

2-3 See Exhibit  
Application for Membership

February 23, 1920

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

SIR:

I hereby apply for Membership in the American Institute of Architects.

I hereby certify that the following statements are correct:

Name Merritt Harrison  
Address (Bus.) 500 Board of Trade Bldg. (Res.) 52 Downey Ave. Indpls, Ind.  
[Number and Street.] [City.] [State.]  
Place and date of birth Richmond, Ind. - Sept. 6, 1886  
Graduate in architecture Cornell University - 1911  
[If required in your case, give name of institutions and year.—Attach evidence of Diploma or Certificate of graduation.]  
Holder of Scholarship in architecture \_\_\_\_\_  
[If required in your case, attach evidence.]  
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.]  
If an Associate of a Chapter of the Institute, give name of chapter \_\_\_\_\_  
If practicing architect, firm name Merritt Harrison, Architect.  
Have been in practice Three years Eight Months.  
If draughtsman, employed by \_\_\_\_\_  
[State number of years.]

Collegiate and office training W. L. Stodard, New York; H. L. Bass, Indpls.; European travel with eight Cornell Architects and Prof. Phelps, of Cornell U. thru Italy, Greece, Switzerland, France, and England in 1912.

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.

Merritt Harrison  
[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 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.

- (1) Herbert Foltz  
(2) Oscar D. Bollen  
(3) Herbert J. Bass

[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 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.]

Prelim. Fee.	<u>Pl. \$5.00 2/27/20</u>
Initiation	<u>must pay \$15.00</u>
Unan. End.	<u>7th</u>
Exhibits	<u>not necessary</u>
On Priv. Com. of	

\$15

MERRITT HARRISON-ARCHITECT

SUITE 500 BOARD OF TRADE

INDIANAPOLIS, INDIANA

PHONES MAIN 4520, AVTO 28-620

ENGINEERING  
LANDSCAPE DESIGN  
INTERIOR DECORATING  
ARCHITECTURAL PLAN & DESIGN

February 25, 1920.

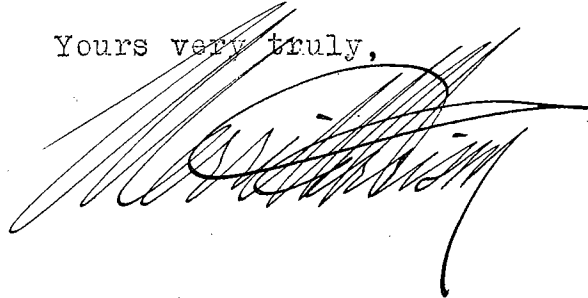
The American Institute of Architects,  
The Octagon House,  
Washington, D. C.

Gentlemen:

Enclosed please find application  
for membership to the American Institute of Architects  
which is accompanied by a photostat of Diploma received  
and also check for five dollars. (\$5.00)

Yours very truly,

MH/W



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

COPY

23

April 6, 1920.

My dear Mr. Harrison:

As Secretary of the Institute, it is my pleasure and duty to advise you of your election to membership in the American Institute of Architects, effective April 5, 1920.

You have been assigned to the Illinois Chapter, and I am sending a copy of this communication to Mr. Albert M. Saxe, the Secretary.

The enclosed statement for \$15.00 for Initiation Fee should receive early attention, as the engrossed Certificate of Membership is not sent until this Initiation Fee has been paid, and election becomes void within three months of this date for non-payment.

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 will be pleased to give you our best cooperation.

Very truly yours,

Secretary.

Mr. Merritt Harrison,  
500 Board of Trade Bldg.,  
Indianapolis, Ind.

P/H  
Encl.

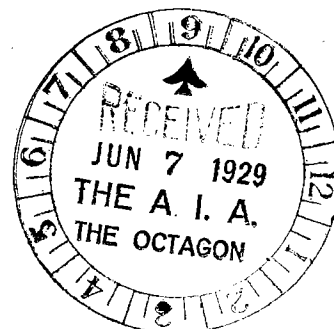
COPY TO

FILES    PRESIDENT    SECRETARY    TREASURER

HARRISON AND TURNOCK  
ARCHITECTS AND ENGINEERS  
SUITE 500-BOARD-OF-TRADE  
INDIANAPOLIS

JUNE 5, 1929.

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



GENTLEMEN:-

WE ARE EXPECTING TO HAVE SOME NEW  
STATIONERY PRINTED, AND HAVE WONDERED IF WE  
COULD HAVE A STAMP IMPRESSION MADE AT THE  
TOP OF OUR LETTER HEAD, OF A.I.A.

IF SO, WHAT WOULD BE THE COST PER  
HUNDRED SHEETS?

WILL IT BE NECESSARY TO PURCHASE  
THE PAPER FROM ANY PARTICULAR DEALER, OR CAN  
WE SEND THAT FROM HERE?

THANKING YOU IN ADVANCE FOR FULL  
INFORMATION CONCERNING THE ABOVE, WE ARE

YOURS VERY TRULY,

HARRISON AND TURNOCK

MERRITT HARRISON  
R

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

HERBERT HARRISON, JR.

2-3 COPY

SECTION AND MEETING  
OFFICE OF THE SECRETARY  
THE OCTAGON, WASHINGTON, D. C.  
COMMUNICATION

June 10, 1929.

TO THE PRESIDENT OF THE INSTITUTE  
FROM THE SECRETARY  
JUNE 10, 1929.

June 10, 1929.

Gentlemen:

Your letter of June 5th - The Institute urges its members to use the initials, A. I. A., following their names on letter heads, but it asks them not to use the Institute Seal.

The seal is reserved for Institute and Chapter documents and letter heads. It may be that I have not formed the correct impression of what you have in mind, and if not, please write again.

Sincerely yours,

Executive Secretary.

Harrison & Turnock,  
Architects and Engineers,  
Suite 500- Board of Trade,  
Indianapolis, Ind.

