

Dated October 11, 1944.
Received October 16, 1944.
Granted November 15, 1944.

MEMBERSHIP NO 2834



THE AMERICAN INSTITUTE OF ARCHITECTS

APPLICATION FOR MEMBERSHIP

RECORD OF THE SECRETARY OF THE INSTITUTE

In due order
October 20, 1944
A. Gerovis

- A Name of applicant *W. Irving Dixon*..... Chapter *Virginia*.....
- B Address of applicant... *4300 Bromley Lane, Richmond, Virginia*.....
- C Applicant proposed by... *Merrill C. Lee*..... and *Marcellus E. Wright*.....
- D Application received with check for \$ *10.00* on..... *October 16, 1944* .
Check
- E ~~Application~~ returned for correction.. (for endorsement)..... *October 16, 1944* .
- F Application in due order on (Endorsed check returned)..... *October 20, 1944* .
Record of registration, Form S39, Sent (V.G.) *Oct. 18, 1944* . Received *October 23, 1944* .
- G Notices sent to chapter executive committee:
 - (a) Form S11, reasonable time ending on..... *19* .., on *19* .
 - (b) Form S12, 30 day extension ending on..... *19* .., on *19* .
- H Acknowledgments to applicant, proposers, and chapter on..... *October 18, 1944* .
- I Certified resolution of chapter executive committee recommending admission
~~as that application be denied~~ received on..... *October 16, 1944* .
- J No report from chapter executive committee on..... *19* .
- K Application sent to The Board of Examiners on..... *November 6, 1944* .
- L The Board of Examiners reported on application on..... *November 6, 1944* .
- M Applicant was admitted on..... *November 15, 1944* .
- N Notice and certificate to applicant and notice of assignment to chapter and letter
to proposers on..... *November 15, 1944* .
- O Notice of denial of application to chapter and applicant and \$.....
returned to applicant on..... *19* .

CERTIFICATION OF ELECTION AND ASSIGNMENT

I, Secretary of The American Institute of Architects, hereby certify that, under authority vested in me by The Board of Directors, I have this day duly elected

W. Irving Dixon
to membership in The Institute, and hereby declare him to be a corporate member of The
Institute and assign him to membership in the *Virginia* Chapter.

Date November 15, 1944.

Alexander C. Robinson III
Secretary



THE AMERICAN
INSTITUTE OF ARCHITECTS

ORIGINAL

OCT 16 AM 9:11
File this original with The Secretary of
The American Institute of Architects.

WASHINGTON, D. C.
File the duplicate, on gray paper, with
the secretary of the local chapter of The
Institute.

The American Institute of Architects

APPLICATION FOR MEMBERSHIP

I, the undersigned, do hereby apply for corporate membership in The American Institute of Architects.

1. My full name is W. Irving Dixon .

2. State whether a natural or a naturalized citizen.

2. I am a natural citizen of United States of America .

3. My legal residence is in the City of Richmond ,

County of Henrico State of Virginia .

4. State whether residence or office address.

4. My address in The Institute records will be

Number 4300 Street Bromley Lane

City Richmond State Virginia .

5. State whether as a practicing architect, a teacher, a public official, etc.

5. I am engaged in the profession of architecture as Director of School Buildings, State Department of Education

6. I desire to be a member of the Virginia Chapter.

7. I declare that I have read the by-laws and the Principles of Professional Practice of The American Institute of Architects, and that I understand the duties, responsibilities and obligations thereunder of a member of The Institute, and I do hereby agree and declare that, if admitted to membership, I will to the best of my ability abide by and comply with such by-laws and Principles of Professional Practice.

8. I have filed the duplicate of this application with the secretary of the chapter above named. I am not indebted to The Institute or to any of its chapters or state association members.

9. I enclose my check for \$10.00 , for admission fee and the first year's annual dues. It is my understanding that if for any reason I am not admitted to membership all of said amount will be returned to me, except five dollars which The Institute will retain as an examination fee.

Date October 11, 1944 .

W Irving Dixon
Applicant's full name in ink

PAID
DATE.....

