

139- Allen, Robert M.  
Virginia

# Application for Membership

*Must be read*

May 7 - 25<sup>th</sup> 1930  
5/6/30  
25<sup>th</sup> - 6/12/30

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 Robert M. Allen

Address 13 Virginia Ave., Roanoke, Virginia.  
[Number and Street.] [City.] [State]

Place and date of birth Roanoke, Va. Aug. 31, 1889.

Graduate in architecture M. I. T. three years did not graduate account sickness  
[Give name of institution and year. Diploma or Certificate of graduation (or photostatic copy) must accompany this application.]  
B.S. University Va. '12.

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.....  
I am registered.

If practicing architect, firm name Robert M. Allen, Architect.

Have been in practice 10 years. If draughtsman, employed by.....

Collegiate and office training.....

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

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

(1) Robert M. Allen  
[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) R. M. Allen  
[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) Louis Philippe Smithy  
(Essential if Registered)

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. (5) Merrell C. Lee

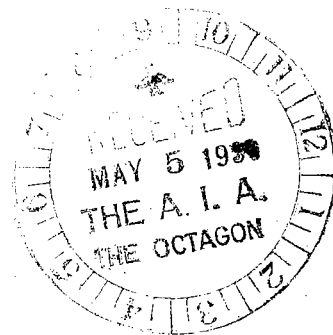
(7) 196  
NUMBER

[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.]

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(3)

ROBERT M. ALLEN  
— ARCHITECT —  
15 VIRGINIA AVENUE  
ROANOKE, VIRGINIA



May 2, 1950.

The Secretary,  
The American Institute of Architects,  
1741 New York Avenue, N. W.,  
Washington, D. C.

Dear Sir:

Please find enclosed my application for membership in the A. I. A., also, my check for twenty-five dollars covering the Initiation Fee. I am enclosing to you by this same mail, under separate cover, photographs (one enclosure), and working drawings (the second enclosure). *See 2*

Yours very truly,

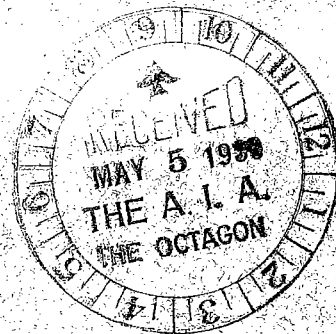
*Robert M. Allen*  
ROBERT M. ALLEN.

R. M. A.  
enc.

P. S. The photographs and working drawings are of the Jefferson Electric Company, and the John B. Newton, Residence, Roanoke, Virginia.

R. M. A.

ROBERT M. ALLEN  
— ARCHITECT —  
15 VIRGINIA AVENUE  
ROANOKE, VIRGINIA



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The American Institute of Architects,  
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Yours very truly,

ROBERT M. ALLEN.

RMA:M  
enc.

P. S. The photographs and working drawings are of the Jefferson Electric Company, and the John B. Newton, Residence, Roanoke, Virginia.

R. M. A.

LEE, SMITH & VANDERVOORT, INC.  
ARCHITECTS AND ENGINEERS  
BUILDERS EXCHANGE  
RICHMOND, VIRGINIA

MERRILL C. LEE, A. I. A.  
HORACE L. SMITH, JR., C. E.  
JAMESON VANDERVOORT, A. C. I.  
LOUIS W. BALLOU



May 5th.1930

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

Attention Mr. Edward C. Kemper.

Dear Mr. Kemper:

I have asked for few favors during my time as Secretary of the Virginia Chapter but feel like asking a big one now that I am not in official position.

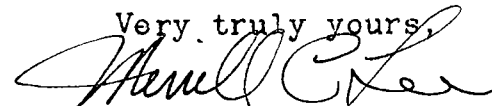
The application for membership of Robert Allen of Roanoke, Va., has been sent on for final action and I want to speak the highest praise in his behalf.

Mr. Allen attended Mass. Inst. of Technology during my time and I considered him one of the most able designers at school. His school career was filled with medals and first mentions and he was extremely unfortunate in not being able to graduate because of bad health.

Mr. Allen is the type of gentleman we are seeking in the Institute and I trust the Executive Board will honor the Institute by passing his application.

With kindest wishes and best regards and hoping to see you at the convention.

Very truly yours,

  
Merrill C. Lee

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

COPY

June 2, 1930.

Dear Mr. Allen:

Permit me to acknowledge, with gratification, and on behalf of the Secretary, the receipt of your application for Institute Membership, together with your check for \$25.00 in payment of the initiation fee.

We have also received the packages of photographs and working drawings, which you sent under separate cover, as exhibits in connection with your application.

In order to complete the routine incident to the filing of an application, we wish to call to your attention the necessity for the payment of the first year's annual dues in advance, in the amount of \$25.00. These dues, of course, are applied to the first twelve months following election.

It is urgent that you give this matter your prompt attention, so that final action may be taken on your application along with others on June 15th. If the above requirement is taken care of, by that time, we shall be able to send you formal notification of your election promptly.