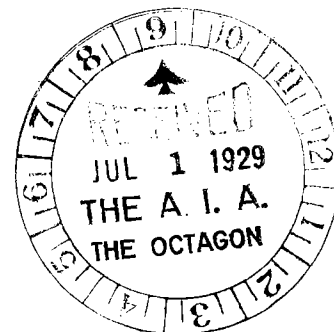
K-RG

COPY TO

FILES    PRESIDENT    SECRETARY    TREASURER

HARRISON AND TURNOCK  
ARCHITECTS AND ENGINEERS  
SUITE-500-BOARD-OF-TRADE  
INDIANAPOLIS

JUNE 28, 1929.



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

GENTLEMEN:-

WHAT WOULD BE THE COST OF 150 COPIES  
OF THE ENCLOSED DOCUMENT ("FUNCTIONS OF THE ARCHI-  
TECT"), WITH THE ADDITIONAL PRINTING AS INDICATED  
ON THE COPY ENCLOSED?

THANKING YOU IN ADVANCE FOR AN EARLY  
REPLY, WE ARE

YOURS VERY TRULY,

HARRISON AND TURNOCK

MERRITT HARRISON  
R

\$ 2.75  
\$ 3.00

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

COPY

July 5, 1929.

Gentlemen:

Responding to yours of June 28th:

The document on the Functions of the Architect sells at three cents a copy. We can take 150 copies from our stock thus avoiding the extra expense of a special printing, and have your imprint placed at the bottom of the document in the form indicated by you, at an additional charge by the printer of \$3.00, thus making a total cost of 150 copies at \$7.50.

Should you decide to order we will send you a proof in order that the imprint of your firm name may be in just the form desired.

Very truly yours,

Executive Secretary.

Harrison and Turnock,  
Suite 500- Board of Trade,  
Indianapolis, Ind.

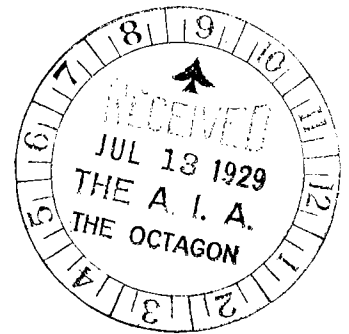
K-RG

HARRISON AND TURNOCK  
ARCHITECTS AND ENGINEERS  
SUITE-500-BOARD-OF-TRADE  
INDIANAPOLIS

JULY 11, 1929.

*rec*

MR. E. C. KEMPER,  
EXECUTIVE SECRETARY,  
AMERICAN INSTITUTE OF ARCHITECTS,  
THE OCTAGON,  
WASHINGTON, D.C.



DEAR SIR:-

WE ACKNOWLEDGE YOUR LETTER OF JULY 5TH.

PLEASE ENTER OUR ORDER FOR 150 COPIES OF THE  
DOCUMENT "FUNCTIONS OF THE ARCHITECT", WITH IMPRINT AT  
THE BOTTOM AS INDICATED IN OUR FORMER LETTER, AT A TOTAL  
COST OF \$7.50.

KINDLY SUBMIT PROOF.

YOURS VERY TRULY,

HARRISON AND TURNOCK

*Merritt Harrison*

MERRITT HARRISON  
R



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

2  
COPY

July 18, 1929.

Gentlemen:

With reference to previous correspondence, we return herewith your copy showing imprint of your firm name at the bottom of A.I.A. Document, No. 186, and attached thereto is proof showing type and arrangement.

Please feel free to make any corrections or changes. Kindly return the proof with your O.K. thereon.

Sincerely yours,

Executive Secretary.

Harrison and Turnock  
Suite 550, Board of Trade,  
Indianapolis, Ind.

K/Y  
Encls.

COPY TO

FILES    PRESIDENT    SECRETARY    TREASURER

23

CLASS OF SERVICE DESIRED	
DOMESTIC	CABLE
TELEGRAM <input checked="" type="checkbox"/>	FULL RATE
DAY LETTER	DEFERRED
NIGHT MESSAGE	CABLE LETTER
NIGHT LETTER	WEEK END LETTER

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

# COPY OF WESTERN UNION TELEGRAM

*File*

July 24, 1929.

~~Harrison and Turnock~~  
500 Board of Trade Building  
Indianapolis, Indiana.

OUR UNDERSTANDING IS ~~YOU WANT~~ FIVE HUNDRED COPIES ALL WITH  
IMPRINT TELEGRAPH ~~OR~~ OTHERWISE

E. C. KEMPER

CHG. TO AMERICAN INSTITUTE OF ARCHITECTS.

Y.

# WESTERN UNION

## SIGNS

DL = Day Letter  
NM = Night Message  
NL = Night Letter  
LCO = Deferred Cable  
NLT = Cable Letter  
WLT = Week-End Letter

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at Interior Dept., 18 & F Sts., N. W. National 7100 Branch 47 1929 JUL 24 PM 4 05

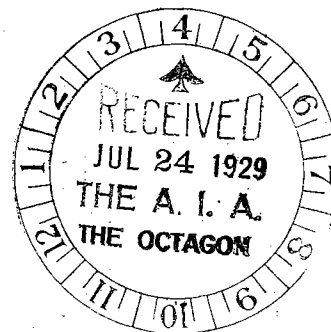
WA 216 9=BX INDIANAPOLIS IND 24 243P

AMERICAN INSTITUTE OF ARCHITECTS=

THE OCTAGON=

YOUR UNDERSTANDING FIVE HUNDRED COPIES WITH IMPRINT IS  
CORRECT=

HARRISON AND TRUNOCK.



THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

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

COPY

The American Institute of Architects  
Functions of the Architect

July 29, 1929



Gentlemen:

We shipped to you, on the 26th, 500 copies of the document on the

Functions of the Architect, with your card at the bottom.

