such notice shall have been sent by mail to each member of the Chapter at least one week prior thereto.

Special meetings shall be called by the President, or in case of his absence or disability, by a Vice President, upon the written request of 10 MEMBERS, setting forth the purpose of such meeting, at which no other business shall be considered.

At any meeting of the Chapter, 20 per cent. of the MEMBERSHIP shall constitute a quorum.

(Only members in good standing shall be entitled to vote.)

##### SECTION 2. Order of Business.

At the meetings of this Chapter, the order of business, so far as the character and nature of the meeting may admit, shall be as follows, but this order of business may be changed by the presiding officer or by a majority vote of the MEMBERS present at a meeting:

##### Order of Business for Annual Meeting.

1. Reading the minutes.
2. Annual address of the President.
3. Report of the Executive Committee.
4. Report of the Secretary.
5. Report of the Treasurer.

6. Report of the Auditing Committee upon the Treasurer's report.
7. Reports of Standing Committees.
8. Reports of Special Committees.
9. Unfinished business.
10. Election of Executive Committee and Officers.
11. New business.
12. Adjournment.

##### Order of Business at Regular Meetings.

1. Reading the minutes.
2. Unfinished business.
3. Reports of Standing Committees.
4. General business.
5. Reports of Special Committees.
6. Debates or lectures on subjects or interest to the profession.
7. Adjournment.

#### SECTION 3. Rules of Order.

The meetings of this Chapter shall be conducted according to Roberts' Rules of Order.

### ARTICLE VI

#### NOMINATIONS

On or before the first of May of each year, the Executive Committee shall elect a Nominating Committee consisting of five (5) MEMBERS, four (4) of whom shall be neither officers nor members of the Executive Committee.

It shall be the duty of this Committee to nominate candidates for the Executive Committee and for all offices of the Chapter, and to report these nominations to the Chapter at the May meeting.

At any time after the May meeting and not less than five days before the Annual Meeting, separate lists of nominations may be submitted to the Secretary of the Chapter by any 15 or more MEMBERS of the Chapter, whose signatures must be appended to such lists.

Such lists of nominations must be complete for each and every office, including those in which they may not differ from the list submitted by the Nominating Committee. It shall be the duty of the Secretary to prepare the ballots to be voted on at the Annual Meeting, and these ballots shall contain the names of all persons regularly nominated in the man-

ner above provided. A plurality vote shall elect.

At least thirty days prior to the Meeting immediately preceding the Annual Convention of the Institute, the Secretary of the Chapter shall write to each MEMBER asking if he will be a delegate to the next Convention of the Institute if so elected. The Secretary shall canvass the answers to these letters and from them shall prepare a ballot to be voted on at the aforesaid meeting. This ballot shall contain the names of all nominees who have signified their willingness to serve. The President and the Secretary of the Chapter shall be delegates, ex officio, and the remainder of the candidates, to the number to which the Chapter may be entitled, who shall receive the largest number of votes, shall be delegates. The required number of candidates receiving the next largest number of votes shall be alternates. All delegates shall be reimbursed in whole or in part for their necessary expenses in attending the Conventions of the Institute as the Executive Committee of the Chapter may determine to be warranted by the condition of the Chapter finances.

### ARTICLE VII

#### OFFICERS

##### SECTION 1. Executive Committee.

The Executive Committee shall be subject, in all respects, to such instructions and limitations as may, from time to time, be prescribed by the Chapter. It shall meet at the call of the President, or at the call of any three of its members, and the Secretary of the Chapter shall act as Secretary of the Executive Committee at all meetings. The Executive Committee shall report to the Chapter at each Annual Meeting and at such other times as it may consider necessary.

The Executive Committee shall have power to fill vacancies in its own membership and in the offices of the Chapter, but members so chosen shall hold office only until the next Annual Meeting of the Chapter, when members shall be chosen by the Chapter to fill such vacancies during the remainder of the unexpired terms. The Executive Committee shall control the funds and property of the Chapter. It may provide rooms for the use of the Chapter and shall make all contracts and purchases, but shall not, without permission of the Chapter, incur any liability exceeding the



amount of unappropriated funds in the hands of the Treasurer. As elsewhere provided in these By-Laws, the Executive Committee shall hear and adjudge questions of discipline of MEMBERS, ASSOCIATES, or Chapter Members and shall act as an Elective Committee.

