

Dated October 3, 1944.
Received October 11, 1944.
Granted November 15, 1944

MEMBERSHIP NO 2829



THE AMERICAN INSTITUTE OF ARCHITECTS

APPLICATION FOR MEMBERSHIP

RECORD OF THE SECRETARY OF THE INSTITUTE

*In due order
October 18, 1944
J.H. Garrison*

- A Name of applicant. Macon Gordon Norman.....Chapter. Virginia.....
- B Address of applicant...1207 Dinwiddie Avenue, University Hts. R.13, Richmond, Va.
- C Applicant proposed by. John J. Mattern, Jr.....and. Charles C. Justice.....
- D Application received with check for \$ 10.00.....on..... October 11, 19 44.
- E ~~Application~~^{CHECK} returned for correction. (for endorsement)..... October 14, 19 44.
- F Application in due order on. (Check returned with endorsement)..... October 18, 19 44.
- Record of registration, Form S39, Sent (Va.) Oct. 16, 19 44. Received. October 20, 1944.
- G Notices sent to chapter executive committee:
 - (a) Form S11, reasonable time ending on.....19...., on 19 .
 - (b) Form S12, 30 day extension ending on.....19...., on 19 .
- H Acknowledgments to applicant, proposers, and chapter on..... October 16, 19 44.
- I Certified resolution of chapter executive committee recommending admission
~~or that application be denied~~^{letter} received on..... October 11, 19 44.
- J No report from chapter executive committee on..... 19 .
- K Application sent to The Board of Examiners on..... November 6, 19 44.
- L The Board of Examiners reported on application on..... November 6, 19 44.
- M Applicant was admitted on..... November 15, 19 44.
- N Notice and certificate to applicant and notice of assignment to chapter and letter
to proposers on..... November 15, 19 44.
- O Notice of denial of application to chapter and applicant and \$.....
returned to applicant on..... 19 .

CERTIFICATION OF ELECTION AND ASSIGNMENT

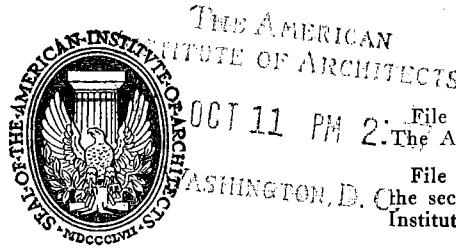
I, Secretary of The American Institute of Architects, hereby certify that, under authority vested in me by The Board of Directors, I have this day duly elected

Macon Gordon Norman

to membership in The Institute, and hereby declare him to be a corporate member of The Institute and assign him to membership in the Virginia Chapter.

Date November 15, 19 44.

Alexander C. Robinson
Secretary



ORIGINAL

OCT 11 PM 2: File this original with The Secretary of The American Institute of Architects.

WASHINGTON, D. C. File the duplicate, on gray paper, with the secretary of the local chapter of The Institute.

The American Institute of Architects

APPLICATION FOR MEMBERSHIP

I, the undersigned, do hereby apply for corporate membership in The American Institute of Architects.

1. My full name is *Macon Gordon Norman*

2. State whether a natural or a naturalized citizen.

2. I am a *Natural* citizen of *United States of America*

3. My legal residence is in the City of *Richmond*

County of *Henrico* State of *Virginia*

4. State whether residence or office address.

4. My address in The Institute records will be *(Home Address)*

Number *1207* Street *Dinwiddie Ave, University Hts. R. 13*

City *Richmond* State *Virginia*

5. State whether as a practicing architect, a teacher, a public official, etc.

5. I am engaged in the profession of architecture as *A Public Official*

6. I desire to be a member of the *Virginia* Chapter.

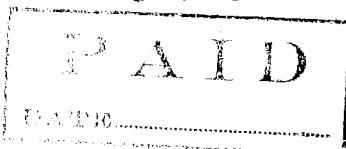
7. I declare that I have read the by-laws and the Principles of Professional Practice of The American Institute of Architects, and that I understand the duties, responsibilities and obligations thereunder of a member of The Institute, and I do hereby agree and declare that, if admitted to membership, I will to the best of my ability abide by and comply with such by-laws and Principles of Professional Practice.

8. I have filed the duplicate of this application with the secretary of the chapter above named. I am not indebted to The Institute or to any of its chapters or state association members.

9. I enclose my check for \$*10.00*, for admission fee and the first year's annual dues. It is my understanding that if for any reason I am not admitted to membership all of said amount will be returned to me, except five dollars which The Institute will retain as an examination fee.

Date *Oct. 3* 19*44*.

Macon Gordon Norman
Applicant sign full name in ink



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STATISTICS

10. Date of birth *Nov. 5 1908* Place of birth *Plymouth N.C.*

11. I am registered or licensed to practice architecture in the following named states:

(State or States) By Examination

(State or States) By Exemption

Virginia

(a) I hold a Certificate No. *None* of the National Council of Architectural Registration Boards.