We hope you have them by now, and that they are satisfactory.

Statement is enclosed.

Very truly yours,

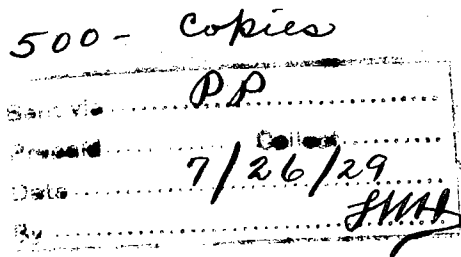
Executive Secretary.

Harrison & Turnock,  
500 Board of Trade Building,  
Indianapolis, Ind.

K/FHG  
Enc.

COPY TO

FILES PRESIDENT SECRETARY TREASURER



A. I. A. Document, No. 186.

# The American Institute of Architects

## Functions of the Architect



This circular is issued for the purpose of supplying information to those outside the profession of architecture who are interested in building.

### The Building

As all buildings are seen, society has a right to demand that none be ugly; the life of the community requires that none be unsafe or dangerous to health; social economy requires that they be not wasteful of space or ill-suited to the purpose for which they are created. Every building is to some extent a public matter—even a private house. No building should be erected that is not an attractive addition to the landscape. A well-designed building is a more valuable property—a better investment. A well-constructed building is a more economical investment. No owner however gifted in other ways, no contractor however skilled, can design and build the simplest house equal in beauty, utility and cost to one completed under the guidance of a trained architect.

### The Architect

An architect should have a fundamental knowledge of his art as an expression of beauty, of structural requirements and of practical design and planning. The practise of architecture requires business executive ability of a high order. Inasmuch as the owner's financial interests are deeply involved in the architect's action, the integrity of the latter must be above question. The development of a well equipped architect demands long and careful study and preparation.

Registration laws in many states require a high school training, graduation from a recognized collegiate school of architecture or ability to successfully pass special state examinations and specified terms of practical experience in an architect's office. Such legislation is yearly becoming more widespread and the provisions are increasing in stringency. A very usual preparation for the practise of architecture includes four to six years in a technical school or college, a year or two of travel and an extended apprenticeship in an established office.

The architect must be familiar with the history of architecture, with the various "styles," and with such allied arts as sculpture, craftsmanship, interior decoration and landscape design.

Properly to define and supervise the construction of any but the most elementary structure, the architect must either personally or through his organization have knowledge of all kinds of standard building materials and types of construction, with the ways in which different kinds of work are performed, and a competent understanding of the principles of heating and ventilating, plumbing and sanitation, electrical systems and other special departments of the building industry.

Certain buildings require special ability in exterior design, they must primarily be beautiful. Others require special knowledge of particular methods of construction. Still others

Merritt Harrison, A. I. A.

Llewellyn A. Turnock, A. A. E.

FROM THE OFFICE  
of  
**HARRISON & TURNOCK**  
*Architects and Engineers*  
INDIANAPOLIS, INDIANA

require technical familiarity with the peculiar uses for which they are erected.

Therefore the owner should consider the natural tendencies, training and special experience of the architect he proposes to employ for a specific type of building.

### The Duties of the Architect and of the Owner

After he has been appointed, an architect obtains his client's description of the requirements, studies the problem from all available angles, advises the client of ways in which the first idea may be improved and makes rough drawings or sketches of the building, expressing this. These sketches should be modified and redrawn until both the owner and architect are satisfied that a completely adequate solution has been found. If an owner is not familiar with drawings as an expression of form, the architect should carefully explain them and if necessary have a model of the final structure made. It should be noted that the manufacture of such a model implies an added expense which the architect can not fairly be expected to assume. At this period, the owner should give to the study of the problem ample time and should make a personal effort to fully inform the architect and to understand his solution.

When the sketches have been finally approved, working drawings with dimensions and notes and specifications are made. Large scale and typical full size details are often drawn at this time. The production of working drawings is very costly. Changes in them usually involve serious expense. Hence working drawings should not be begun until the scheme is well developed and determined. The owner should freely give his personal time to an examination of these drawings, the details and specifications. Although he may not understand all of the technicalities he will know how the different parts of the work are to be treated and will be able to discuss with the architect points that might otherwise be contrary to his desires.

The next step is that of obtaining proposals from contractors. If competitive bids are desired, the architect usually prepares a list and should carefully examine the ability, financial responsibility and reputation of those he recommends. When the owner selects the contractor, the architect usually feels relieved of responsibility. However, he should report his objections to the owner if he believes the con-

tractor is unsuitable. The owner may employ one general contractor or several for different parts of the work and when a contractor has been selected the architect prepares the contracts and should have the necessary legal knowledge and experience to do this satisfactorily in the ordinary case without the use of an attorney. The American Institute of Architects issues special forms for this purpose as well as for other contractual relations.

During the progress of the construction, the architect supervises the work and he should diligently guard the interests of the owner inasmuch as they might be damaged by inferior work, improper bills or unjustified claims for extra payments. At the same time he should see that the terms of the contract are fulfilled in a just and equitable manner as regards both owner and contractor. In view of the fact that he must remain an unbiased judge of all questions, he should have no financial interest in the building operation and therefore cannot assume any guarantee of the cost to the owner.

### The Reasons for Employing an Architect

All building undertakings are better and more valuable if they are more beautiful. A building is a better investment when it is well planned and if it be attractive in appearance. Bad planning, waste space, poor means of circulation, fire hazards, usually result in loss of income, higher percentages of taxes to income and increased insurance rates. In many engineering problems, bridges and towers, for instance, an architect is called into consultation to determine the design just as in more predominantly architectural problems a structural engineer is called in to design the steel skeleton.

The average client is unequipped to design or direct the construction of his building. His attempt to do so is as certain to court disaster as would be his untrained effort to supplant his physician for his own cure.

