

Norcross, Maxwell Arden
Cleveland

Application for Membership

Must send Ex
Rec'd
Initiation Fee For \$25 - or 6/10/29
Pd \$25.00 7/13/29
On Feb. Com. of
Unan. 19
Exhib. must send - rec'd.

To the Secretary of the American Institute of Architects.

I hereby apply for Membership in the American Institute of Architects, and certify that the following statements are correct:

Name..... Maxwell Arden Norcross
Address..... 7016 Euclid Ave Cleveland, Ohio.
[Number and Street.] [City.] [State.]
Place and date of birth..... Leamsville, P. Que. Canada, 1896.
Graduate in architecture..... University of Toronto 1922 Degree B.A.Sc.
[Give name of institution and year. Diploma or Certificate of graduation (or photostatic copy) must accompany this application.]
Holder of Scholarship in architecture.....
[If required in your case, attach evidence (or photostatic copy.)]

Passed the qualifying examinations of the Royal Institute of British Architects, or the examinations for the first class of the Ecole des Beaux Arts.....
[If required in your case, state which, and attach evidence of Certificate (or photostatic copy.)]

If your State has a Registration or License Law and you are not registered, state reasons.....
..... No Registration or License Law.

If practicing architect, firm name..... Maxwell A. Norcross.
Have been in practice..... 3 1/2 years. If draughtsman, employed by.....
..... University of Bishop's College Leamsville Que Canada,
Collegiate and office training..... Toronto. Five years 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.

(1) Maxwell A. Norcross
[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..... (2)
[Insert date of election to chapter.] [Signature of the Secretary of the chapter.]

If the applicant is not an Associate, the following acknowledgment must be signed:

Without endorsement I hereby take note on behalf of my chapter that this applicant is applying for Institute membership (3)..... Paul Okerst - Sec. Cleveland Chapter
[Signature of President or Secretary of Chapter to which the applicant will be assigned if elected.]

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

Registration or License Number. (4) Rowland M. Johnson.
(5) F. Byers Hays
(6) W. W. Connors

It is not mandatory that applicants from Registration or License law states be registered or licensed. But the current number of Registration or License must appear here if the applicant is registered or licensed.

(7) _____
NUMBER

[The signatures of three Institute members are here required even if the applicant has the unanimous endorsement of his Chapter, in which case certification to that effect should be made above by the 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, and in which there were no negative votes. No other form of unanimous endorsement will be accepted.]

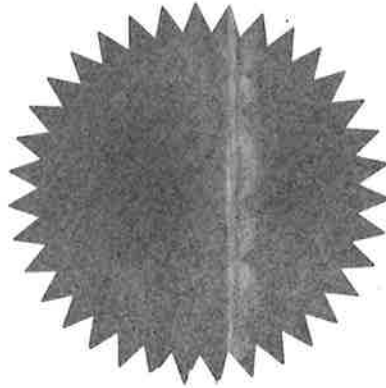
MAXWELL A. NORCROSS
ARCHITECT
7016 EUCLID AVENUE
CLEVELAND, OHIO

May 4th, 1929



I wish to state that the Degree of B.A.Sc was given graduates in Architecture of the University of Toronto until 1923, when this was changed and a special degree (B. Arch) took its place. Graduates of the University of Toronto Architectural School are admitted to the Ontario Association of Architects as associates, until they have had three years experience, when they may take out full membership. If desired I can forward you the curriculum of the Architectural Department of the University of Toronto, giving an outline of the work covered in their four year course.

This is to Certify that
Maxwell Arden Norcross
having fulfilled the requirements of
The University of Toronto
In that behalf was admitted by the Senate
of the said University to the degree of
Bachelor of Applied Science
on the ninth day of June 1922
In Witness whereof we have hereto sub-
scribed our names and affixed the seal of
the University this ninth day of June
One thousand nine hundred and twenty two



Robert Pleasor.
President

A. B. Fennell
Acting Registrar

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

COPY

719

June 12, 1929

Dear Mr. Norcross:

Permit me to acknowledge with gratification, and on behalf of the Secretary, your application for membership in The American Institute of Architects.

