

THE AMERICAN INSTITUTE OF ARCHITECTS,

OFFICE OF THE SECRETARY, THE OCTAGON,

ROBERT S. PRABODY, *President.*
W. S. EAMES, *1st Vice-President.*

FRANK MILES DAY, *2d Vice-President.*
GLENN BROWN, *Secretary and Treasurer.*

WASHINGTON, D. C.

To Non-Members of the American Institute of Architects:

There are many architects in the country who have been earnest and honorable in the practice of the profession, who, for the advancement of our art, should be allied with the Institute and thus assist in the progressive work of the Association.

The Institute has done much for the good of the art. The Tarsney Act, under which many Government buildings are now erected, the enactment of which was secured by the Institute, and which has been put into operation by the wise policy of Hon. Lyman J. Gage, Secretary of the Treasury; the marked improvement in the conduct of competitions in recent years, the good fellowship and standing of the profession in the community, and the establishment and recognition by the courts and the public of the Schedule of Minimum Charges, may be enumerated as a partial list of the good attained which is of benefit directly or indirectly to all practicing architects. In order that the Institute may attain more completely its ends all architects of good standing should become members of the Society.

During the year 1901 new members will be admitted under the present By-Laws which require the honorable practice of the profession, the endorsement of three members of the Institute, the approval by the Board of Directors of drawings submitted by the candidate, and a favorable ballot by the members of the Institute on the name of the candidate.

After January 1, 1902, candidates, not graduates of the professional schools, will be required to pass an examination similar to the examinations required for graduation in the leading architectural schools of the country.

The Secretary will be pleased to send application blanks and further information to architects who wish to join the Institute.

Yours truly,

GLENN BROWN,
Secretary, A. I. A.

LOCKE & MUNSELL
ARCHITECTS
212-213 POTOMAC BLOCK
TEL. GREEN 1302

Received,
MAY 7 1901

SEYMOUR E. LOCKE
W. A. O. MUNSELL

Answered _____

LOS ANGELES, CAL.

May 1 - 1901

Glenn Brown
Secretary A. I. A.
Washington D. C.

Dear Sir;

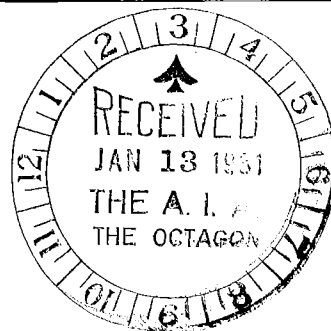
I am today in receipt
of a communication from you
with which I fully concur, and
will be very much pleased to
receive application blank and any
further necessary information
regarding membership in the
American Institute of Architects.

Yours Truly

W. A. O. Munsell

W. A. O. MUNSELL
ARCHITECT
35 SOUTH RAYMOND AVENUE
PASADENA, CALIF.

Jan 8-1931



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

Dear Sir

Please cancel my membership
for the present.

Yours Very Truly

W. A. O. Munsell

1930 dues have been paid

or

Elected 1901

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

COPY

January 14, 1931

Dear Mr. Munsell:

Responding to your letter of January 8th, received on January 13th, we regret to learn that you contemplate resignation.

Before a resignation can be noted upon it must come forward to the Secretary of the Institute through the Secretary of your Chapter, H. Roy Kelley, 1102 Architects' Building, Los Angeles, Calif.

In order that you may not be charged with 1931 dues the resignation should be received at The Octagon during the month of January. However, we hope very much that you will reconsider and will endeavor to hold on to your membership in the Institute and the Southern California Chapter for at least another year. Perhaps by the end of that period business conditions will so improve that the payment of Institute dues will be incidental.

Another possible solution presents itself: We have noted that you have been a member of the Institute since 1901, and it has occurred to us that you may be eligible for retirement, which would relieve you from all financial obligation as to dues to the Institute (but not the Chapter) while still retaining the privileges of full membership. Attached is an excerpt from the By-laws setting forth the conditions of such retired membership. If you find that you are eligible, we shall be glad to arrange accordingly.

Sincerely yours,

Executive Secretary.

Mr. W. A. O. Munsell,
35 South Raymond Avenue,
Pasadena, Calif.

R/fhg
Enc.