The architect usually saves his client considerable unnecessary expenditures of money by eliminating or lessening the number of expensive changes after the contract has been let. When contractors' competitive bids are received well defined plans and specifications permit accurate estimates thereby eliminating the addition of large sums to guard against uncertainty. The architect obtains for the owner all the benefits that accrue from legitimate competition. If the contract be let on a cost

and percentage or fixed profit basis he carefully checks the accounts. He also secures for the owner proper compliance with the contract and the elimination of defective material and workmanship.

## The Architect's Charges and the Cost of the Work

The fees to be paid should always be discussed frankly by owner and architect and determined clearly at the beginning of the operation. If the proper amount or rate of charge cannot be settled until the extent of the work has become definite, a preliminary charge for consultation, early sketches or estimates will usually be found acceptable to the architect.

The Schedule of Proper Minimum Charges of the American Institute of Architects defines the customary fees if the work be performed on a percentage basis. If the operation be divided into several contracts the architect's labor is greatly increased, and he eventually performs the work for which a general contractor would be employed, who would probably receive ten per cent for his services. In such event the architect should be adequately paid for such additional services by a marked increase in the percentage of his fee. It is usual for the owner to pay for the cost of special engineering services, traveling expenses, blue-prints, long distant telephone calls and telegrams.

Two other forms of compensating the architect obtain to some extent. The architect may agree with the owner upon a specified lump sum for his services in supplying drawings, specifications and even supervision for the whole operation; or he may be paid for his expenses in doing the work plus an agreed profit which may be either a percentage of this cost or a lump sum for the architect's personal services.

An architect may be employed to make drawings without supervision of the construction or to supervise without having made the design, but this is generally unsatisfactory for both owner and architect.

In general the production of simple standardized work requiring little detail is less expensive than work requiring a large number of detail drawings. The cost of producing drawings for a small operation is proportionately very much higher than for a large one. The office expenses of the architect in producing drawings and specifications is much greater than the average client realizes. Much time is absorbed in the thorough study of the simplest problems. He must usually make many sketches in order to arrive at the best solution. He must be prepared to employ competent and expensive assistance in making the working drawings.\* To this must be added the cost of specification writing, stenography, rent, drawing materials and other overhead expenses without taking account of the superintendence which usually occupies from six months to a year. Furthermore the architect's office force must be maintained at all times in a high degree of efficiency. Consideration of these facts will show that the usual professional charges of an architect are small in comparison with his expenses and the work he does.

## The Selection of an Architect

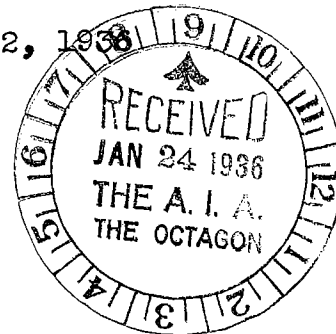
The ability of the architect properly to perform his duties makes for the success or failure of the building entrusted to him. Moreover, he is the disbursing officer of his client, in control of large expenditures. The architect who wisely administers the duties entrusted to him may greatly reduce the cost of a building. If the public realized this fully, they would select with care the architect best fitted to the requirements of each building operation. Except for certain forms of public and semi-public work a "competition" is not considered by the American Institute of Architects the best means of making such a selection. The custom of asking for preliminary sketches before making a selection and therefore before serious study of the problem can take place, is deplored and condemned. An architect should be selected with the same careful consideration of his work and reputation as an attorney or physician. When this is done, those who build reap the benefit by actually receiving full value for the funds they expend and the public at large is benefitted in more beautiful and more useful buildings.

\*In 1925 the salaries of competent architectural draughtsmen vary from \$40.00 to \$80.00 per week and many drawings require the exclusive time of one man for several weeks.



MERRITT HARRISON, A.I.A.  
ARCHITECT  
333 NORTH PENNSYLVANIA ST.  
INDIANAPOLIS  
PHONE LI. 4-720

January 22, 1936



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

Gentlemen:-

Mr. Herbert Foltz of the Indiana Chapter has brought into my office a communication containing a list of members of the Institute who are in arrears - among them my name as one being \$5.00 in arrears.

On December 9th I sent you a check for \$10.00 in payment of a notice, of which the enclosed is a copy.

Kindly advise me regarding the above.

Sincerely,

*Merritt Harrison*  
MERRITT HARRISON  
r

H/r



TO THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

ANNUAL DUES, January 1, 1935, to date, Dec 31, 1935, inclusive..... \$15.00  
Annual Dues are due and payable on the first day of the fiscal year.  
Less adjusting credit on account of dues for period 1931-1933, inclusive..... 5.00

Balance Due..... \$10.00

Mr. Merritt Harrison  
1001 Architects Building,  
Indianapolis, Indiana

By Order  
12/9/35-\$10.00

(For explanation see statement on reverse)

January 28, 1936.

Retain original bill and mail this copy with your check. Your check duly enclosed will become your receipt. Special receipt will be issued upon request. Make checks payable to The American Institute of Architects. Please call attention to any change in your address or even in this bill.

Dear Mr. Harrison:

Responding to your letter of January 22d, with reference to your name appearing on a list of members of the Institute who are in arrears in the payment of their dues, being \$5.00 in

Your check for \$10.00 in payment of dues for 1935 was received on December 17th, after the above mentioned list had been compiled.

The amount of your dues in default was listed as \$5.00, as the credit on your account for the year 1936 for dues paid in excess during the period 1931-1933 was deducted from 1935 dues.

Inasmuch as your 1935 dues were paid as billed, the above mentioned credit of \$5.00 was applied to 1936 dues.

Therefore, your only indebtedness for Institute dues is \$15.00 balance for the year 1936.

We trust this explanation clears the matter to your entire satisfaction.

Sincerely yours,

Assistant Treasurer.

K+C

Mr. Merritt Harrison,  
1001 Architects Building,  
Indianapolis, Indiana.