Your application appears to be complete, except for the following:

(1) The payment of Annual Dues of \$25.00, which, for the new member, are payable in advance. These dues, of course, are applied to the first twelve months following the date of election.

(2) The submission of exhibits of executed work consisting of working drawings and photographs of two executed buildings. These exhibits may be taken from the office files and need not be specially prepared. They are returned in due course.

(3) The official acknowledgment by the Secretary of the Chapter, for which a blank is provided on the application form. To avoid duplication of effort we have taken up this matter direct with the Secretary of the Cleveland Chapter.

There will be a meeting of the Institute Executive Committee in early August, and we trust that you will find it possible to take care of these items in the near future, in order that your application may be acted upon by the Board of Examiners, first, and then by the Executive Committee, in August.

We acknowledge, with thanks, the check covering the Initiation Fee of \$25.00, received with your application.

Sincerely yours,

Executive Secretary.

Mr. Maxwell A. Norcross,
7016 Euclid Avenue,
Cleveland, Ohio.

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Rec'd
6-13-29
719
Rec'd
6-17-29
719

MAXWELL A. NORCROSS
ARCHITECT
7016 EUCLID AVENUE
CLEVELAND, OHIO



June 27th,
1929

American Institute of
Architects
The Octagon House
Washington, D. C.

Dear Sirs:

Am enclosing a check for
Twenty-five Dollars (\$ 25.00) to cover my
first year dues to the Institute, providing
my application for membership is favorably
received.

Yours very truly,

MAN:LJW
(enc.)

Maxwell A. Norcross



THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

COPY

July 17, 1929

Dear Mr. Horcross:

Please accept our thanks for your letter of June 27th, and check in the amount of \$25.00 for first year's Annual Dues in connection with your application for Institute membership.

The meeting of the Institute Executive Committee which was scheduled for August has been postponed until September, at which time final action on your application will be taken.

We will advise you in due course.

Sincerely yours,

Executive Secretary.

Mr. Maxwell A. Horcross,
7016 Euclid Avenue,
Cleveland, Ohio.

K/THG

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

COPY

October 3, 1929

Dear Mr. Norcross:

Acting for the Secretary, I am pleased to advise you of your election to membership in The American Institute of Architects, effective October 3, 1929.

You have been assigned to the Cleveland Chapter as an Institute Member in good standing therein, and the Secretary of the Chapter has been so advised.

A Membership Card is enclosed herewith.

An engrossed Certificate of Membership in The American Institute of Architects will be sent to you in due course.

May I take this opportunity to say that the office of the Secretary at The Octagon is for the service of every Institute Member? Should the occasion arise we shall be glad to give you our best cooperation.

Cordially yours,

Executive Secretary.

Mr. Maxwell Arden Norcross,
7016 Euclid Avenue,
Cleveland, Ohio.

K/PHG
Enc.

COPY TO

FILES PRESIDENT SECRETARY TREASURER

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

2-3
COPY

January 15, 1936.

Dear Mr. Norcross:

This will acknowledge your remittance of \$10.00, which has been credited on account of your dues in default.

The Board appreciates that there may be difficulty in making cash payment in full at this time, and desires to aid you as far as it can in retaining your membership in the Institute.

There are two ways by which your good standing may be restored: First, by payment of the indebtedness in full.

To help in the first way, the Treasurer is authorized to accept your note in payment of the balance of the indebtedness. Therefore, we are sending herewith a note, without interest, payable to the Institute on or before December 31, 1936.

If you will sign and return this note to the Treasurer of the Institute, at The Octagon, on or before January 31, 1936 - your membership will be preserved and your good standing as to unpaid dues restored as of January 1, 1936.