Sincerely yours,

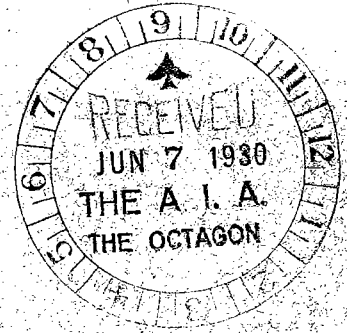
Executive Secretary.

Mr. Robert M. Allen,  
13 Virginia Avenue,  
Roanoke, Virginia.

FHG:TRD.

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ROBERT M. ALLEN  
— ARCHITECT —  
15 VIRGINIA AVENUE  
ROANOKE, VIRGINIA



June 6, 1930.

~~Note Re-posted~~

Mr. Edward C. Kemper, Executive Secretary,  
The American Institute of Architects,  
The Octagon, 1741 New York Avenue,  
Washington, D. C.

Dear Mr. Kemper:

I am in receipt this morning of your letter  
of June 2, and an enclosing my check for  
twenty-five dollars in accordance therewith,  
I had overlooked the fact that this amount  
was now due.

~~the check for 1929 dues could be paid if sent~~

Cordially yours,

*Robert M. Allen*

ROBERT M. ALLEN.

RMA:M  
enc.

*Paid \$25  
6/12/30*

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

COPY

July 8, 1930

Dear Mr. Allen:

Please accept our thanks for your letter of June 6th, transmitting your check in the amount of \$25.00 in payment of your first year's Annual Dues upon election to membership.

We are indeed sorry for this delay in taking care of your check, which was received soon after the Convention, and in the pressure of work incident to the Convention, which ended on May 25, 1930, the matter was overlooked until today.

We are happy, now, however, to be able to advise you of your election to membership in The American Institute of Architects, effective June 13, 1930.

You have been assigned to the Virginia 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.

The exhibits which you sent to The Octagon, in connection with your application, are being returned to you under separate cover. If they are not received in due course, please let us know.

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,

Mr. Robert M. Allen,  
15 Virginia Avenue,  
Roanoke, Va.

Executive Secretary

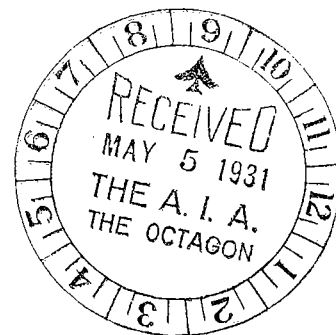
K/fhg

Enc.

COPY TO  
FILES      PRESIDENT      SECRETARY      TREASURER

ROBERT M. ALLEN  
— ARCHITECT —  
13 VIRGINIA AVENUE  
ROANOKE, VIRGINIA

May 4th, 1931.



The Secretary of the Amer. Inst. of Architects,  
The Octagon,  
Washington, D. C.

Dear Sir:

On the advice of my physician I am closing my office for probably a year or more for a complete rest. I am very anxious to retain my membership in the A. I. A., but naturally am trying to cut expenses wherever possible. Is there any provision for such cases, or will it be necessary for me to pay full dues in order to retain my standing?

Cordially yours,

A handwritten signature in cursive script that reads "Robert M. Allen".

ROBERT M. ALLEN.

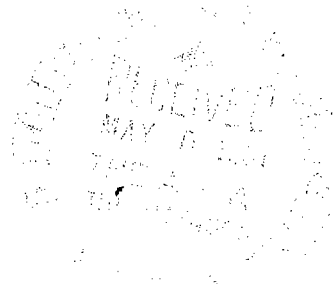
RMA/FC



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

COPY

*[Handwritten signature]*



May 7, 1931.

Dear Mr. Allen:

This will acknowledge your letter of May 4th.

There is no automatic provision of the By-Laws which would permit this office to remit your dues. We suggest that you address a letter to the Secretary of the Institute, briefly stating the facts and asking for a remission for the year 1931, or 1932, as the case may be.

Sincerely yours,

Assistant Treasurer.

Mr. Robert M. Allen,  
13 Virginia Avenue,  
Roanoke, Virginia.

ECK\*B

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ROBERT M. ALLEN  
— ARCHITECT —  
15 VIRGINIA AVENUE  
ROANOKE, VIRGINIA



Dear Mr. Kump.

In answer to your letter of July sixteenth, please credit my account with the check I sent you for twelve fifty.

I have been forced to close my office for a year on account of my health, therefore am without a secretary hence the error, please bill me at the proper time.

Cordially yours,

Robert M. Allen

Received Payment  
American Institute of Architects  
7/27/31

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

COPY

July 16, 1931.

Dear Mr. Allen:

We are in receipt of your check No. 345 in the sum of \$12.50 for membership dues from July to December 1931.

We find, however, that your dues are paid in full; \$12.50 of which was received on January 16th.

If it meets with your approval, we would be pleased to credit this amount to your 1932 dues; or it will be returned to you if you so desire.

Very truly yours,

Assistant Treasurer.

Mr. Robert M. Allen,  
15 Virginia Avenue,  
Roanoke, Virginia.

K:L

Enc.