*Merritt  
Harrison, Merritt*

April 10, 1957

**CONFIDENTIAL**

Mr. James McClure Turner, President  
Indiana Society of Architects, A.I.A.  
5945 Hohman Avenue  
Hammond, Indiana

Dear Mr. Turner:

The American Institute of Architects regrets to inform you that Messrs. Merritt Harrison and Edward D. James, whom your Executive Committee proposed for advancement to Fellowship in The Institute for achievements in Public Service and Service to The Institute; and Design, respectively, have not been so honored by action of The Jury of Fellows who have, in their deliberations during the past three years, considered their proposals among the several hundred with which they had to compare them as to their qualifications.

The Rules of Procedure of the By-laws of The Institute permit the resubmission of a new nomination after the lapse of one year following this action.

The Jury suggests that if you take this course, you make more adequate presentations which will tell clearly what you feel are sufficient grounds for a different action.

The Jury trusts you will understand the conditions under which it must necessarily work.

We are returning to you, under separate cover, the exhibits which accompanied the proposals of Messrs. Harrison and James and trust you will find them in good order.

Yours sincerely,

Edmund R. Purves, F.A.I.A.  
Executive Director

ERP:G:s

*Members  
Fellows  
Nominations 1959  
Harrison.*

August 28, 1958

Mr. Edward D. James, A.I.A.  
122 East Michigan street  
Indianapolis 4, Indiana

Dear Mr. James:

X *Members  
Fellows  
Election*

*Procedure*  
FILE COPY - PLEASE RETURN

Your letter of July 30th arrived while I was away on vacation, and has been held for my attention upon returning this week.

As the head of our File Department is ill and away from the office today, I have been unable to check as to whether your request for forms which you advise was sent under date of July 24th has been taken care of. I rather think it was, but to be on the safe side I am enclosing two sets of instructions which appear on the last two pages of these forms for your use in compiling records of those which your Chapter is planning to nominate.

These instructions give full information and there is nothing I can add to them. If you need additional nomination forms let me know.

With regard to the records of Messrs. Walter Scholer and Merritt Harrison, who had been nominated before and were not elected, these are in the closed files of the Institute, and it is not the custom of The Jury of Fellows (please note, it is the Jury which elects Fellows - not the College of Fellows) to revive old files when members are nominated a second time. It is preferred that complete and newly-prepared documents and supporting data be supplied.

Of course, if there is any biographical data on the prior forms which would be of assistance, I can arrange to have the forms withdrawn for me to be copied to that extent. Let me know if this is what you wish.

So far as I can ascertain, Mr. Raymond Kastendieck of Gary, Indiana, has not been nominated for advancement to Fellowship.

Sincerely yours,

Florence H. Gervais  
Secretary to The Jury of Fellows

Enclosures



THE AMERICAN INSTITUTE OF ARCHITECTS  
JURY OF FELLOWS

Received Oct. 27, 1958.

Voted On Mar. 26, 1959

Voted On 19 .

Voted On 19 .

Granted March 26, 1959

Nº M

NOMINATION FOR FELLOWSHIP

CASE RECORD

1. Name of Nominee Isaac Merritt Harrison Date of Nomination 19 .
2. Address of Nominee 333 North Pennsylvania St., Indianapolis, Indiana
3. Nominee's firm Merritt Harrison, Architect
4. Nominee's principal place of business Indiana
5. Nominee's Chapter Indiana
6. Nominee's State Organization
7. Nominee admitted to Institute 1920
8. Nominee has been in good standing in Institute from 1920 19 to Dec. 31, 1958
9. Nominee's age 72 Birthplace Richmond, Indiana
10. Nominators: Executive Committee, Indiana Chapter, A.I.A.

President: — Charles J. Betts ✓  
Vice-Pres.: — Thomas C. Dorste ✓  
" " Ralph O. Yeager, Jr. ✓  
Secretary: — Raymond S. Thompson ✓

Directors: — Edward D. Pierre, F.A.I.A. ✓  
— Harry E. Cooler ✓  
— John D. Martindale ✓  
— Wm. J. Strain ✓  
— E. Jack Wesley ✓

11. Achievement Public Service and Service to The Institute

CONFIDENTIAL



THE AMERICAN  
INSTITUTE OF ARCHITECTS

1958 OCT 27 PM 4:38

WASHINGTON, D. C.

NO NF 701

(Nominators leave blank)

## THE AMERICAN INSTITUTE OF ARCHITECTS

## NOMINATION FOR FELLOWSHIP

BY  
CHAPTER

THE JURY OF FELLOWS, A.I.A.

The Octagon, 1735 New York Avenue, N. W.

Washington 6, D. C.

Date October 25, 1958

The Executive Committee of this Chapter, at a duly called meeting on July 17, 1958<sup>\*Type in full name.</sup> nominated\* Isaac Merritt Harrison member of this Chapter, for fellowship in The Institute. We enclose evidence of the qualifications of the nominee for the fellowship on which the nomination was based and certify the resolution is as follows:

"Whereas, this Executive Committee believes\* I. Merritt Harrison a member of this Chapter, has made so notable a contribution to the advancement of the profession because of his achievement in\*\* Public Service & Service to the Institute that he is worthy of fellowship in The Institute; and

"Whereas, said member has been in good standing in this Chapter for† forty-two years prior to this date; therefore be it

"Resolved, That‡ the Indiana Society of Architects, a Chapter, of The American Institute of Architects, does hereby nominate\* I. Merritt Harrison

for fellowship in The Institute, and the President and the Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to The Jury of Fellows of The Institute and to do all things proper to forward said nomination."

Harry E. Cooley ✓ Charles J. Betts ✓  
John D. Montague ✓ Edward D. Perry ✓  
Wm. J. Thrain ✓ Thomas K. Kaste ✓  
E. Jack Wesley ✓ Ralph H. Yeager ✓  
Raymond S. Thompson ✓  
Secretary.

