

APPENDIX B.

FORM OF APPLICATION FOR ASSOCIATE MEMBERSHIP,  
AMERICAN INSTITUTE OF ARCHITECTS.

May 11th 1901

To the Secretary of the American Institute of Architects:

SIR: I respectfully apply for Associate membership in the American Institute of Architects. I have carefully examined the Constitution and By-Laws of the Institute and agree, if elected, to honorably maintain and obey them.

My full name is James Luther Heckerling

My address is 302 College St Springfield, Mo.

I am employed by X

I am a member of the firm of Reed & Heckerling

I began the study of architecture in the year 1886

I began the independent practice of architecture in the year 1893

Received,  
MAY 25 1901

The accompanying photographs show buildings or other work designed by me. Answered \_\_\_\_\_

No. 1 is \_\_\_\_\_  
(Give description of same.)

No. 2 is \_\_\_\_\_

No. 3 is \_\_\_\_\_

The accompanying drawings are \_\_\_\_\_  
(Give description of any drawings the applicant may choose to submit.)

Respectfully submitted,

J. L. Heckerling  
(Signature of applicant)

We, the undersigned Fellows or Associates of the American Institute of Architects, have carefully examined the above statement, and believe it to be accurate. We know Mr. J. L. Heckerling personally, are familiar with his professional work and practice and desire his election as an Associate Member of the American Institute of Architects.

(The signatures of three Institute Members are here required.)

H. H. Hofeewich, Rolla, Mo.  
Wm B. Struer, St. Louis, Mo.  
D. S. Eames

We, the undersigned residents of Springfield Missouri know Mr. J. L. Heckerling personally, and believe him to be capable in his profession and honorable in all his dealings.

(Here the candidate may secure the signatures of residents in the city or town wherein he is at present practicing. The address of each in dorser must follow in name.)

Wm H. W. Lamb, Cash Union Nat. Bank  
L. E. Jones, Secy Y. M. C. A.  
John O'Day, Capitalist  
J. B. Hall and Holland Bank

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

Heckenlively, J. L.  
COPY

2-3

January 6-1917.

My dear Sir:-

At the December meeting of the Executive Committee, it was directed that your name be dropped from Institute membership for non-payment of dues, effective December 31st, 1916.

The next meeting of the Board of Directors occurs on January 18th, and the Annuary does not go to press until after that date. I am quite sure that the Treasurer, Mr. Waid, would be gratified to present to the Board your application for reinstatement, provided the indebtedness of \$60.00 was liquidated at the same time.

Very truly yours,

Executive Secretary.

Mr. J. L. Heckenlively,  
126½ Public Square,  
Springfield, Missouri.

K:B

HECKENLIVELY & MARK  
ARCHITECTS  
LANDERS BUILDING  
PHONE 3408  
SPRINGFIELD, MISSOURI

Jan. 30, 1932.



*News m  
what was status  
when dropped r.  
JLB*

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

Dear Secretary:-For several years I was a member of the American Institute, AAIA and dropped out a few years ago, caused by various reasons, hardly any special one. *2-13-32*

For some time I was in Europe and during the World War I was in the service some time.

I desire information on the proper procedure to be reinstated, cost of same, annual dues and other data. Also copy of the By-Laws at this time.

Presume the distance to a local Chapter, as it was when I was a member, I would belong to the Chapter at Large.

Thanking you in advance for the information, I beg in the meantime to remain,

Sincerely Yours  
*J. L. Heckenlively*  
J. L. Heckenlively, Maj. Engrs. Res.

JLH-mk

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*Received  
2-13-32  
Last dues paid 12/4/13 for 1913.  
No further record  
Ruy*



Mr. Kemper

I have been holding this until the opportunity might present itself when I could talk to you about the procedure to be followed.

You will note from Mrs. Miller's notation that the last record of any dues from Mr. Heckenlively were paid in 1913, but there is no record of how or why his membership ended, and I can find nothing about it.

Do you suggest that he be merely reinstated? Or shall he be asked to send in a brand new application to come through the proper Chapter?

