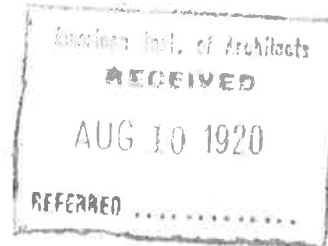


HERBERT F. J. BARTLETT
ARCHITECT

CALDWELL, N. J., Aug 7th, 1920 19



Mr E. C. Kemper,
The Octagon,
Washington. D. C.

Dear Sir:-

I am enclosing herewith, as per instructions of Mr Hugh Roberts, Secy of the New Jersey Soc., of Architects, of which I am a Member, application for membership in the American Institute of Architects, together with check for \$5.

Please find also enclosed indentures and statement from Mr Jos., B. Allen, Architect, certifying that I designed and drew certain of the drawings I am mailing under separate cover.

I served for four years as articulated pupil in England. The first two years with Edward Vining, Architect, of Yeovil, England, who advised at the end of that period that I serve the balance of the four years in a larger office in order to obtain a wider experience, so that I served the remaining two years with Wilde and Fry, of Weston-Super-Mare, as per the enclosed indentures.

Previous to being articulated, my education, as is usual in England, was general in scope. I was awarded two scholarships for general subjects and one for history. A knowledge of the latter I have since found of great help in the study of Architecture.

Subsequent to the expiration of my articles I held a position as draughtsman with G. D. Martin, F. R. S. Architect, in London for a year, and left there to come to the United States, where I held similar positions with Trowbridge and Livingston, Frank Freeman, and Seymour Burrell, Architects, in New York, and as Draughtsman, Supt., and Clerk of Works with Hurd and Sutton, Architects of Newark, N. J. for several years before opening my own office.

I am now practising as Associate Architect with Mr Jos., B. Allen, of Irvington. N. J.

Mr Roberts tells me that he is writing you, so please look for a letter from him regarding my application.

I have excellent letters, starting with Mr Vining to whom I was first articulated, from all the Firms by whom I was

HERBERT F. J. BARTLETT
ARCHITECT

CALDWELL, N. J., _____ 19

#2

Mr E. C. Kemper.

(continued)

employed as well as from several prominent Engineers of New Jersey with whom I have been associated in different operations, and would be glad to submit them to you with any further data you may require.

As the enclosed indentures are regarded in England as being somewhat in the nature of a diploma or certificate of graduation, may I ask you to see that they are returned to me safely?

Trusting Sir that my application and accompanying drawings, references &c may meet with your favorable consideration, I am,

Very truly yours,

Herbert F. J. Bartlett.

Exhibits received

Application for Membership

To the Secretary of the American Institute of Architects,
The Octagon House, Washington, D. C. _____, 19

SIR:

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

I hereby certify that the following statements are correct:

Name Herbert J. J. Bartlett.

Address 12 Gould Ave. Caldwell. N. J.
(Number and Street.) (City) (State.)

Place and date of birth Somerset County, England. Jan 1879.

Graduate in architecture Seved articles in England. (see enclosure).
(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 H. J. J. Bartlett.

Have been in practice since 1909. Eleven years.

If draughtsman, employed by _____

Collegiate and office training Took honors in Cambridge, in England. Service as draughtsman from 1900 - 1909. (See also accompanying letter).
(State number of years.)

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.

Herbert J. J. Bartlett
(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 June 1920
(Insert date of election to chapter.)

Hugh Roberts Secretary.

H. J. Chapter, A. I. A. of Soc. of Architects

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) Gilly & Co. J. J.
- (2) Geo. S. Driscoll
- (3) Hugh Roberts

(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.)

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Prelim. Fee. Paid \$5.00 April 20 -
 Initiation must pay \$15.00
 Unsh. End no
 Exp. Must send. Recd.
 On Paid Cash Oct 5

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

COPY

August 10, 1920.

My dear Mr. Bartlett:-

Permit me to acknowledge with gratification and on behalf of the Secretary your application for membership in the American Institute of Architects.

We also received the statement, and your check for \$5.00, covering the preliminary fee, for which we enclose herewith receipt.

The matter is now complete with the exception of exhibits of two executed buildings, which should consist of photographs and working drawings from your office files. These will be carefully returned later.

If you will send the above exhibits your application will be acted upon early in October.

Very truly yours,

Executive Secretary.