\*Type in full name.

\*\*Type in "Design," "Science of Construction," "Literature," "Education," "Service to The Institute," or "Public Service," as is appropriate.

†Type in number of years.

‡Type in name of Chapter.

\*Type in full name.

THE NOMINATORS SHOULD SEE THAT LETTERS OR DATA ARE SENT TO THE JURY OF FELLOWS IN SUPPORT OF THIS NOMINATION.

BIOGRAPHICAL STATISTICS

1. Nominee's full name I. Merritt Harrison

2. Strike out in-  
appropriate word  
and write in name  
of Country.

2. Nominee is a natural naturalized citizen of United States of America

3. Nominee's legal residence 407 North Pennsylvania Street, #1525, Indianapolis 4, Indiana

4. Nominee's firm name Merritt Harrison, Architect

5. Nominee's principal place of business, address 333 North Pennsylvania Street  
Architects Building, Suite 1001 and 1100  
Indianapolis, Indiana

6. Type in "N.C.  
A. R. B." or  
name of State  
Board, as case  
may be.

6. Nominee is registered or licensed to practice architecture by Indiana State Board of  
Registration and N. C. A. R.

7. Strike out in-  
appropriate  
words.

7. Nominee is engaged in practice of architecture as a practicing architect—~~teacher in architecture—~~  
~~teacher in science of construction—public official—retired.~~

8. Type in date  
of birth and city  
and Country.

8. Born 9/6/1886 Place of birth Richmond, Indiana Wayne County

9. Nominee's schools, colleges and universities:

	Location	No. of Years	Year of Graduation	Degree
High School				
Emmerich Manual Training High School				
Private School	Indianapolis, Indiana	4	1906	
College or University				
Cornell University-College of Architecture				
College or University	Ithaca, New York	4	1911	B. Arch.
Post Graduate at				
Scholarships held				

10. Type in im-  
portant experi-  
ences during em-  
ployment or ad-  
ditional statistics  
of importance in  
nominee's record.

10. Other data concerning nominee's record.

Won the Clifton Beckwith Brown Medal for excellence in Architectural  
Design and the Charles Goodwin Sands Memorial Medal in 1911.

In 1912 was invited by Professor Phelps, Architectural History at  
Cornell, to join six Cornell graduate architects and one Columbia  
architect to make an architectural tour through Algeria, Greece, Italy,  
Switzerland, France, England, and Scotland. During this architectural  
tour he collected 3000 postal cards and took 500 pictures of architectural  
and art subjects for his library.

Nominators should read "Principles Underlying the Bestowal of Fellowships", Institute Document No. 9, before completing this nomination. Additional sheets may be inserted to supplement any page, 3 to 7, inclusive. Use typewriting only.

## NOMINEE'S ACHIEVEMENT IN ARCHITECTURAL DESIGN

### 1. Works

Type (a) Commercial (b) Monumental (c) Domestic (d) Special	Identification of Work	Location of Work (City) (State)	Completed Construction Work (Year)	Photographs Drawings, or Sketches Submitted	
(d)	Irvington Presbyterian Church	Indianapolis, Indiana	1919	2	Under column headed "Type" type in (a), (b), (c), or (d), as the case may be.
(d)	Pleasant Run Elementary School	Indianapolis, Indiana	1924	1	
(d)	Indiana National Guard Headquarters	Indianapolis, Indiana	1926	1	Type in last col- umn to right the number submitted in each case.
(c)	Lockfield Gardens	Indianapolis, Indiana	1934	2	
(a)	Coliseum, Indiana State Board of Agriculture	Indianapolis, Indiana	1938	2	
(d)	Meridian Street Methodist Church	Indianapolis, Indiana	1946	2	
(c)	Essex House	Indianapolis, Indiana	1950	1	
(a)	Broadmoor Country Club	Indianapolis, Indiana	1954	2	
(d)	Perry Township Elementary Schools, Marion County	Southport, Indiana	1957	2	

2. Describe nominee's notable work in design, to bring out the particular achievements the nominators believe have notably contributed to the advancement of the profession.

#### Lockfield Gardens -

was the second slum-clearance project in America. In Lockfield Gardens the good Negro had a homey environment complete in beauty and with recreational facilities embodying health conditions that had never before been created. It served as a yardstick for all future, slum-clearance projects. In its design orientation grouping, it gave a theme that has been followed by every major development of its kind.

#### Coliseum -

The aesthetics of the truss design and the strong structural expression was made to be the architectural treatment of the Coliseum's interior. This engineering design resulted in a two-hinged, solid, rigid-web, steel arch frame which is the greatest span of its type in the world to-date. Mr. Harrison's skill in devising a design which combined the engineering requirements as well as the architectural characteristics to produce a magnificent Coliseum has proven economically sound.

#### Perry Township Elementary Schools -

Faced with another challenge of his long architectural career, Mr. Harrison not only gratified the educational requirements of a rapidly growing community faced with a limited budget, he also incorporated an environmental atmosphere conducive to learning. (See Perry Township School letter.)



## NOMINEE'S ACHIEVEMENT IN SCIENCE OF CONSTRUCTION

### 1. CONSTRUCTION WORK

<i>Type of Work Constructed</i>	<i>Identification of Work</i>	<i>Location of Work</i>	<i>Completed Construction Work (Year)</i>	<i>Photographs, Drawings, or Sketches Submitted</i>
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Type in last  
column to right  
the number sub-  
mitted in each  
case.

### 2. BOOKS, TREATISES, OR ARTICLES WRITTEN

<i>Subject Title</i>	<i>Where Published</i>	<i>Date Published</i>
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3. Describe nominee's notable work in the science of construction and any recognition thereof by other societies, to bring out the particular achievements the nominators believe have notably contributed to the advancement of the profession.