FHG

*Mr. Kemper's  
Give him the  
annual reinstatement  
must follow.  
K-*

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

COPY

March 9, 1932

Dear Mr. Heckenlively:

Your letter of January 30th was received promptly, but due to a series of Committee meetings, which have been held at this office, during the month of February, and to the activity of the Institute with regard to the Public Works legislation sponsored by it, this is the first opportunity we have had to respond.

The Board of Directors will be pleased to learn that you wish to renew your affiliation with The American Institute of Architects.

Our records do not indicate that you were indebted for any dues at the time you severed your connection with the Institute.

However, under the present By-laws of the Institute, it will be necessary to assign you to the Chapter in whose territory you are practising, upon your reinstatement to membership. Springfield is in the Kansas City Chapter.

The attached extract from the By-laws of the Institute will show the procedure which it is necessary to follow in order to effect a reinstatement, and it is requested that you forward your formal application through the Secretary of the Kansas City Chapter, Mr. Raymond L. Voskamp, 4011 Charlotte Street, Kansas City, Mo. Upon receipt of the approval of that Chapter, the matter will come up for consideration before the Board of Directors of the Institute, which holds its next meeting about the middle of April.

We hope you will take care of this matter promptly, so that final action may be obtained at the April meetings of the Board; otherwise, there will be a delay until the Board's next meeting, which will probably be held in the Fall of the year.

Sincerely yours,

Mr. J. L. Heckenlively,  
Landers Building,  
Springfield, Missouri.

Executive Secretary.

K/fhg-Enc.

Copy to the Secretary, Kansas City Chapter.  
Mrs. Miller

COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

56

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

COPY

October 10, 1932

Dear Mr. Heckenlively:

We are preparing for a meeting of the Executive Committee in early November, and it would give us much pleasure, at that time, to be able to bring your formal application for reinstatement before the meeting for action.

The only conditions remaining which need attention to permit us to bring the matter before the Executive Committee are:

- (1) A formal letter of application for reinstatement from you; and
- (2) The approval of the Executive Committee of the Kansas City Chapter, to which you would be assigned.

In order to facilitate the latter condition, we are writing direct to the Secretary of the Kansas City Chapter, Mr. Roy E. Crans, 1412 Knox, Northern Kansas City, Mo., to ask that he take such action as is possible to facilitate the approval by the Chapter.

We hope very much that you will let us hear from you, either direct or through the Chapter, by November 1st, so that your reinstatement may be acted upon at the November meeting of the Executive Committee.

Sincerely yours,

Executive Secretary.

Mr. J. L. Heckenlively,  
Landers Building,  
Springfield, Missouri.

K/g

Copy to the Secretary, Kansas City Chapter.

November 9, 1932

Dear Mr. Heckenlively:

It is with much pleasure that we have received your formal application for reinstatement to membership in The American Institute of Architects through the Secretary of the Kansas City Chapter.

The Chapter has indicated the approval of your assignment thereto.

The matter of your reinstatement now appears to be complete in every respect, and we shall be glad to submit it to the Executive Committee at its meeting November 18, 19, and 20, and you will be advised promptly thereafter of the action taken.

Sincerely yours,

Executive Secretary.

Mr. J. L. Heckenlively,  
508 Landers Building,  
Springfield, Mo.

K/g

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

2-3  
COPY

December 1, 1932

Dear Mr. Heckenlively:

This will formally advise you that the Executive Committee of the Institute, at its meeting in November, by resolution reinstated you as a member in good standing in the Institute, with assignment to the Kansas City Chapter, effective November 18, 1932.

The Secretary of the Chapter, Mr. Roy E. Grans, has been advised.

By direction of the Secretary.

Sincerely yours,

Executive Secretary.

Mr. J. L. Heckenlively,  
508 Landers Building,  
Springfield, Mo.

K/G



HECKENLIVELY & MARK  
ARCHITECTS  
LANDERS BUILDING  
PHONE 3406  
SPRINGFIELD, MISSOURI

Oct. 12, 1934.

The American Institute of Architects,  
The Octagon, 1741 New York Ave.,  
Washington, D.C.