EDUCATION

12. I attended the following named schools (high school, private school, college or university); have held the following named scholarships; have travelled in the following named countries:

<i>High School</i>			
<i>Plymouth High School</i>	<i>Plymouth N.C.</i>	<i>1921-25</i>	
<i>College</i>			
<i>N.C. State College of Agriculture & Engineering</i>	<i>Raleigh N.C.</i>	<i>1925-29</i>	
<i>Yale University</i>	<i>New Haven Conn.</i>	<i>1929-30</i>	

PROFESSIONAL TRAINING

13. I list below, in chronological order, the periods of my training as draftsman, the names and addresses of my principal employers, and my classification as draftsman while employed by each:

<i>Dates of Employment</i>	<i>Employer</i>	<i>Address</i>	<i>Classification</i>
<i>June 1930 - Oct 1930</i>	<i>A. J. Riddle (Engineer)</i>	<i>Plymouth N.C.</i>	<i>Architectural Draftsman</i>
<i>Oct 1930 - Oct 1931</i>	<i>Atwood & Weeks (Architects & Engrs.)</i>	<i>Durham N.C.</i>	<i>Architectural Draftsman</i>
<i>Nov. 1932 - Jan 1938</i>	<i>Raymond V. Long (Arch) Division of School Bldgs Va State Dept. of Ed.</i>	<i>Richmond Va.</i>	<i>ditto</i>
<i>Jan 1938 - Jan 1943</i>	<i>ditto</i>	<i>ditto</i>	<i>Chief Arch. Draftsman</i>
<i>Jan 1943 - to date</i>	<i>W. Irving Dixon (Arch) Div. of School Bldgs Va. State Dept. of Ed.</i>	<i>ditto</i>	<i>Assistant Architect</i>

PROFESSIONAL PRACTICE

THE AMERICAN INSTITUTE OF ARCHITECTS
1944 OCT 11 PM 2:17

14. I list below, in chronological order, the periods during which and the states in which I have practiced architecture as an individual or as a member of a firm or corporation or as a public official or have taught architecture or the arts and sciences allied therewith: (State names of firms or corporations or public office and of schools or colleges).

None

PRESENT OR PREVIOUS MEMBERSHIPS IN ARCHITECTURAL ORGANIZATIONS

- 15. Member of Institute from *6* to
- 16. Junior of Institute from *1* to
- 17. Associate of *0* Chapter from to
- 18. Junior Associate of *1* Chapter from to
- 19. Member of State Association in from to

ENDORSEMENT BY PROPOSERS

I, the undersigned, do hereby certify that I have read the statements made herein above by the applicant and believe them to be correct. I vouch for his honorable standing in this community and in his profession. I believe he is fully qualified for membership and I propose him therefor.

I have known the applicant for *7* years.
 Signed *John J. Mattem, Jr.*
John J. Mattem, Jr.
 Proposer
3121 W. Franklin St.
Richmond, Va.

I have known the applicant for *7* years.
 Signed *Charles C. Justice*
Paul O. Justice
 Proposer
4309 Grove Ave. Apt. 6
Richmond, Va.

Note: The two proposers must be corporate members of The Institute in good standing.

OFFICERS

MILTON L. GRIGG, PRESIDENT
6921 GEORGIA AVENUE, N. W.
WASHINGTON 12, D. C.

J. EVERETTE FAUBER, JR., VICE-PRESIDENT
MEDICAL ARTS BUILDING
LYNCHBURG, VIRGINIA

A. O. BUDINA, SECRETARY
1013-A EAST MAIN STREET
RICHMOND 6, VIRGINIA

EDWARD F. SINNOTT, TREASURER
2407 MAPLEWOOD AVENUE
RICHMOND 20, VIRGINIA



THE AMERICAN
INSTITUTE OF ARCHITECTS

DIRECTORS

MILTON L. GRIGG
A. O. BUDINA

J. EVERETTE FAUBER, JR.

EDWARD F. SINNOTT

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LOUIS P. SMITHEY

CLINTON H. COWGILL

MARCELLUS E. WRIGHT

A. EDWIN KENDREW

1944 OCT 11 PM 2:17

WASHINGTON, D. C.

VIRGINIA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS

October 9, 1944.

Mr. Alexander C. Robinson, III, Secretary,
American Institute of Architects,
1741 New York Avenue, N. W.,
Washington 6, D. C.

Dear Mr. Robinson:

I am enclosing herewith the following applications for corporate membership
in the Institute:

FLEMING R. HURT, Citizens Bank Building, Waynesboro, Va.

MACON GORDON NORMAN, 1207 Dinwiddie Avenue, University
Heights, R-13, Richmond, Va.

Checks in the amount of \$10 from each of these men likewise are enclosed
herewith.

Please be advised that the Executive Committee of the Virginia Chapter at
a meeting held here in Richmond September 23 approved both of these appli-
cations. Both of these men come well recommended, and I trust that it will
be the Institute's pleasure to act favorably upon same.

Yours very truly,

A. O. Budina,
Secretary.

AOB/rwj

Encl.