## NOMINEE'S ACHIEVEMENTS IN SERVICE TO THE INSTITUTE

1. State fully the nominee's signal service to The Institute, his chapter, or his state organization, or to the profession, which the nominators believe has notably contributed to the advancement of the profession, and list the offices in architectural organizations occupied by the nominee and the period of each.

The Indiana Architects both as members of the American Institute of Architects Chapter and the Indiana Society of Architects, experienced a rough time in their formative years, during which no chapter existed, and the Indiana Architects had to be affiliated with the Chicago Chapter.

In 1916 Mr. Merritt Harrison, Mr. Herbert Foltz, F.A.I.A., Mr. Robert Daggett, F.A.I.A., and Mr. Walter Scholer, A.I.A., were most successful in revitalizing the Indiana Chapter of the American Institute of Architects. Also in this year, the Indiana Society of Architects was founded by Mr. Harrison, Mr. Donald Graham, and Mr. Herbert Foltz, and Mr. Harrison was its Secretary from 1917 through 1926, and its President from 1926 through 1928. With the assistance of Mr. Walter Scholer, Mr. Harrison worked diligently to unify the Indiana Chapter of the A.I.A. and the Indiana Society of Architects, but this unification was opposed by the majority of members.

Confronting this terrific opposition against unification, Mr. Harrison worked with Mr. George C. Wright, F.A.I.A., and Mr. Edward D. Pierre, F.A.I.A.; they were finally successful, through Mr. Harrison's membership in the National Unification Committee of the A.I.A., in seeing the unification materialize making the Indiana Society of Architects a Chapter of the American Institute of Architects.

The membership of the Chapter was increased four times to what it had been previously, and it had in this unification the vigor of younger men. In 1947 as a Chapter of the A.I.A., Mr. Harrison was elected President. During Mr. Harrison's administration, the Bulletin format was designed, and by his appointment of Mr. George C. Wright, F.A.I.A., as Editor, it was published. The Bulletin publication later resulted in the Indiana Architect.

Mr. Harrison, Mr. Warren D. Miller, F.A.I.A., and a group from the Labor Organization headed by Mr. Charles Kern, worked tirelessly through architectural and labor channels to give Indiana a registration law.

Through his vigilant zeal in organizing the Indiana Building Congress, the building industry was welded into a single organization which enabled Mr. Harrison to return to the Indiana Legislature of 1929, representing 40,000 persons in the building industry of the state. His prodigious efforts were successfully rewarded by the enactment of the Indiana Architectural Registration Law.

Mr. Harrison was a member of the Board of Registration and became its Vice-Chairman from 1946 through 1951, and also in 1953 through 1954, and he served as Chairman from 1952 to 1953.

## NOMINEE'S ACHIEVEMENT IN EDUCATION AND LITERATURE

### 1. EDUCATION WORK

(List the degrees and the educational positions held by the nominee, and bring out clearly the nominee's signal work and its particular force and influence which the nominators believe to be a notable contribution to the advancement of the profession, and state evidences of recognition of such work by pupils, the profession, other societies, or the public.)

### 2. LITERARY WORK

(List the original written works of the nominee and state clearly the particular force and influence of that work which the nominators believe to be a notable contribution to the advancement of the profession, and state evidences of recognition of such work by other societies, the profession, educational institutions or the public.)

*Book, Treatise  
or Article*

*Subject*

*Name of Book or Periodical  
Containing Work*

*Year Work  
Published*

## NOMINEE'S ACHIEVEMENT IN PUBLIC SERVICE

1. List the public offices held by the nominee and the positions of trust held by him in recognition of civic leadership, and state clearly his notable work in public service and the particular influence of that work which the nominators believe to be a notable contribution to the advancement of the profession.

Taking the Building Congress of the State of Indiana as a theme, Mr. Harrison went before the 1931 San Antonio Convention of the American Institute of Architects with the assistance of Mr. Robert Kohn, President, and succeeded in getting a resolution passed to revitalize the Building Congress of the United States.

Mr. Harrison served as Chairman of the major committee for three years. This organization was changed to the Construction League of the United States; Mr. Harrison was pressed to become its president, but because of time and expense involved, he declined. Mr. Stephen Francis Voorhees, F.A.I.A., was made President; all files of the Building Congress were turned over to Mr. Voorhees.

Later this organization became the Construction Division of the Department of Commerce of the United States Government.

Mr. Harrison's untiring work in unifying the Building Congress of the United States gave the construction industry and the architectural profession its strongest, working tool with the Congress of the United States.

Mr. Harrison has been a member of, and chairman of, committees for architectural exhibits and fine art collections throughout the years of his practice. In his effort to call the public's attention to good design and architecture, he has assumed the responsibility of newspaper reviews and gallery talks. The last such effort was the Venezuelan Architectural Exhibit at the Coliseum at the Indiana State Fair Grounds. (See letter from the Publicity Supervisor thanking Mr. Harrison for his part in this exhibit.)

Harrison, Isaac Merritt

Chapter Supporters:

Betts, Charles J	)	
Dorste, Thomas C	)	
Yeager, Ralph O., Jr.	)	
Thompson, Raymond S.	)	
Pierre, Edward D., FAIA	:	Proposers
Cooler, Harry E	)	
Martindale, John D	)	
Strain, Wm. J.	)	
Wesley, E. Jack	)	

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Miller, Warren D., FAIA  
Wright, George Caleb, F.A.I.A.

Non-Chapter Supporters:

Cellarius, Charles F., FAIA - Cincinnati  
Harrison, William H., FAIA - Los Angeles  
Klaber, Eugene H., FAIA - Quakerstown, Pa.  
Orr, Robert H., FAIA - Los Angeles  
Parker, William Stanley, FAIA - Boston  
Voorhees, Stephen F., FAIA - New York

Davis, Don, Publicity Supervisor, Indiana  
State Fair - Indianapolis  
Schricker, Henry F., President, Wabash Insurance,  
Indianapolis  
Schuster, Francks J., Chairman, Perry Township  
Bldg. Corp. of Marion  
County - Indianapolis

THE AMERICAN INSTITUTE OF ARCHITECTS

1735 NEW YORK AVENUE, N. W.

WASHINGTON 6, D. C.

