

The American Institute of Architects

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PLEASE ANSWER TO
C. C. ZANTZINGER
11250 13TH ST.
PHILADELPHIA, PA.

4-5

October 13, 1922.

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

Dear Mr. Kemper:

I have a letter from Mr. Albert C. Phelps,
of the College of Architecture, Cornell University,
which reads as follows:

"In accordance with the action of the Faculty of
the College of Architecture on June 16, 1922,
the Medal of the American Institute of Archi-
tects for the academic year was awarded to
Mr. Henry Otis Chapman, Jr. Mr. Chapman's
address is: Woodmere, Long Island, New York."

Will you kindly have medal properly marked
and issued to Mr. Chapman?

Very truly yours,

C. C. Zantzinger, *Chairman*,
Committee on Education.

CCZ J

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

COPY

4-5

November 7, 1922.

My dear Prof. Phelps:-

This is to advise that we are today sending by insured parcel post, in your care, medal and copy of Mont St. Michel and Chartres for Mr. Henry Otis Chapman, Jr.

Kindly present these to Mr. Chapman with the compliments of the Institute and oblige,

Very truly yours,

Executive Secretary.

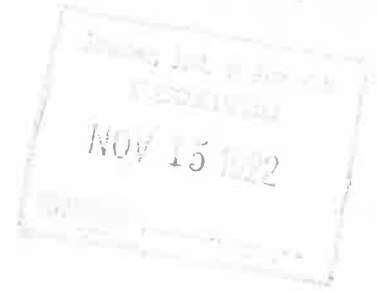
Prof. Albert C. Phelps,
College of Architecture,
Cornell University,
Ithaca, New York.

K:VB

*Sent P.P. Insured.
11/7/22
[Signature]*

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HENRY OTIS CHAPMAN
ARCHITECT
THE CAMBRIDGE
334 FIFTH AVENUE, NEW YORK



4-5

November 14th, 1922.

My dear Mr. Kemper:

The A. I. A. Medal and a copy of Henry Adams' "Mont St. Michel and Chartres" have been forwarded to me by Professor Phelps, of Cornell. I wish to express my appreciation and thanks to the American Institute of Architects for the award.

Very truly yours,

Henry Otis Chapman, Jr.

Mr. Edward C. Kemper,
Executive Secretary,
American Institute of Architects,
Washington, D. C.

Chapman, Jr., Henry Otis Released
New York 12-30-29

No Exp Reg'd
In. Fees 25.00
Ann. Fees 25.00 \$9.10-29

Application for Membership

January 29, 1929

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 Henry Otis Chapman, Jr.

Address 171 Madison Avenue New York N.Y.

Place and date of birth New York City - Jan 19th 1898

Graduate in architecture Cornell Univ. 1922
[Give name of institution and year. Diploma or Certificate of graduation (or photostatic copy) must accompany this application.]

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 Ecolé 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 a Registered Architect in New York.

If practicing architect, firm name Henry Otis Chapman & Son

Have been in practice 6 years. If draughtsman, employed by.....

Collegiate and office training 4 yrs. college 6 yrs. office

I have carefully examined the Constitution and By-Laws of the Institute and the circular of advice relative to "Principles of Professional Practice," 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) Henry Otis Chapman, Jr.
[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:

X Without endorsement I hereby take note on behalf of my chapter that this applicant is applying for Institute membership (3) W. Adams DeLano
[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) Harold W. Beder
(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) Henry Otis Chapman

(6) Wm. E. ...
[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 applicant proposed, and in which there were no negative votes. No other form of unanimous endorsement will be accepted.]

(7) 1955
NUMBER

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

COPY

August 27, 1929

Dear Mr. Chapman:

Permit me to acknowledge with gratification, and on behalf of the Secretary, your application for membership in The American Institute of Architects, received by reference from the President of the New York Chapter.

In order to complete your application, the following will be necessary:

- (1) The payment of the Initiation Fee in the amount of \$25.00, which should accompany each application for membership.
- (2) The payment of Annual Dues of \$25.00, which, for the new member, are payable in advance. These dues, of course, are applied to the first twelve months following the date of election.
- (3) The submission of a certification of your graduation in architecture from Cornell University. A photostatic copy of your diploma, or other form of evidence, will suffice.

When the above matters have been taken care of, we shall be glad to put your application forward.

Yours sincerely,

Executive Secretary.

Mr. Henry Otis Chapman, Jr.,
171 Madison Avenue,
New York, N. Y.

K/FHG

Copy to Miss Watrous.

HENRY OTIS CHAPMAN & SON

Architects

171 MADISON AVENUE, NEW YORK

HENRY OTIS CHAPMAN
HAROLD W. BEDER
HENRY OTIS CHAPMAN, JR.

September 9th 1929.



Mr. E. C. Kemper
The Octogan
1471 New York Avenue
Washington D.C.

Dear Mr. Kemper:-

I am enclosing a check for FIFTY (\$50.00) DOLLARS to cover the initiation fee and the first years dues, TWENTY-FIVE (\$25.00) DOLLARS each.

At the present time my diploma from Cornell University is in the house which has been rented for the summer, but I will be able to have a photostatic copy made of it after October 1st.

In the meantime I wonder whether your records would show that in 1922 upon my graduation from Cornell, I received the medal of the American Institute of Architects and Mr. Adams book which is presented with it, for my scholastic standing during my four years while I was there. If not as I have said I will forward the photostatic copy of my diploma immediately after October 1st.

Yours very truly

Henry Otis Chapman

HOC:D
ENC:1



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

COPY

September 11, 1929

Dear Mr. Chapman:

Please accept our thanks for your letter of September 9th, sending your check in the amount of \$50.00, to cover your Initiation Fee and first year's Annual Dues in advance, in connection with your application for Institute Membership.

We note what you have to say with regard to your diploma from Cornell University, and wish to assure you, that in view of your calling to our attention the award of the School Medal of the A.I.A. to you, upon your graduation from Cornell, it will be unnecessary for you to furnish any additional data in this connection.

It is, of course, a matter of record here at The Octagon, that the 1922 Cornell University School Medal was awarded to you, and we shall be glad to bring this fact to the attention of the Board of Examiners at the time your application is considered.

There probably will not be another meeting of the Board of Examiners until some time in October, to review applications which will receive final consideration and action by the Board of Directors of the Institute at its meeting in the middle of November. However, we shall be pleased to advise you of the action taken as soon after the November meeting as possible.

At that time, we hope we shall have the pleasure of welcoming you as a member of the Institute.

Sincerely yours,

Executive Secretary.

Mr. Henry Otis Chapman, Jr.,
171 Madison Avenue,
New York, N. Y.

K/PHG

COPY TO

FILES PRESIDENT SECRETARY TREASURER

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

COPY

January 7, 1930

Dear Mr. Chapman:

Acting for the Secretary, I am pleased to advise you of your election to membership in The American Institute of Architects, effective January 1, 1930.

You have been assigned to the New York Chapter as an Institute Member in good standing therein, and the Secretary of the Chapter has been so advised.

An engrossed Certificate of Membership in The American Institute of Architects will be sent to you in due course.

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,

Executive Secretary.

Mr. Henry Otis Chapman, Jr.,
171 Madison Avenue,
New York, N. Y.

K/PHG