COPY TO
FILES

Copy to the Secretary, Southern California Chapter; and Director,

PRESIDENT SECRETARY TREASURER
Sierra Nevada Division

CLASS OF SERVICE DESIRED	
DOMESTIC	CABLE
TELEGRAM	FULL RATE
DAY LETTER	DEFERRED
NIGHT MESSAGE	NIGHT LETTER
NIGHT LETTER	WEEK END LETTER

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

WESTERN UNION

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

CHECK
ACCT'G INFMN.
TIME FILED

Send the following message, subject to the terms on back hereof, which are hereby agreed to

COPY

April 2, 1931

H. ROY KELLEY
1102 ARCHITECTS BUILDING
LOS ANGELES, CALIF.

WOULD APPRECIATE RECEIVING RECOMMENDATIONS SOUTHERN CALIFORNIA
CHAPTER REGARDING RESIGNATIONS OF E. B. CLARKE AND GEORGE MARKO AND W. A.
MUNSELL AT THE OCTABON BY APRIL SEVENTH OR AT MENGER HOTEL SANANTONIO BY
APRIL TENTH FOR ACTION OF BOARD DIRECTORS AT APRIL MEETING

E. C. KEMPER

CHARGE TO:

THE AMERICAN INSTITUTE OF ARCHITECTS
1741 New York Avenue

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 -b

SOUTHERN CALIFORNIA CHAPTER

1102 Architects' Bldg.

LOS ANGELES, CALIFORNIA

April 9th, 1931.

Mr. E. C. Kemper, Executive Secretary,
American Institute of Architects,
The Octagon,
Washington, D. C.

Dear Mr. Kemper:

Referring to previous correspondence and your telegram of April 2nd, in regard to resignations of Messrs. Edwin B. Clarke, George Marko and W. A. O. Munsell. These men tendered their resignations on account of their desire to be relieved from paying dues owing to the present business depression and we have deferred accepting same until later in the year in order to give them an opportunity to withdraw their resignations and retain their membership should they find themselves financially able to do so before the year has expired.

Our recommendation would be that no further action be taken on these resignations at the present time.

Yours very truly,

SOUTHERN CALIFORNIA CHAPTER
AMERICAN INSTITUTE OF ARCHITECTS

By (s) H. ROY KELLEY
Secretary.

-b

THE AMERICAN INSTITUTE OF ARCHITECTS ARCHIVES For information or study purposes only. Not to be recopied, quoted, or published without written permission from the AIA Archives, 1735 New York Ave. NW, Washington, DC 20006

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

7-2
COPY

May 21, 1931

Dear Mr. Kelley:

Your letter of April 9th was received on April 20th, and this is the first opportunity to respond.

Regarding the resignations of Messrs. Edwin B. Clarke and W. A. O. Munsell, we are more than glad to withhold action, as you request, for the time being. Neither of these members is indebted to the Institute, except for his 1931 dues.

We have, therefore, filed the resignations and will consider the matters closed until we hear from you again.

It is assumed that you have notified these gentlemen of this action - or shall we write to them from The Octagon?

With regard to the resignation of George Marke - in view of your later letter of April 30th we are responding in a separate communication of this date.

Sincerely yours,

Executive Secretary.

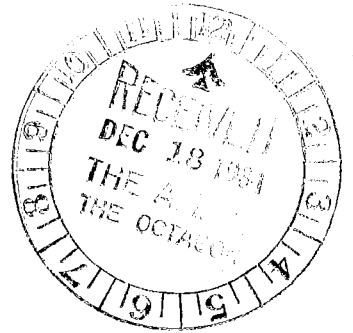
Mr. H. Roy Kelley, Secretary,
Southern California Chapter, A.I.A.,
1102 Architects' Building,
Los Angeles, Calif.

K/Thg

W. A. O. MUNSELL
ARCHITECT
35 SOUTH RAYMOND AVENUE
PASADENA, CALIF.

Dec 14-1931

Mr. Frank C. Baldwin
Secretary A. I. A.
Washington D.C.



Dear Sir,

I regret very much to give
up my membership after having been
a member for so many years.

My feeling are in accord with all
the things the A. I. A. is doing and I
assume you of my moral support.

So again, reluctantly, I ask you
cancel my membership.

Yours Very Truly

W. A. O. Munsell

owed for 1931 dues
RM
FHS

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

December 30, 1931

Dear Mr. Kelley:

On April 9th of this year you wrote to this office, regarding the pending resignations of Messrs. Edwin B. Clarke, George Marko, and W. A. O. Munsell, and asked that action be deferred until later in the year in order to give them an opportunity to withdraw their resignations and retain membership should they find themselves financially able to do so before the year expired.

We are just now in receipt of a further letter from Mr. W. A. O. Munsell, and have responded in accordance with the attached copy of our letter to him.

We will await further advice from you and Mr. Munsell before submitting the matter to the Executive Committee at its next meeting, which will probably be held soon after February 15th.

Sincerely yours,

Executive Secretary.