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STATISTICS

10. Date of birth Nov. 15, 1899 Place of birth Port Norfolk, Virginia

11. I am registered or licensed to practice architecture in the following named states:

(State or States) By Examination Virginia (State or States) By Exemption
1926

(a) I hold a Certificate No. of the National Council of Architectural Registration Boards.

EDUCATION

12. I attended the following named schools (high school, private school, college or university); have held the following named scholarships; have travelled in the following named countries:

1915-19 Maury High School, Norfolk, Virginia

1919-23 University of Virginia, Charlottesville, Virginia,
B.S. in Architecture 1923

PROFESSIONAL TRAINING

13. I list below, in chronological order, the periods of my training as draftsman, the names and addresses of my principal employers, and my classification as draftsman while employed by each:

Division of School Buildings, State Department of Education,
Richmond, Virginia

Draftsman 1925-1927

Junior Draftsman 1928-1931

Senior Draftsman 1932-1934

THE AMERICAN INSTITUTE OF ARCHITECTS
1944 OCT 16 AM 9:30

PROFESSIONAL PRACTICE

WASHINGTON, D. C.

14. I list below, in chronological order, the periods during which and the states in which I have practiced architecture as an individual or as a member of a firm or corporation or as a public official or have taught architecture or the arts and sciences allied therewith. (State names of firms or corporations or public office and of schools or colleges).

Taught Architecture and Applied Arts at College of William and Mary, Williamsburg, Virginia, and at same time engaged in private practice of Architecture 1923-24-25. Started as draftsman with Division of School Buildings, State Department of Education, Richmond, Virginia, in 1925. Later did inspection work on projects, wrote specifications for projects, became Assistant Director and then Director of School Buildings.

PRESENT OR PREVIOUS MEMBERSHIPS IN ARCHITECTURAL ORGANIZATIONS

- 15. Member of Institute from _____ to _____
- 16. Junior of Institute from _____ to _____
- 17. Associate of _____ Chapter from _____ to _____
- 18. Junior Associate of _____ Chapter from _____ to _____
- 19. Member of State Association in _____ from _____ to _____

ENDORSEMENT BY PROPOSERS

I, the undersigned, do hereby certify that I have read the statements made herein above by the applicant and believe them to be correct. I vouch for his honorable standing in this community and in his profession. I believe he is fully qualified for membership and I propose him therefor.

I have known the applicant for 7 years.

I have known the applicant for 10 years.

Signed _____

Signed _____

Proposer

Proposer

11070 7th St Richmond, Va

11030 Main St Richmond

Note: The two proposers must be corporate members of The Institute in good standing.

OFFICERS

MILTON L. GRIGG, PRESIDENT
6921 GEORGIA AVENUE, N. W.
WASHINGTON 12, D. C.

J. EVERETTE FAUBER, JR., VICE-PRESIDENT
MEDICAL ARTS BUILDING
LYNCHBURG, VIRGINIA

A. O. BUDINA, SECRETARY
1013-A EAST MAIN STREET
RICHMOND 6, VIRGINIA

EDWARD F. SINNOTT, TREASURER
2407 MAPLEWOOD AVENUE
RICHMOND 20, VIRGINIA



THE AMERICAN
INSTITUTE OF ARCHITECTS
1944 OCT 16 AM 9:31
WASHINGTON, D. C.

DIRECTORS

MILTON L. GRIGG
A. O. BUDINA
J. EVERETTE FAUBER, JR.
EDWARD F. SINNOTT
T. DAVID FITZ-GIBBON
LOUIS P. SMITHEY
CLINTON H. COWGILL
MARCELLUS E. WRIGHT
A. EDWIN KENDREW

VIRGINIA CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS

October 14, 1944.

Mr. Alexander C. Robinson, III, Secretary,
American Institute of Architects,
1741 New York Avenue, N. W.,
Washington, D. C.

Dear Mr. Robinson:

I take great pleasure in enclosing herewith and ^{sub}mitting for the Board's consideration the application of Mr. W. Irving Dixon as a Corporate member in the Institute. Mr. Dixon's check in the amount of \$10 is enclosed herewith.

Mr. Dixon's application was approved by the Executive Committee of the Virginia Chapter at their meeting here in Richmond on September 23 and goes to you with their complete approval.