Mr. Herbert F. J. Bartlett, Architect,
12 Gould Avenue,
Caldwell, New Jersey.

H-P.
Enclosure.

Copy to Mr. Hugh Roberts, Secretary,
The New Jersey Chapter.

COPY TO

FILES PRESIDENT SECRETARY TREASURER

HERBERT F. J. BARTLETT
ARCHITECT

CALDWELL, N. J.

Sept 28th 30 1920 20

REFERRED

Mr E. C. Kemper,
The Octagon,
Washington. D. C.

Dear Sir:-

Among the drawings I sent you some weeks ago,
with my application for membership in The American Institute
of Architects, was a set of prints of a factory building,
boiler and engine rooms, and garage, for Mr Geo., J. Cross-
man, Astor St., Newark. N. J.

I omitted to send photographs of these buildings, and
am enclosing prints herewith, as evidence that the buildings
are erected and in use.

Very truly yours,

H. F. J. Bartlett

N. J. Soc., of Archts.,

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

COPY

23

November 8, 1920

My dear Sir:-

Acting for the Secretary, I am pleased to advise you of your election to membership in the American Institute of Architects, effective November 5, 1920.

You will receive under separate cover the Proceedings of the 53rd Convention and the Year Book for 1920.

You have been assigned to the New Jersey Chapter as an Institute member in good standing therein, and the Secretary of the Chapter so notified.

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 glad to give you our best cooperation.

Very truly yours,

Executive Secretary.

Mr. Herbert F. J. Bartlett,
12 Gould Avenue,
Caldwell, N. J.

K:VB

Copy to Mr. Roberts, Secretary of New Jersey Chapter.

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

COPY

2 3

November 12, 1920.

My dear Mr. Bartlett:-

We are returning under separate cover, parcel
post, the exhibits submitted by you in connection with
your application for Institute membership.

Trusting they will be received safely in due
course, I am,

Very truly yours,

Executive Secretary.

Mr. Herbert F. J. Bartlett,
12 Gould Avenue,
Caldwell, N. J.

K:VB

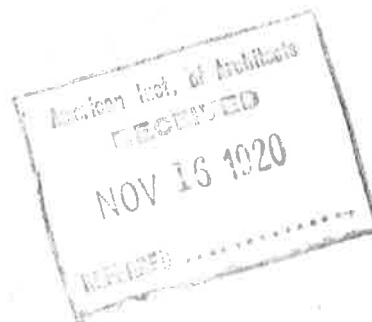
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COPY TO

FILES PRESIDENT SECRETARY TREASURER

HERBERT F. J. BARTLETT
ARCHITECT

CALDWELL, N. J. Nov 14th 1920 19



Mr E. C. Kemper,
The Octagon,
Washington.
D. C.

Dear Sir:-

I am in receipt of your letter of Nov 6th notifying me of my election to Membership in the Institute, and have also received a part of the drawings I submitted.

I have not yet received all of the drawings, nor the articles under which I was apprenticed to the profession, but trust that the articles will show up safely in due time.

As I remember it, the application blank stated that when elected, the Applicant would be called upon to pay dues within a certain time thereafter. If you will at your convenience let me know the amount, I shall be glad to forward check.

I wish to state that I appreciate very highly the honor of being admitted as a Member of the American Institute, and to thank you personally for the courteous treatment I have received in my correspondence with you over the matter.

Very truly yours,

H. F. J. Bartlett.

November 17, 1920

My dear Mr. Bartlett:-

Responding to yours of November 14th, you should have by now your drawings, and I return herewith two photographs and the indenture papers which accompanied the application. I trust this will complete the return of the various exhibits you sent. If not please let me know.

Very truly yours,

Executive Secretary.

Mr. Herbert F. J. Bartlett,
12 Gould Avenue,
Caldwell, N. J.

K:VB

HERBERT F. J. BARTLETT
ARCHITECT

CALDWELL, N. J., Nov 25th 1920 19



Mr E. C. Kemper,
The Octagon,
Washington.
D. C.

Dear Sir:-

I am obliged to you for return of papers of indenture enclosed in your letter of Nov., 17th.

Regarding the other exhibits which I submitted with my application, I have received the smaller drawings, but the two large sets of blue prints (one for Public School #11, Irvington, N. J. and one for factory for Mr Crosman, at Astor St., Newark, N. J.) have not arrived.