In addition to the general officers of the Chapter there shall be four members of the Executive Committee, each of whom shall serve for two years and two of whom shall be elected at each Annual Meeting.

No member of the Executive Committee, excepting a general officer, shall be eligible for re-election until the next Annual Meeting after the expiration of his previous term of office.

#### SECTION 2. General Officers.

The general officers of this Chapter shall be the President, the 1st Vice-President, the 2nd Vice-President, the Secretary and the Treasurer.

All officers elected at the Annual Meeting shall hold office for one year following their election, or until such time thereafter as their successors are elected.

The President, or in his absence, a Vice-President, in the order of precedence, shall preside at all meetings of the Chapter. In the absence of the President and of the Vice-Presidents, a presiding officer shall be chosen by the meeting. The President shall appoint all standing and special committees except as otherwise provided by the Institute By-Laws or a vote of the Chapter. He shall be, ex officio, chairman of the Executive Committee and a member of all standing committees, and as such he shall be entitled to vote. He shall also be, ex officio, a delegate to the Annual Convention of the Institute. He shall have power, with the approval of the Executive Committee, to call special meetings of the Chapter. He shall, with the Secretary, sign all written contracts and obligations of the Chapter and all orders upon the Treasurer for the disbursements of Chapter funds. The office of President shall not be held by the same member for more than two consecutive terms.

The President and Secretary shall, at the end of each fiscal year, prepare and forward to the Secretary of the Institute an official annual report upon the condition of the Chapter. This report shall include the names of all MEMBERS, ASSOCIATES and Chapter

Members, a list of members who are also Fellows of the Institute, the names of Honorary, Corresponding or other Chapter Members, a statement as to Chapter affiliations made in accordance with the Institute By-Laws, and such other information as the Board of Directors of the Institute may require.

Not less than thirty days before the annual convention of the Institute the President and Secretary of the Chapter shall report to the Secretary of the Institute any changes in membership recorded since the beginning of the fiscal year, in order to bring the annual report up to date as regards membership.

The Secretary shall be, ex officio, Secretary of the Executive Committee. He shall have charge of the seal of the Chapter and shall affix it to all formal contracts entered into by the Chapter or Executive Committee and to certificates of membership, credentials, and such other papers as require a seal. The Secretary shall sign all written contracts, obligations and papers, including orders upon the Treasurer, etc., and shall attest by his signature the signature of the President or other officers where their signatures are attached to documents requiring the seal of the Chapter. He shall conduct the general correspondence of the Chapter and of the Executive Committee, and shall issue all notices of meetings, exhibitions, or other events, for the Chapter and Executive Committee. He shall notify the Executive Committee whenever the Secretary of the Institute announces an application for Institute membership which involves assignment to this Chapter, shall communicate the Committee's report upon the application to the Secretary of the Institute, and shall file a copy of said report with the announcement. He shall issue letters to MEMBERS desiring transfer of membership as provided in the By-Laws. He shall receive all applications for ASSOCIATESHIP, shall report same to all MEMBERS and ASSOCIATES and to the Executive Committee as hereinbefore provided and shall report the Committee's action upon said applications to the applicants. He shall promptly notify the Secretary of the Institute and the Treasurer of the Chapter of the election of ASSOCIATES, of all changes in the status of MEMBERS or ASSOCIATES, of any action relative to them which affects MEMBERSHIP or ASSOCIATESHIP and he shall file copies of such notices. He shall notify the Treasurer of any change in the status of Chapter Members. He shall for-

ward documents to the Secretary of the Institute as required by the Institute By-Laws, or by the direction of the Chapter. He shall keep a roll of the MEMBERS, ASSOCIATES, Chapter Members and Honorary Chapter Members and their addresses. He shall join with the President in an annual report to the Institute. The Secretary may request of the Treasurer funds for clerical work, stationery and for such other expenses as may be necessary in the discharge of his duties, when sanctioned by the Executive Committee. The Secretary shall be, ex-officio, a delegate to the Annual Convention of the Institute.