Gentlemen:-This will acknowledge receipt of statement, my dues to the A.I.A. and beg to say that I will remit soon and thank you for sending it.

I desire to extend my appreciation for your leniency, as you know, the entire profession have been in dire circumstances, due to the terrible depression, but business is some better at present and I hope to take care of this delinquency soon.

Sincerely Yours,  
*J. L. Heckenlively*  
J.L. Heckenlively.

JLH-mk

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

2-3  
COPY

September 30, 1935

Dear Mr. Heckenlively:

Enclosed you will find the check for ten dollars (\$10.00) which you sent us recently. We are returning this for your pen written signature.

We shall appreciate it if you will sign the check and return it to us at your early convenience.

Sincerely yours,

Executive Secretary.

ECK-A  
Enclosure

Mr. J. L. Heckenlively  
508 Landers Building  
Springfield, Mo.

COPY TO

FILES ✓ PRESIDENT SECRETARY TREASURER

*Fonda*

HECKENLIVELY & MARK  
ARCHITECTS  
AND ENGINEERS  
LANDERS BUILDING  
508  
SPRINGFIELD, MO.

Dec. 14, 35.



Mr. Charles T. Ingham,  
Sec. A.I.A.,  
Washington, D.C.

Dear Mr. Ingham: I am herewith sending cheque as part payment on my dues to the A.I.A. and will remit the remainder of the delinquent dues some time during the month of Jan. 1936.

We have been hard hit for want of business but there is some improvement.

Trusting that you will be lenient with me until the above time, I beg to remain,

Sincerely Yours,  
*J. L. Heckenlively*  
J. L. Heckenlively, A.I.A.

Inclos. \$20.00

PAID  
\$20.00 12/19/35

Balance due for 1935 - \$10.00  
Rev

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

COPY

2-3

January 8, 1936.

Dear Mr. Heckenlively:

This will acknowledge your letter of December 14th and remittance of \$20.00 which has been credited on account of your dues in default.

The Board appreciates fully the difficulties in which you find yourself, 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, and 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 herewith 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,

ECK\*G  
Encl.

Executive Secretary.

Mr. J. L. Heckenlively,  
508 Landers Building,  
Springfield, Missouri.

COPY TO

FILES      PRESIDENT      SECRETARY      TREASURER

HECKENLIVELY & MARK  
ARCHITECTS  
AND ENGINEERS  
LANDERS BUILDING  
SPRINGFIELD, MO.  
Jan. II, 1936.

Mr. Edwin Bergstrom, Treas.,  
American Institute Archts.,  
Washington, D.C.

Dear Sir: Enclosed you will find the papers sent to me this  
A.M. and beg to advise you, that I am very grateful to the  
Directors for their muchly consideration in my behalf.

Sincerely Yours,  
*J. L. Heckenlively*  
J. L. Heckenlively

JLH/mk



PAID  
note for \$25  
1/11/36  
h

Pays dues in default to 1/31/35-

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HECKENLIVELY & MARK  
ARCHITECTS  
AND ENGINEERS  
LANDERS BUILDING  
SPRINGFIELD, MD.

April 13, 1937.



Secretary A.I.A.,  
Washington, D.C.

Dear Sir: A few days ago I sent you cheque covering my dues, \$20.00 and my note for \$25.00, \$45.00 in all, but so far I have not received my note, which please mail to me so as to clear my records.

Sincerely Yours,

*J. L. Heckenlively*

JLH/mk

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RECEIVED  
AMERICAN INSTITUTE OF ARCHITECTS  
3/24/37

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

COPY

April 17, 1937

Dear Mr. Heckenlively:

In response to your letter of April 13.

This will acknowledge, with thanks, your remittance of \$45.00 received on March 24 - \$20.00 in payment of 1937 dues and \$25.00 in payment of your note for like amount covering Institute dues in arrears.

We trust you received your Membership Card for 1937, which was mailed on March 27, 1937.

We are enclosing herewith cancelled note.

Sincerely yours,

Assistant Treasurer.

K:E

Mr. J. L. Heckenlively  
Landers Building  
Springfield, Missouri.