THE AMERICAN
INSTITUTE OF ARCHITECTS

AP No

2829

1944 OCT 20 PM 2:10

WASHINGTON, D. C.

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

Office of The Secretary

RECORD OF REGISTRATION

OF

Macon Gordon Norman, Richmond, Virginia

(Name of Applicant)

SECRETARY,

BOARD OF ARCHITECTURAL EXAMINERS,

Lynchburg, Virginia

Address

Dear Sir:

The above named applicant for membership in The American Institute of Architects is an architect practicing in your state.

To qualify for such membership, an applicant, if resident in a state having registration or licensing laws for architects, must be registered or licensed by the state to practice architecture therein.

Will you please answer the following questions relating to the applicant's registration, to assist The Institute in determining his eligibility for membership? A duplicate of the form is enclosed for your files.

Date October 16, 1944

Alexander C. Robinson III
Secretary

1. Is the applicant registered or licensed to practice architecture in your state? yes
2. Was his registration or licensing by examination? yes or by exemption?
3. What was the scope of the examination? usual three day examination, written
4. What was the period of the examination? three days. Written examination 26 hours; Oral examination hours.
5. When examined, did applicant have a certificate from the National Council of Architectural Registration Boards? no. If so, give Certificate No.
6. Date of last registration 19 . Registration No. 255. Is it current? no

@ G. Manie
(Signature of Secretary of Board)

Virginia - State Board of Examiners, Engineers,
Architects, and Surveyors

(Name of Board)

Date October 18 1944

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

November 15, 1944

Dear Mr. Norman:

The Secretary is happy to inform you that your application for membership in The Institute was acted on favorably by The Board of Directors and that you were admitted to corporate membership in The Institute and assigned to membership in the Virginia Chapter, effective November 15, 1944. You will be a member of that Chapter, or of some other chapter if you later transfer thereto, until your membership in The Institute terminates.

Your certificate of membership, duly executed by the Officers of The Institute, will be sent in due course.

The Board of Directors welcomes you to membership in The Institute and The Secretary's office is at your service to the extent of its powers.

The policies and the activities of The Institute are developed largely from problems arising within the chapters. By taking an active part in your Chapter affairs you will contribute to the advancement of the objects of The Institute and will increase the benefits to be derived from Institute membership.

We bespeak your active cooperation.

Sincerely yours,

Alexander C. Robinson III
Secretary.

Mr. Macon Gordon Norman
1207 Dinwiddie Avenue
University Hts. R. 13
Richmond, Virginia

ACR/krk

cc to: Director, South Atlantic District
Proposers: Mr. John J. Mattern, Jr.
Mr. Charles C. Justice

W. IRVING DIXON

MACON G. NORMAN

HARRY H. FOSTER, JR., ARCHITECT

GEORGE E. O'MARA, ENGINEER

WARREN A. SAUL, ARCHITECT

Handwritten signature

Dixon & Norman

ARCHITECTS

105 WEST MAIN STREET

Richmond VA, Virginia 23230
2405 Westwood Avenue
December 30, 1970

355-5867

MILTON 3-5573

The American Institute of Architects
1785 Massachusetts Avenue, N.W.
Washington, D. C. 20036

Gentlemen:

We are herewith submitting our resignation as members of the American Institute of Architects and the Virginia Chapter of the American Institute of Architects, effective December 31, 1970. We do not feel the volume of work in our office justifies the high dues assessed.

With best regards, we are

Yours very truly,

DIXON AND NORMAN

W. Irving Dixon
W. Irving Dixon

Macon G. Norman
Macon G. Norman

*PO 1970
1944
Virginia*

WID:eds

cc: Virginia Chapter, American Institute of Architects

JAN 4 1971

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January 13, 1971

Mr. Macon G. Norman, AIA
2405 Westwood Avenue
Richmond, VA 23230

Dear Mr. Norman:

It is with regret that we have received your recent letter tendering your resignation.

If it is satisfactory with your local chapter, we plan to take the proper action in the near future making it effective as of the date your letter was received. We shall let you know when this is done.

We hope you have enjoyed your affiliation with the AIA. If we can be of any assistance to you in the future, please let us hear from you.

With best wishes,

Sincerely yours,

Maureen Marx
Membership Procedures

MM:hrs
cc: Virginia Chapter

Blind Note to Chapter: If you have any objection to accepting this resignation, please let us hear from you within thirty days. Otherwise, we will go ahead with final action as indicated above. For the record, we would appreciate knowing his standing with respect to dues.

MM



THE AMERICAN INSTITUTE OF ARCHITECTS

Acceptance of Resignation

TO: **Mr. Macon G. Norman, AIA**
2405 Westwood Avenue
Richmond, VA 23230

Your resignation from the Institute, dated December 30 1970, is effective in the Institute, and in all of its component organizations of which you were a member, as of January 4 1971, the date it was received by the Secretary.

The Board regrets your decision to withdraw from the Institute, and hopes that you will return to it soon.

Date Feb. 18 1971 _____

(SECRETARY)

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