The Treasurer shall collect the funds due the Chapter. He shall disburse the funds of the Chapter, sign all checks, pay only such accounts as shall be certified to by the President and the Secretary and shall exercise an oversight over all the financial affairs of the Chapter. He shall be bonded in an amount to be fixed by the Executive Committee. As soon as notified by the Secretary of the admission of a new MEMBER by assignment or transfer, or of the election of a new ASSOCIATE, he shall attend to all matters connected with the collection of initiation fees and dues, issuing all notices relative thereto, etc. He shall keep the accounts of the Chapter in books belonging to it, which shall at all times be open to the inspection of the officers; he shall report on the state of the funds of the Chapter at every regular meeting of the Executive Committee and at meetings of the Chapter when called upon; he shall make an annual report of the finances to the Executive Committee, which shall be included in its annual report to the Chapter. The accounts shall be audited by the Committee appointed by the President for that purpose. The Treasurer shall have power, when funds are available, to purchase such stationery, and to incur such other expenses as may be necessary in the discharge of his duties and those of other officers and committees, when sanctioned by the Executive Committee. He shall be custodian of any special funds for library or other Committees, and shall disburse the same only upon the written order of the Chairmen of such Committees.

All records of the Chapter, except those of the Executive Committee and those of any

for ASSOCIATESHIP, shall at all reasonable times be open to the inspection of any Committee appointed to consider applications MEMBER, ASSOCIATE or Chapter Member.

### ARTICLE VIII

#### COMMITTEES.

##### SECTION 1. Standing Committees.

The following standing Committees shall be appointed annually by the President. Each shall be so appointed that MEMBERS will be in the majority, and on those committees which deal only with Institute affairs only MEMBERS shall be appointed. The duties of these Committees shall be specially defined by the instructions which they shall from time to time receive from the President, on behest of the Executive Committee or the Chapter: Membership, Program, Publicity, Education, Contracts and Specifications, Standardization of building materials.

##### SECTION 2. Special Committees.

There shall be such special committees as the Executive Committee or the Chapter shall determine.

### ARTICLE IX

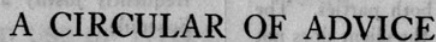
#### AMENDMENTS

These By-Laws may be added to, altered or amended at any regular meeting of the Chapter by a two-thirds vote of all MEMBERS then present, provided the proposed change shall have been previously discussed at either a regular or special meeting, and further provided a copy of said proposed change shall have been mailed to every MEMBER of the Chapter at his last known address, together with a notice of the meeting at which it is to be acted upon, at least twenty days before the date set for the said meeting. Any By-Laws or amendments thereto should be reported to the Board of Directors of the Institute for its approval. If such By-Laws or amendments are enacted without such approval, they may be pronounced by the Board of Directors of the Institute as in conflict with the Charter or with the Constitution and By-Laws of the Institute and, by that fact, void.



The first part of the paper is devoted to a general discussion of the subject. It is shown that the problem is of great importance and that it has not been fully solved. The author then proceeds to a detailed examination of the various methods which have been proposed for its solution. He finds that each of these methods has its own merits and its own defects. He then proposes a new method which he believes to be superior to all the others. This method is based on the principle of the conservation of energy and it is shown that it is capable of solving the problem in a much more efficient manner than any of the other methods. The author then discusses the various applications of this method and shows that it is capable of solving a wide variety of problems. He concludes by stating that he believes this method to be the best one for solving the problem and that it should be adopted by all who are interested in the subject.

A Circular of Advice



## RELATIVE TO

AND

Office of the Secretary

May 10, 1914



## A Circular of Advice

THE AMERICAN INSTITUTE OF ARCHITECTS, seeking to maintain a high standard of practice and conduct on the part of its members as a safeguard of the important financial, technical and esthetic interests entrusted to them, offers the following advice relative to professional practice:

The profession of architecture calls for men of the highest integrity, business capacity and artistic ability. The architect is entrusted with financial undertakings in which his honesty of purpose must be above suspicion; he acts as professional adviser to his client and his advice must be absolutely disinterested; he is charged with the exercise of judicial functions as between client and contractors and must act with entire impartiality; he has moral responsibilities to his professional associates and subordinates; finally, he is engaged in a profession which carries with it grave responsibility to the public. These duties and responsibilities cannot be properly discharged unless his motives, conduct, and ability are such as to command respect and confidence.

No set of rules can be framed which will particularize all the duties of the architect in his various relations to his clients, to contractors, to his professional brethren, and to the public. The following principles should, however, govern the conduct of members of the profession and should serve as a guide in circumstances other than those enumerated.