To help in the second way, the Board is authorized to remit dues in exceptional instances and for what it deems adequate cause. If you desire to apply for a remission of the balance of your dues, the note enclosed should be executed and returned on or before January 31st - accompanied by a letter addressed to the Board of Directors and stating the circumstances under which remission of the balance of your dues is requested.

If the remission is granted by the Board, you will be placed in good standing as of January 1, 1936 with respect to dues in default, and the note will be returned to you.

By direction of the Treasurer.

Sincerely yours,

Assistant Treasurer.

Mr. Maxwell Arden Norcross, A.I.A.,
7016 Euclid Avenue,
Cleveland, Ohio.

K*C
Encl.

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COPY TO

FILES PRESIDENT SECRETARY TREASURER

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

2-3
COPY

January 12, 1937.

Dear Mr. Norcross:

Your check No. 19, dated December 22, 1936, for \$20.00 in payment of Institute dues has been returned to us by the bank with the notation "Not Sufficient Funds".

We are sure that this happened through oversight, and would appreciate your sending us a new check for \$21.65 (\$1.65 covering protest fee) at your convenience.

Sincerely yours,

Assistant Treasurer.

K*C

Mr. Maxwell A. Norcross,
7016 Euclid Avenue,
Cleveland, Ohio.

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THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

2-3
COPY

January 19, 1937.

Dear Mr. Norcross:

This will acknowledge with thanks your remittance of \$20.00, on account of Institute dues.

We have applied \$10.00 to the balance due on Institute dues for 1936, and \$10.00 has been applied to your note in the amount of \$15.00 covering Institute dues in arrears. This leaves a balance of \$5.00 on your note which was due December 31, 1936, and \$20.00 for 1937 dues.

Trusting this procedure will meet with your approval, we are

Sincerely yours,

Assistant Treasurer.

K*C

Mr. Maxwell Arden Norcross,
7016 Euclid Avenue,
Cleveland, Ohio.

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.

COPY

April 17, 1937

Dear Mr. Norcross:

This will acknowledge, with thanks, remittance of
\$5.00 in payment of the balance due on your note for
\$15.00 covering Institute dues in arrears.

We are enclosing herewith cancelled note.

Sincerely yours,

Assistant Treasurer.

K:E

Enc.

Mr. Maxwell Arden Norcross
7016 Euclid Avenue
Cleveland, Ohio.

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COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

MAXWELL ARDEN NORCROSS, A. I. A.

JAN 2 1968

Registered Architect

13125 SHAKER SQUARE . CLEVELAND 20, OHIO

December 29, 1967

The American Institute of Architects
1735 New York Ave., N.W.
Washington, D. C. 20006

Gentlemen:

I herewith submit my resignation as a corporate member of the American Institute of Architects as of December 31, 1967.

It has been a privilege to have been a member of the Institute for the last thirty-eight years and it is with regret that I terminate my membership.

Yours very cordially



Maxwell A. Norcross

*elec. 1929
Cleveland Chapter
has paid 1967
age 72*

*possible
ME*



THE AMERICAN INSTITUTE OF ARCHITECTS

Secy.

January 19, 1968

Mr. Maxwell Arden Norcross
13125 Shaker Square
Cleveland 20, Ohio

Dear Mr. Norcross:

We have received your recent letter in which you tender your resignation.

It seems that you may be eligible for election as a Member Emeritus, which, upon election, will permit you to remain in the AIA and your chapter, with full rights and privileges while being exempted from further dues payments.

If you qualify under one or more of the three conditions set forth on the enclosed application form, please check that condition off, sign and return the form to this office.

On the other hand if you do not qualify or are not interested in such membership, please let us hear further from you and your resignation will be accepted.

Sincerely yours,

(Mrs.) Maureen Marx, Manager
Membership Procedures

cc: Exec.-Secy., Cleveland Chapter - MC

December 29, 1967

The American Institute of Architects
1735 New York Ave., N.W.
Washington, D. C. 20006

Gentlemen:

I herewith submit my resignation as a corporate member of the American Institute of Architects as of December 31, 1967.