Should these exhibits have become misplaced, please do not go to very much trouble to locate them, as they consisted of blue prints and not original drawings.

Very truly yours,

H. F. J. Bartlett.

These drawings bear the name of Jos. B. Allen - Archt. & were covered by Mr Allen's statement that they were designed and made by me.

H. F. J. B.

Sent via	<i>parcel post</i>
Prepaid	<i>yes</i> Collect
Date	<i>11/27/20</i>
By	<i>H.F.J.B.</i>

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

ARCHITECTS

COPY

CALDWELL, N. J. NOV 25 1920

November 27, 1920.

My dear Mr. Bartlett:-

We found your exhibits in Mr. Allen's name and
are returning them by Parcel Post today.

Very truly yours,

Executive Secretary.

Mr. H. F. Bartlett,
Architect,
Caldwell, New Jersey.

K-P.

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COPY TO

FILES PRESIDENT SECRETARY TREASURER

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

COPY

December 4, 1924.

Dear Mr. Bartlett:-

It was with regret that the Treasurer had to report to the Officers and Directors of the Institute at their last meeting a large amount still in default covering payment of dues for the current year.

The Directors discussed the matter seriously as the money is needed to meet the balance of our obligations for the year and moreover it seemed to them not quite fair that members who have paid their dues are not only meeting their own obligations, but assisting to pay the cash expense necessary to supply the Journal, etc., to those members who have not paid their dues. The Directors passed the following resolution:

Resolved, that those members now delinquent for more than one year be given until February 1, 1925, to make payment in whole, or to reach some agreement with the Treasurer as to future payments. Otherwise the Institute and Chapter membership of each delinquent coming under this resolution shall be terminated on March 1, 1925, upon notice to him from the Secretary to that effect.

I am sending you this as an appeal to make a remittance to the Treasurer of \$40.00, including the dues for 1924, which, as you know, were payable eleven months ago.

I trust that you will write me promptly and also frankly if for any reason you cannot pay all or any part of the amount at the present moment.

Hoping that you will do your part to help the Treasurer make a better report at the next meeting of the Board of Directors, I remain,

Sincerely yours,

Treasurer.

Mr. Herbert F. J. Bartlett,
12 Gould Avenue,
Caldwell, N. J.

COPY TO

FILES PRESIDENT SECRETARY TREASURER

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

2-3
COPY

February 7, 1925.

My dear Mr. Bartlett:-

Under the general resolution of the Board of Directors, with regard to delinquents, this office will be obliged to drop your name from the rolls of the Institute and the New Jersey Chapter, effective March 1, 1925 - unless you make some effort towards settling the account.

It is distressing to the Treasurer and to the Board to have a good Institute member lose his professional affiliations on account of a comparatively small amount of money. It does not help the Institute; and it is undoubtedly a disadvantage to the Architect himself.

The Treasurer is more than willing to meet you half way, and to accept a payment on account, or notes for a period of sixty (60) or ninety (90) days, which will permit him to retain your name on the rolls of the Institute and the Chapter. I am writing this personal letter to you at his direction.

According to all reports, 1925 will be a good year for the architects, and 1926 may be equally as good. If you think the A. I. A. and its work for the Profession deserve your support, will you not respond to this letter, in the manner suggested above?

With the earnest hope that you will not allow your name to be dropped, and that you will respond without fail before March 1st, I am,

Very sincerely yours,

Assistant Treasurer.

Mr. Herbert F. J. Bartlett,
12 Gould Avenue,
Caldwell, N. J.

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

COPY

March 31, 1925.

My dear Mr. Bartlett:-

Under the resolution of the Board of Directors of the Institute, adopted at its November meeting, and concerning which we have written to you a number of times, I regret to advise that your membership in the American Institute of Architects and in the New Jersey Chapter was terminated on March 1, 1925, for non-payment of dues. The indebtedness, including that for the current year, was \$65.00. (1923-24-25)

The Secretary of the Chapter has been advised, through the receipt of a copy of this letter.

In the past the Board has always shown a willingness to reinstate a member, dropped for non-payment of dues, upon his application for reinstatement and the payment of the outstanding account. We sincerely hope that you can soon apply for reinstatement.

By direction of the Secretary.

Very truly yours,

Executive Secretary.

Mr. Herbert F. J. Bartlett,
12 Gould Avenue,
Caldwell, N. J.

K:D
Copy to the Secretary of the New Jersey Chapter.