### 1. ON THE ARCHITECT'S STATUS.

The architect's relation to his client is primarily that of professional adviser; this relation continues throughout the entire course of his service. When, however, a contract has been executed between his client and a contractor by the terms of which the architect becomes the official interpreter of its conditions and the judge of its performance, an additional relation is created under which it is incumbent upon the architect to side neither with client nor contractor, but to use his powers under the contract to enforce its faithful performance by both parties. The fact that the architect's payment comes from the client does not invalidate his obligation to act with impartiality to both parties.

### 2. ON PRELIMINARY DRAWINGS AND ESTIMATES.

The architect at the outset should impress upon the client the importance of sufficient time for the preparation of drawings and specifications. It is the duty of the architect to make or secure preliminary estimates when requested, but he should acquaint the client with their conditional character and inform him that complete and final figures can be had only from complete and final drawings and specifications. If an unconditional limit of cost be imposed before such drawings are made and estimated, the architect must be free to make such adjustments as seem to him necessary. Since the architect should assume no responsibility that may prevent him from giving his client disinterested advice, he should not, by bond or otherwise, guarantee any estimate or contract.

### 3. ON SUPERINTENDENCE AND EXPERT SERVICES.

On all work except the simplest, it is to the interest of the owner to employ a superintendent or clerk of the works. In many engineering problems and in certain specialized esthetic problems, it is to his interest to have the services of special experts and the architect should so inform him. The experience and special

knowledge of the architect make it to the advantage of the owner that these persons, although paid by the owner, should be selected by the architect under whose direction they are to work.

### 4. ON THE ARCHITECT'S CHARGES.

The Schedule of Charges of the American Institute of Architects is recognized as a proper minimum of payment. The locality or the nature of the work, the quality of services to be rendered, the skill of the practitioner or other circumstances frequently justify a higher charge than that indicated by the Schedule.

### 5. ON PAYMENT FOR EXPERT SERVICE.

The architect, when retained as an expert, whether in connection with competitions or otherwise, should receive a compensation proportionate to the responsibility and difficulty of the service. No duty of the architect is more exacting than such service, and the honor of the profession is involved in it. Under no circumstances should experts knowingly name prices in competition with each other.

### 6. ON SELECTION OF BIDDERS OR CONTRACTORS.

The architect should advise the client in the selection of bidders and in the award of the contract. In advising that none but trustworthy bidders be invited and that the award be made only to contractors who are reliable and competent, the architect protects the interests of his client.

### 7. ON DUTIES TO THE CONTRACTOR.

As the architect decides whether or not the intent of his plans and specifications is properly carried out, he should take special care to see that these drawings and specifications are complete and accurate, and he should never call upon the contractor to make good oversights or errors in them nor attempt to shirk responsibility by indefinite clauses in the contract or specifications.

### 8. ON ENGAGING IN THE BUILDING TRADES.

The architect should not directly or indirectly engage in any of the building trades. If he has any financial interest in any building material or device, he should not specify or use it without the knowledge and approval of his client.

### 9. ON ACCEPTING COMMISSIONS OR FAVORS.

The architect should not receive any commission or any substantial service from a contractor or from any interested person other than his client.

### 10. ON ENCOURAGING GOOD WORKMANSHIP.

The large powers with which the architect is invested should be used with judgment. While he must condemn bad work, he should commend good work. Intelligent initiative on the part of craftsmen and workmen should be recognized and encouraged and the architect should make evident his appreciation of the dignity of the artisan's function.

### 11. ON OFFERING SERVICES GRATUITOUSLY.

The seeking out of a possible client and the offering to him of professional services on approval and without compensation, unless warranted by personal or previous business relations, tends to lower the dignity and standing of the profession, and is to be condemned.

### 12. ON ADVERTISING.

Advertising tends to lower the dignity of the profession and is therefore condemned.

### 13. ON SIGNING BUILDINGS AND USE OF TITLES.

The display of the architect's name upon a building under construction is condemned, but the unobtrusive signature of buildings after completion has the approval of the Institute. The use of initials designating membership in the Institute is proper in connection with any professional service and is to be encouraged as helping to make known the nature of the honor they imply.