It has been a privilege to have been a member of the Institute for the last thirty-eight years and it is with regret that I terminate my membership.

Yours very cordially

Maxwell A. Norcross

This is because of retirement - he is 71. Spoke to Mr. Norcross and he was unaware of the Emeritus Membership.

-RMD

JAN 4 1968



Cleveland Chapter

THE AMERICAN INSTITUTE OF ARCHITECTS

1010 Euclid Avenue • Cleveland 15, Ohio • Telephone 221-2500

January 2, 1967

Mrs. Maureen Marx, Membership Department
The American Institute of Architects
1735 New York Avenue, N.W.
Washington, D.C. 20006

Dear Maureen:

Mr. Edwin J. Truthan has requested transfer to the Southeastern Section of the Colorado Chapter in Colorado Springs. His transfer has been recommended by the Cleveland Chapter.

|| Mr. Maxwell A. Norcross has requested resignation. However, the Cleveland Chapter would prefer to have him as a member emeritus.

Would you please send forms to him: Mr. Maxwell A. Norcross, 13125 Shaker Square, Cleveland, Ohio 44120. Mr. Edwin J. Truthan's address is: 2902 Old Airport Rd., #217, Colorado Springs, Colorado 80910.

A very Happy New Year to you!

Sincerely,

A handwritten signature in cursive script that reads "Rose Marie Doształ".

(Miss) Rose Marie Doształ
Executive Secretary

67 sep



THE AMERICAN INSTITUTE OF ARCHITECTS

Application for Membership Emeritus

TO BOARD OF DIRECTORS,
THE AMERICAN INSTITUTE OF ARCHITECTS:

I wish to apply for Membership Emeritus in The Institute for the following reasons:

Check the appropriate reason

- I am more than 70 years of age. 71
- I am 65 years of age, retired, and not engaged in the practice of architecture.
- I am unable to engage in the practice of architecture.

I have been in good standing in The Institute and the Cleveland Ohio chapter for 15 successive years or more immediately preceding the date of this application.

Date 1-19 1968

Maxwell A. Havers
(APPLICANT'S FULL SIGNATURE IN INK)

The applicant may supplement the above reasons in writing below or on sheets which he shall attach to this application. Under exceptional conditions and circumstances, The Board of Directors may lessen the period of good standing but not the requirements as checked above.

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THE AMERICAN INSTITUTE OF ARCHITECTS

The Octagon • 1735 New York Avenue, N. W. • Washington 6, D. C. • EXecutive 3-7050

February 5, 1968

Mr. Maxwell Arden Norcross, AIA
13125 Shaker Square
Cleveland, Ohio

Dear Mr. Norcross:

It gives me pleasure to inform you that I have authorized your election as a Member Emeritus of The Institute as of January 1, 1968.

The Treasurer's Office of The Institute and your component organizations are being directed to adjust the records accordingly.

On behalf of The Officers and Board of Directors, I wish to take this opportunity to express my great appreciation for your support, throughout your many years of membership, of the work and projects undertaken by The Institute and its components for the cause of better architecture.

We hope that your interest in The Institute and Chapter will continue, even though you have now been relieved of all dues payments.

With best wishes,

Sincerely yours,

Rex W. Allen, FAIA

RWA:bam

Henry

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The American Institute of Architects,
Executive Secretary -

Dear Sir -

ME

I am saddened to tell you that
Mrs. Maxwell Q. Horrocks - Honorary Life Member,
and past Secretary of the Cleveland
chapter - died May 8th 1973 - age 76 yrs

Sincerely -

Margaret S. Horrocks
Mrs. Maxwell Q. Horrocks
3001 Sudgrave Blvd
Beachwood Ohio 44122

MAY 23 1973