Mr. H. Roy Kelley, Secretary,
Southern California Chapter, A.I.A.,
1102 Architects' Building,
Los Angeles, Calif.

K/fhg
Enc.

COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

Exec Com

December 30, 1931

Dear Mr. Munsell:

It is with regret that we have received your letter of December 14th, again asking that your membership be cancelled.

For your information, the Board of Directors, at its November meeting, authorized the Secretary to carry into 1932 those members who are not indebted, except for the year 1931. Therefore, no action would be taken adversely, affecting your membership, without ample notice at the end of 1932.

However, if you insist upon submitting your resignation, we wish to call to your attention the marked excerpt from the By-laws attached, from which you will note that a resignation should come forward through the Secretary or Treasurer of the Chapter to which you are assigned, with the endorsement of the Chapter thereon. Also, your 1931 dues would have to be paid before a resignation could be accepted for the consideration of the Executive Committee.

There will be a meeting of the Executive Committee shortly after the 15th of February, at which time we can bring up your resignation for final action, provided the endorsement of the Chapter and your check for 1931 dues are received by that time.

In our letter to you the first part of this year we reminded you of the possibility of making application for having your name placed on the retired list, which would relieve you from financial obligation to the Institute for dues, but not the Chapter, while still retaining the privileges of full Institute Membership. You were elected in 1901, and if the other requirements of the conditions set forth in the attached extract from the By-laws can be met by you, perhaps you would like to submit an application for retirement, instead of resigning your membership.

Please let us hear further from you, with instructions as to future procedure.

Sincerely yours,

Mr. W. A. O. Munsell,
35 South Raymond Avenue,
Pasadena, Calif.

Executive Secretary.

K/fhg-

Copy to the Secretary, Southern California Chapter.

COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

SOUTHERN CALIFORNIA CHAPTER

1102 Architects Building
Los Angeles, California.

January 4th, 1932.

Mr. E. C. Kemper, Executive Secretary,
American Institute of Architects,
The Octagon,
Washington, D. C.

Dear Mr. Kemper:

Referring to previous correspondence in regard to the resignations of Messrs. Edwin B. Clarke and W. A. O. Munsell, Institute Members assigned to this Chapter. Your records will show that both these gentlemen tendered their resignations as Institute Members effective December 31st, 1930 on which date they were in good standing with the Institute and Chapter but on request of the Officers of the Chapter they allowed us to continue their names on our rolls with the understanding that if they were financially able to do so they would withdraw their resignations.

The Chairman of our Membership Committee, Mr. Palmer Sabin, has contacted both Messrs. Clarke and Munsell and the condition of their finances is such that they cannot see their way clear to continue their membership in the Institute and Chapter and therefore insist that their resignations be accepted as of December 31st, 1930 and the Executive Committee would so recommend.

Both messrs. Clarke and Munsell were very reluctant to give up their affiliation with the Institute and Chapter but owing to their finances they are compelled to do so and it is the hope of the Executive Committee that when conditions improve they will renew their membership.

Yours very truly,

SOUTHERN CALIFORNIA CHAPTER
AMERICAN INSTITUTE OF ARCHITECTS

BY (S) H. ROY KELLEY

Secretary

January 19, 1932

Dear Mr. Kelley:

Thank you very much for your letter of January 4th, explaining the situations in detail with regard to the resignations of Messrs. Edwin B. Clarke and W. A. O. Munsell, Institute Members of your Chapter.

Evidently there is nothing to do but to submit the resignations to the Executive Committee at its February meeting, for consideration.

We very much appreciate the splendid cooperation you have given in all of these membership status cases, as well as that of Mr. Palmer Sabin, of your Chapter Membership Committee. Perhaps, before long, conditions will improve and both of these members can be persuaded to apply for reinstatement.

You will be advised, promptly, of the action taken.

Sincerely yours,

Executive Secretary.

Mr. H. Roy Kelley, Secretary,
Southern California Chapter, A.I.A.,
1102 Architects Building,
Los Angeles, Calif.

K/fhg

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

2 3
COPY

April 11, 1932.

Dear Mr. Munsell:

At the February meeting of the Executive Committee your resignation, as a member in good standing in the Institute and the Southern California Chapter, was accepted, effective December 31, 1930.

Sincerely yours,

Executive Secretary.

Mr. W. A. O. Munsell,
35 South Raymond Avenue,
Pasadena, California.

K-G

THE AMERICAN INSTITUTE OF ARCHITECTS ARCHIVES For information or study purposes only. Not to be recopied, quoted, or published without written permission from the AIA Archives, 1735 New York Ave. NW, Washington, DC 20006

TO

ES

PRESIDENT

SECRETARY

TREASURER