### 14. ON COMPETITIONS.

An architect should not take part in a competition as a competitor or juror unless the competition is to be conducted according to the best practice and usage of the profession, as evidenced by its having received the approval of the Institute, nor should he continue to act as professional adviser after it has been determined that the program cannot be so drawn as to receive such approval. When an architect has been authorized to submit sketches for a given project, no other architect should submit sketches for it until the owner has taken definite action on the first sketches, since, as far as the second architect is concerned, a competition is thus established. Except as an authorized competitor, an architect may not attempt to secure work for which a competition has been instituted. He may not attempt to influence the award in a competition in which he has submitted drawings.

He may not accept the commission to do the work for which a competition has been instituted if he has acted in an advisory capacity either in drawing the program or in making the award.

### 15. ON INJURING OTHERS.

An architect should not falsely or maliciously injure, directly or indirectly, the professional reputation, prospects or business of a fellow architect.

### 16. ON UNDERTAKING THE WORK OF OTHERS.

An architect should not undertake a commission while the claim for compensation or damages or both, of an architect previously employed and whose employment has been terminated remains unsatisfied, unless such claim has been referred to arbitration or issue has been joined at law; or unless the architect previously employed neglects to press his claim legally; nor should he attempt to supplant a fellow architect after definite steps have been taken toward his employment.

### 17. ON DUTIES TO STUDENTS AND DRAUGHTSMEN.

The architect should advise and assist those who intend making architecture their career. If the beginner must get his training solely in the office of an architect, the latter should assist him to the best of his ability by instruction and advice. An architect should urge his draughtsmen to avail themselves of educational opportunities. He should, as far as practicable, give encouragement to all worthy agencies and institutions for architectural education. While a thorough technical preparation is essential for the practice of architecture, architects cannot too strongly insist that it should rest upon a broad foundation of general culture.

### 18. ON DUTIES TO THE PUBLIC AND TO BUILDING AUTHORITIES.

An architect should be mindful of the public welfare and should participate in those movements for public betterment in which his special training and experience qualify him to act. He should not, even under his client's instructions, engage in or encourage any practices contrary to law or hostile to the public interest; for as he is not obliged to accept a given piece of work, he cannot, by urging that he has but followed his client's instructions, escape the condemnation attaching to his acts. An architect should support all public officials who have charge of building in the rightful performance of their legal duties. He should carefully comply with all building laws and regulations, and if any such appear to him unwise or unfair, he should endeavor to have them altered.

### 19. ON PROFESSIONAL QUALIFICATIONS.

The public has the right to expect that he who bears the title of architect has the knowledge and ability needed for the proper invention, illustration, and supervision of all building operations which he may undertake. Such qualifications alone justify the assumption of the title of architect.



## The Canons of Ethics

The following Canons are adopted by the American Institute of Architects as a general guide, yet the enumeration of particular duties should not be construed as a denial of the existence of others equally important although not specially mentioned. It should also be noted that the several sections indicate offenses of greatly varying degrees of gravity.

It is unprofessional for an architect—

1. To engage directly or indirectly in any of the building trades.
2. To guarantee an estimate or contract by bond or otherwise.
3. To accept any commission or substantial service from a contractor or from any interested party other than the owner.
4. To advertise.
5. To take part in any competition which has not received the approval of the Institute or to continue to act as professional adviser after it has been determined that the program cannot be so drawn as to receive such approval.
6. To attempt in any way, except as a duly authorized competitor, to secure work for which a competition is in progress.
7. To attempt to influence, either directly or indirectly, the award of a competition in which he is a competitor.

8. To accept the commission to do the work for which a competition has been instituted if he has acted in an advisory capacity, either in drawing the program or in making the award.

9. To injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of a fellow architect.

10. To undertake a commission while the claim for compensation, or damages, or both, of an architect previously employed and whose employment has been terminated remains unsatisfied, until such claim had been referred to arbitration or issue has been joined at law, or unless the architect previously employed neglects to press his claim legally.

11. To attempt to supplant a fellow architect after definite steps have been taken toward his employment, e. g., by submitting sketches for a project for which another architect has been authorized to submit sketches.

12. To compete knowingly with a fellow architect for employment on the basis of professional charges.

Adopted December 14-16, 1909.

Revised December 10-12, 1912.

# The American Institute of Architects

## Professional Practice of Architects

### Details of Service to be Rendered

1857



1917

### Schedule of Proper Minimum Charges

1. The Architect's professional services consist of the necessary conferences, the preparation of preliminary studies, working drawings, specifications, large scale and full size detail drawings; the drafting of forms of proposals and contracts; the issuance of certificates of payment; the keeping of accounts, the general administration of the business and supervision of the work, for which, except as hereinafter mentioned, the minimum charge, based upon the total cost of the work complete, is six per cent.