COPY

April 2, 1959

Mr. Isaac Merritt Harrison, F.A.I.A.  
Architects Building  
Indianapolis, Indiana

Dear Mr. Harrison:

The American Institute of Architects desires to confer upon you the honor of Fellowship and membership in the College of Fellows in accord with the action of The Jury of Fellows at its recent meeting, for your notable contribution in Service to The Institute and Public Service.

The purpose of this letter is to request your presence at the 1959 Convention of The Institute, to be held in New Orleans, Louisiana, starting June 22, 1959, at the Hotel Roosevelt.

At a special session, to be held during the afternoon of Thursday, June 25, those who have been elected to Fellowship will receive their certificates. Presentation will be with appropriate ceremony and it is highly important that each of the newly-elected Fellows be present.

The Officers of The Institute and The Jury of Fellows join in the request that you come to receive this honor in person.

Your Chapter is being notified and requested to make public announcement locally, after nation-wide releases have been issued by The Institute.

Please send your response to The Institute at an early date.

Yours sincerely,

Edmund R. Purves, F.A.I.A.  
Executive Director

*Members.  
Harrison, Merritt  
\*146.*

MERRITT HARRISON, A. I. A.  
ARCHITECT  
333 NORTH PENNSYLVANIA STREET  
INDIANAPOLIS  
PHONE LI. 4720

**FILE COPY - PLEASE RETURN**

April 8, 1959

Mr. Edmund R. Purves, F.A.I.A.  
Executive Director  
The American Institute of Architects  
1735 New York Avenue, N. W.  
Washington 6, D. C.

Dear Mr. Purves:

It is with dignity and inestimable gratification that I accept the esteemed honor of Fellowship and Membership in the College of Fellows, as accorded me by The Jury of Fellows.

I will be present at the 1959 Convention of the Institute and at the special session to be held during the afternoon of Thursday, June 25, to receive the certificate.

Yours most respectfully,

  
Merritt Harrison

MH/lf

D. M. Harrison

6 pieces



7 pieces

Isaac Merritt Harrison  
26.



340  
-57



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

APPLICATION FOR MEMBERSHIP EMERITUS

TO BOARD OF DIRECTORS,  
THE AMERICAN INSTITUTE OF ARCHITECTS:

Strike out the  
inappropriate  
reason, a, b,  
or c, as the  
case may be.

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

- a. I am more than 70 years of age.
- ~~b. I am 65 years of age, retired, and not engaged in the practice of architecture.~~
- ~~c. I am unable to engage in any gainful vocation.~~

Write in  
name of  
chapter.

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

chapter INDIANA

Respectfully,

Date

7/31 1962

  
Signature

MERRITT HARRISON F.A.I.A.

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 of a, b, or c.

1962 dues paid

Elected 1920

1001 Architects only  
unpublished, end

AUG 16 1962



THE COPY — PLEASE RETURN

*X* *Harrison Merritt*



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

NOTICE OF ELECTION—MEMBER EMERITUS

TO **Mr. Merritt Harrison, FAIA**  
**1001 Architects Building**  
**Indianapolis, Indiana**

It is my privilege to advise you that The Board of Directors has conferred upon you  
the title

MEMBER EMERITUS

of The American Institute of Architects and of its component organizations of which you are  
a member, exempting you from the payment of annual dues to The Institute and such  
organizations, effective **December 31, 1962**.

Date **September 12** 19 **62**

*Clinton Zauke*  
Secretary

*cc. Controller's office*

INDIANAPOLIS CHAPTER AMERICAN INSTITUTE OF ARCHITECTS  
300 EAST FALL CREEK PARKWAY, NORTH DRIVE • INDIANAPOLIS, INDIANA 46205


March 28, 1966

Oswald H. Thorson, FAIA  
Secretary  
The American Institute of Architects  
1735 New York Avenue, N.W.  
Washington, D.C. 20006

Dear Sir:

I hereby request that my membership be transferred from the Central-Southern Indiana Chapter, AIA, to the Indianapolis Chapter, AIA; said transfer to become effective on approval of the respective chapters.

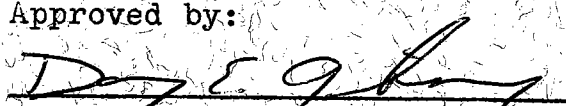
Respectfully yours,

 MERRILL HARRISON F.AIA

1001 Archts. Bldg.  
Indpls, Ind.


dues: ok - M. E.

Approved by:

  
Central-Southern Indiana  
Chapter, AIA

Date: 4/8/66

Approved by:

  
Indianapolis Chapter, AIA

Date: 4/28/66

5/5/66

*Merritt  
Harrison M.*



THE AMERICAN INSTITUTE OF ARCHITECTS  
1735 NEW YORK AVENUE, N. W.  
WASHINGTON 6, D. C.

**May 5, 1966**

NOTICE OF TRANSFER OF MEMBERSHIP

*Effective Date*      **May 5, 1966**

TO: *Transferred Member:*

**Mr. Merritt Harrison, FAIA  
1001 Architects Building  
Indianapolis, Ind.**

*Transferred to:  
Chapter  
State Society*

**Indianapolis Chapter  
Ind. Soc. of Archts.**

*Transferred from:  
Chapter  
State Society*

**Central-Southern Ind. Chapter  
Ind. Soc. of Archts.**

In accordance with Chapter II, Article 1, Section 7 of the By-laws of The Institute this will advise that the above-named corporate member has been transferred as indicated.

Sincerely yours,

*H. H. Harrison*

SECRETARY