

Keen, C B 2-3

# Application for Membership

August 8th, 1917.

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

SIR: I hereby apply for Membership in the American Institute of Architects under Class "A"  
[Insert appropriate letter.]

I hereby certify that the following statements are correct:

Name Charles Barton Keen,

Address #1218 Chestnut Street, Pa.

Place and date of birth Philadelphia, Pa., December 5th, 1868,

Graduate in architecture University of Pennsylvania, 1889,  
[Give name of institutions and year.—Evidence of Diploma or Certificate of graduation to be submitted with application.]

Holder of Scholarship in architecture.....  
[Give name and year.]

Passed the qualifying examinations of the Royal Institute of British Architects, or the examinations for the  
first class of the Ecole des Beaux Arts.....  
[State which, and year.—Evidence of Certificate to be submitted with application.]

If an Associate of a Chapter of the Institute, give date of admission thereto.....

If practicing architect, firm name Charles Barton Keen,

Have been in practice Twenty-five years years.....

If draughtsman, employed by.....  
[State number of years.]

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.

Charles Barton Keen  
[Signature of Applicant.]

I hereby certify that the signer of this application was duly elected an Associate of the Philadelphia  
[For use when the applicant is an Associate.]

Chapter, A. I. A., on the following date (date not on records)  
[Insert exact date of election to chapter.]

Edward A. Crow Secretary.  
Philadelphia 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.

John Hall Cassin  
Chas. B. Sutter

Prelim. Fee paid  
Initiation admitted  
Unem. End. yes  
Exhibits no  
On Div. Com. of Jan. 10, 1918.

[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 President and 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.]

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

COPY

CHARLES BARTON KEEN  
EXECUTIVE SECRETARY  
AMERICAN INSTITUTE OF ARCHITECTS  
THE OCTAGON, WASHINGTON, D.C.

2-3

RECORDED  
INDEXED  
1918

Mr. C. G. BORGES,  
Executive Secretary,  
American Institute of Architects,  
The Octagon, Washington, D.C. *March 4*  
~~February 15, 1918.~~

Dear Sir:

Acting for the Secretary, I am pleased to advise you of your election to membership in the American Institute of Architects, effective February 15, 1918.

You will receive under separate cover the Proceedings of the Fiftieth Convention, and the Year Book for 1917, which in addition to the membership records contains the official documents of the Institute relating to matters of professional practice.

The enclosed statement for dues should receive early attention, as the engrossed Certificate of Membership is not sent until the dues for the year have been paid, and election becomes void for non-payment within three months of this date.

This will also advise you of your assignment to the Philadelphia Chapter, to whose Secretary a copy of this letter has been sent.

May I take this opportunity to say that the office of the Institute at the Octagon is for the service of every Institute member. Should the occasion arise, we will be glad to give you our best cooperation.

Very truly yours,

Executive Secretary.

Mr. Charles Barton Keen,  
1218 Chestnut St.,  
Philadelphia, Pa.

K:C  
ENC/  
Copy to Secretary Philadelphia Chapter

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CHARLES BARTON KEEN  
ARCHITECT  
BAILEY BUILDING  
PHILADELPHIA

September  
Fifth  
1917

2-3

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

Dear Sir:-

Your favor of the 1st, in re my application for membership received.

Would advise you that I have been a member of the Philadelphia Chapter for at least the past five or six years, possibly longer.

C.B.K.

Very truly yours,

*Charles Barton Keen*

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

2-3  
COPY

March 9, 1928

Dear Mr. Keen:-

We are in receipt of a letter from the Philadelphia Chapter in which it recommends that your Institute and Chapter membership be discontinued for non-payment of Chapter dues.

You are also indebted to the Institute in the sum of \$47.50 - dues for 1927 and 1928.

As there will be a meeting of the Institute Executive Committee on March 23, we are hopeful that you will see your way clear to meeting your Chapter indebtedness before that time, and thereby permit the Chapter to advise the Secretary's Office to disregard its recommendation that your Institute and Chapter membership be discontinued. Otherwise the Institute has no other alternative than to act on the recommendation of the Chapter.

Sincerely yours,

Executive Secretary

Mr. Charles Barton Keen,  
338 S. Smedley Street,  
Philadelphia, Pa.

K:VB

COPY TO

FILES    PRESIDENT    SECRETARY    TREASURER

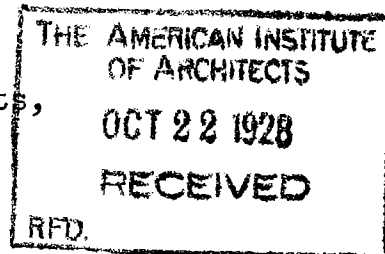
OFFICE OF  
CHAS. BARTON KEEN

CHAS. BARTON KEEN, A. I. A., R. A.  
ARCHITECT

338 SOUTH SMEDLEY STREET  
PHILADELPHIA

October 20th, 1928.

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



Dear Sir:-

It has just been brought to my personal attention that I am in arrears for two years in payment of my dues to the American Institute of Architects.

It may seem strange to you that after all the notices that I believe you have sent my office that this is the first time I have been cognizant of the fact that I am in arrears,

The only excuse that I can offer is the fact that I have been changing secretaries and have been exceedingly busy and that in some way the notices and letters addressed to me have not reached me.

I understand from Mr. D. Knickerbacker Boyd that I have been dropped from the Institute for non-payment of dues. I have checked up my book and find that I am two years in arrears and am enclosing check for \$50.00 in payment of same. If I am back any more than the above amount I will be glad to remit further at once.

Trusting the above explanation will be sufficient to warrant my reinstatement, I remain

Yours very truly,

CBK:k

Received Payment  
American Institute of Architects  
PA # 370 - 107  
1927-1928

Owed 22.50 for 1927 & not  
25.00 - Refund check  
attached  
ms

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

2-3  
COPY

October 24, 1928

My dear Mr. Keen:

Acting for the Treasurer, this will acknowledge your letter of October 20th and check for \$50.00. We find that your indebtedness for Institute dues was \$22.50 for 1927, and \$25.00 for 1928. As your check was for \$50.00, there is a balance of \$2.50 due you, and the Institute's check for that amount is enclosed herewith.

No reinstatement procedure is necessary, as your membership in the Institute had not been discontinued, although your name was on the delinquent list.

We are indeed glad that you have taken the action which you did in this matter.

Very sincerely yours,

Executive Secretary.

Mr. Chas. Barton Keen,  
338 South Smedley Street,  
Philadelphia, Pa.

K/PHG

Enc.