2. On residential work, alterations to existing buildings, monuments, furniture, decorative and cabinet work and landscape architecture, it is proper to make a higher charge than above indicated.

3. The Architect is entitled to compensation for articles purchased under his direction, even though not designed by him.

4. Where the Architect is not otherwise retained, consultation fees for professional advice are to be paid in proportion to the importance of the question involved and services rendered.

5. The Architect is to be reimbursed the costs of transportation and living incurred by him and his assistants while traveling in discharge of duties connected with the work, and the costs of the services of heating, ventilating, mechanical, and electrical engineers.

6. The rate of percentage arising from Articles 1 and 2 hereof, *i. e.*, the basic rate, applies when all of the work is let under one contract. Should the Owner determine to have certain portions of the work executed under separate contracts, as the Architect's burden of service, expense and responsibility is thereby increased, the rate in connection with such portions of the work is greater (usually by four per cent) than the basic rate. Should the Owner determine to have substantially the entire work executed under separate contracts, then such higher rate applies to the entire work. In any event, however, the basic rate, without increase, applies to contracts for any portions of the work on which the Owner reimburses the engineer's fees to the Architect.

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

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

9. Whether the work be executed or whether its execution be suspended or abandoned in part or whole, payments to the Architect on his fee are subject to the provisions of Articles 7 and 8, made as follows:

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

Upon completion of specifications and general working drawings (exclusive of details) a sum sufficient to increase payments on the fee to sixty per cent of the rate or rates of commission agreed upon, as influenced by Article 6, computed upon a reasonable cost estimated on such completed specifications and drawings, or if bids have been received, then computed upon the lowest bona fide bid or bids.

From time to time during the execution of work and in proportion to the amount of service rendered by the Architect, payments are made until the aggregate of all payments made on account of the fee under this Article reaches a sum equal to the rate or rates of commission agreed upon as influenced by Article 6, computed upon the final cost of the work.

(OVER)



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

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

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

11. The Architect endeavors to guard the Owner against defects and deficiencies in the work of contractors, but he does not guarantee the performance of their contracts. The supervision of an architect

The words "the cost of the work," as used in Articles 1 and 9 hereof, are ordinarily to be interpreted as meaning the total of the contract sums incurred for the execution of the work, not including Architect's and Engineer's fees or the salary of the clerk of the works, but in certain rare cases, e. g., when labor or material is furnished by the Owner below its market cost or when old materials are re-used, the cost of the work is to be interpreted as the cost of all materials and labor necessary to complete the work, as such cost would have been if all materials had been new and if all labor had been fully paid at market prices current when the work was ordered, plus contractor's profits and expenses.

As adopted at the Washington Convention, December 15-17, 1908, and revised in form at the Minneapolis Convention, December 6-8, 1916.

is to be distinguished from the continuous personal superintendence to be obtained by the employment of a clerk of the works.

When authorized by the Owner, a clerk of the works, acceptable to both Owner and Architect, is to be engaged by the Architect at a salary satisfactory to the Owner and paid by the Owner, upon presentation of the Architect's monthly certificates.

12. When requested to do so, the Architect makes or procures preliminary estimates on the cost of the work and he endeavors to keep the actual cost of the work as low as may be consistent with the purpose of the building and with proper workmanship and material, but no such estimate can be regarded as other than an approximation.

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

Office of the Secretary,  
THE OCTAGON, WASHINGTON, D. C.  
February, 1917.

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

9. Whether the work be executed or whether its execution be suspended or abandoned in part or whole, payments to the Architect on his fee are subject to the provisions of Articles 7 and 8, made as follows:

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

Upon completion of specifications and general working drawings (exclusive of details) a sum sufficient to increase payments on the fee to sixty per cent of the rate or rates of commission agreed upon, as influenced by Article 8, computed upon a reasonable cost estimated on such completed specifications and drawings, or if bids have been received, then computed upon the lowest bona fide bid or bids.

From time to time during the execution of work and in proportion to the amount of service rendered by the Architect, payments are made until the aggregate of all payments made on account of the fee under this Article reaches a sum equal to the rate or rates of commission agreed upon as influenced by Article 8, computed upon the final cost of the work.

2. On residential work, alterations to existing buildings, interior decoration, decorative and architectural work, it is proper to make a higher rate than above indicated.

3. The Architect is entitled to compensation for articles purchased under his direction, even though not designed by him.

4. Where the Architect is not otherwise retained, consultation fees for professional advice are to be paid in proportion to the importance of the question involved and services rendered.

5. The Architect is to be reimbursed the costs of transportation and living incurred by him and his assistants while traveling in discharge of duties connected with the work, and the costs of the services of heating, ventilating, mechanical and electrical engineers.

6. The rate of percentage arising from Articles 1 and 2 hereof, i. e., the basic rate, applies when all the work is let under one contract. Should the Owner determine to have certain portions of the work executed under separate contracts, as the Architect's burden of service, expense and responsibility is thereby increased, the rate in connection with each portion of the work is greater (usually by four per cent) than the basic rate. Should the Owner determine to have substantially the entire work executed under separate contracts, then such higher rate applies to the entire work. In any event, however, the basic rate, without increase, applies to contracts for any portions of the work on which the Owner determines the engineer's fees to the Architect.



Information Concerning Requirements  
for Membership, with Form  
of Application



The American Institute of Architects

Office of the Secretary

THE OCTAGON, WASHINGTON, D. C.

ISSUED IN CONFORMITY WITH THE AMENDED CONSTITUTION AND  
BY-LAWS ADOPTED AT THE FIFTIETH CONVENTION, DECEMBER 6-8, 1916



## General Requirements

Applicants for Membership shall be residents of the United States who are practicing architects, architects engaged in professional education, or architectural draughtsmen over thirty years of age.

They shall be required to submit proofs of professional capacity and honorable personal and professional standing as described below.

Applications shall be properly filled out, certified and forwarded to the Secretary, accompanied by required exhibits, as described below.\*

A fee of \$5.00 shall accompany each application for Membership, and upon election of the applicant this amount will be credited on account of his initiation fee. In the event of the applicant failing to be elected the Institute will retain the fee.

Unsuccessful applicants will be privately notified and new application cannot be made within one year.

## Classification of Applicants and Proof of Professional Ability

Applicants under Class A, B, or C are not required to take an examination in proof of professional ability.

All applicants under Class A, B or C, however, are required to submit an exhibit of executed work.\* Such exhibit shall consist of working drawings and photographs of not less than three buildings.

**Class A.**—Graduates in Architecture of the Massachusetts Institute of Technology, Columbia University, University of Pennsylvania, Cornell University, Harvard University, the University of Illinois, the University of Michigan, Carnegie Institute of Technology, University of California, the Washington University, Syracuse University, and the University of Minnesota.

**Class B.**—Those who have held accredited scholarships of the American Academy at Rome, Columbia University, Cornell University, the Pennsylvania Academy of Fine Arts, Washington University, or holders of the Rotch, McKim, or Stewardson Scholarships, the winners of the Paris Prize of the Society of Beaux Arts Architects or the Alumni Fellowship of the University of Pennsylvania, also those who have passed the qualifying examinations of the Royal Institute of British Architects or the examinations for the first class of the Ecole des Beaux Arts.

Applicants under the above classes shall have had not less than three years' experience as practicing architects, or five years as draughtsmen, or two years as draughtsmen and two years in practice.

**Class C.**—Practicing architects of high standing. An exhibition of executed work only is required of applicants in this class who shall, however, have been in practice at least five years and have had sufficient experience to make an exhibit of marked character and distinction.

**Class D.**—All applicants unable to qualify under Class A, B, or C are required to undergo a technical examination, in addition to submitting an exhibit of executed work.\*

The technical examination embraces (a) Construction; (b) Elements of Architecture; (c) Design; (d) Free-hand Drawing; (e) History of Architecture.

Full details of the date and place of examination will be given to each applicant.

Applicants under this class shall have had not less than three years' experience as practicing architects, or five years as draughtsmen, or three years as draughtsmen and two years in practice.

\*Applicants unanimously endorsed by their Chapters, who were Chapter Members on or prior to the date of the Fiftieth Convention (December 6-8, 1916), may be relieved, at the discretion of the Board, from the submission of drawings and photographs of executed work.

## Application for Membership

To the Secretary of the American Institute of Architects,  
The Octagon, Washington, D. C.

SIR:

I hereby apply for Membership in the American Institute of Architects under Class \_\_\_\_\_, 19\_\_\_\_.

I hereby certify that the following statements are correct: [Insert appropriate letter.]

Name \_\_\_\_\_

Address \_\_\_\_\_  
[Number and Street.] [City.] [State.]

Place and date of birth \_\_\_\_\_

Graduate in architecture \_\_\_\_\_  
[Give name of institutions and year.—Evidence of Diploma or Certificate of graduation to be submitted with application.]

Holder of Scholarship in architecture \_\_\_\_\_  
[Give name and year.]

Passed the qualifying examinations of the Royal Institute of British Architects, or the examinations for the first class of the Ecole des Beaux Arts. \_\_\_\_\_  
[State which, and year.—Evidence of Certificate to be submitted with application.]

If an Associate of a Chapter of the Institute, give date of admission thereto \_\_\_\_\_

If practicing architect, firm name \_\_\_\_\_

Have been in practice \_\_\_\_\_ years \_\_\_\_\_

If draughtsman, employed by \_\_\_\_\_  
[State number of years.]

Collegiate and office training \_\_\_\_\_

I have carefully examined the Constitution and By-Laws of the Institute and the "Circular of Advice Relative to Principles of Professional Practice and Canons of Ethics," and I agree, if elected, honorably to maintain them.

I further agree, if elected to membership in the American Institute of Architects, that if at any time my membership shall cease, either by my own resignation or by any action taken by the Institute, I will then, by that fact, relinquish all rights of any character that I may have acquired by reason of such membership in the property, real or personal, of the American Institute of Architects, and of the Chapter of the Institute of which I am then a member.

\_\_\_\_\_  
[Signature of Applicant.]

I hereby certify that the signer of this application was duly elected an Associate of the \_\_\_\_\_  
[For use when the applicant is an Associate.]

Chapter, A. I. A., on the following date \_\_\_\_\_  
[Insert exact date of election to chapter.]

\_\_\_\_\_  
Secretary.

\_\_\_\_\_  
Chapter, A. I. A.

We, the undersigned members of the American Institute of Architects, have carefully examined the foregoing statement and believe it to be correct. We know the applicant personally, and consider that his work and practice warrant his admission to Membership.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[The signatures of three Institute members are here required unless the applicant has the unanimous endorsement of his Chapter, in which case certification to that effect should be made above by the President and Secretary. Unanimous endorsement is that endorsement in which each Institute member of the Chapter had an opportunity to express himself by letter ballot either for or against the member proposed. No other form of unanimous endorsement will be accepted.]



# Application for Membership

To the Secretary of the American Institute of Architects  
The Octagon, Washington, D. C.

Sir:

I hereby apply for Membership in the American Institute of Architects under Class \_\_\_\_\_  
[Insert appropriate letter.]  
I hereby certify that the following statements are correct:

Name \_\_\_\_\_  
Age \_\_\_\_\_  
I have never been a member of any other architectural organization.

Place and date of birth \_\_\_\_\_  
[Number and Street] \_\_\_\_\_  
[City] \_\_\_\_\_

Education in architecture \_\_\_\_\_  
[Degree and Institution] \_\_\_\_\_  
[Date] \_\_\_\_\_

Employment \_\_\_\_\_  
[Name and Address] \_\_\_\_\_  
[City] \_\_\_\_\_

Passed the qualifying examinations of the Board of Architects of the District of Columbia for the \_\_\_\_\_  
[Date] \_\_\_\_\_

## Summary of Action Taken

Application received \_\_\_\_\_

Exhibit received \_\_\_\_\_

Application and Exhibit to Bd. of Exam's \_\_\_\_\_

Report of Bd. of Exam's received \_\_\_\_\_

### VOTE OF BOARD OF EXAMINERS.

	YES	NO
(Name of Member)		
(Name of Member)		
(Name of Member)		

Remarks: \_\_\_\_\_

Privileged Communications re- \_\_\_\_\_

turnable \_\_\_\_\_ { favorable  
unfavorable

Action of Board of Directors,

Deferred \_\_\_\_\_

Elected \_\_\_\_\_

Rejected \_\_\_\_\_

Notified of result \_\_\_\_\_

The undersigned members of the American Institute of Architects, have carefully examined the foregoing statement and believe it to be correct. We know the applicant personally, and consider that his work and practice warrant his admission to membership.