Very truly yours,

A. O. Budina, Secretary,
Virginia Chapter.

AOB/rwj

CC: Mr. Milton Grigg.

Encl.



THE AMERICAN
INSTITUTE OF ARCHITECTS
1944 OCT 23 AM 9:43
WASHINGTON, D. C.

AP No
2834

THE AMERICAN INSTITUTE OF ARCHITECTS
THE OCTAGON, WASHINGTON, D. C.
Office of The Secretary

RECORD OF REGISTRATION

OF

W. Irving Dixon, Richmond, Virginia
(Name of Applicant)

SECRETARY,
BOARD OF ARCHITECTURAL EXAMINERS,
Lynchburg, Virginia
Address

Dear Sir:

The above named applicant for membership in The American Institute of Architects is an architect practicing in your state.

To qualify for such membership, an applicant, if resident in a state having registration or licensing laws for architects, must be registered or licensed by the state to practice architecture therein.

Will you please answer the following questions relating to the applicant's registration, to assist The Institute in determining his eligibility for membership? A duplicate of the form is enclosed for your files.

Date October 18, 1944

Alexander C. Robinson, Jr.
Secretary

1. Is the applicant registered or licensed to practice architecture in your state? Yes
2. Was his registration or licensing by examination? Yes or by exemption? ✓
3. What was the scope of the examination? Oral exam (written) of that date
4. What was the period of the examination? 3 days. Written examination 76 hours; Oral examination ✓ hours.
5. When examined, did applicant have a certificate from the National Council of Architectural Registration Boards? No If so, give Certificate No. ✓
6. Date of last registration March 6, 1926 Registration No. 139 Is it current? Yes

O. G. Massie
(Signature of Secretary of Board)
Virginia - State Board of Examiners, Engineers,
Architects, and Surveyors.
(Name of Board)

Date Oct. 19 1944

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

COPY

November 15, 1944

Dear Mr. Dixon:

The Secretary is happy to inform you that your application for membership in The Institute was acted on favorably by The Board of Directors and that you were admitted to corporate membership in The Institute and assigned to membership in the Virginia Chapter, effective November 15, 1944. You will be a member of that Chapter, or of some other chapter, if you later transfer thereto, until your membership in The Institute terminates.

Your certificate of membership, duly executed by the Officers of The Institute, will be sent in due course.

The Board of Directors welcomes you to membership in The Institute and The Secretary's office is at your service to the extent of its powers.

The policies and the activities of The Institute are developed largely from problems arising within the chapters. By taking an active part in your Chapter affairs you will contribute to the advancement of the objects of The Institute and will increase the benefits to be derived from Institute membership.

We bespeak your active cooperation.

Sincerely yours,

Secretary.

Mr. W. Irving Dixon
4300 Bromley Lane
Richmond, Virginia

ACR/krk

cc to: Director, South Atlantic District
Proposers: Mr. Merrill G. Lee
Mr. Marcellus E. Wright

COPY TO

FILES PRESIDENT SECRETARY TREASURER

W. IRVING DIXON

MACON G. NORMAN

HARRY H. FOSTER, JR., ARCHITECT

GEORGE E. O'MARA, ENGINEER

WARREN A. SAUL, ARCHITECT

Dixon & Norman

ARCHITECTS

FOSTER EAST MAIN STREET

Richmond 19, Virginia 23230

2405 Westwood Avenue

December 30, 1970

355-5867

MILTON 3-5546

The American Institute of Architects
1785 Massachusetts Avenue, N.W.
Washington, D. C. 20036

Gentlemen:

We are herewith submitting our resignation as members of the American Institute of Architects and the Virginia Chapter of the American Institute of Architects, effective December 31, 1970. We do not feel the volume of work in our office justifies the high dues assessed.

With best regards, we are

Yours very truly,

DIXON AND NORMAN

W. Irving Dixon
W. Irving Dixon

Macon G. Norman
Macon G. Norman

*1944 Virginia
RA 1970
RA 1970*

WID:eds

cc: Virginia Chapter, American Institute of Architects

JAN 4 1971

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January 13, 1971

Mr. W. Irving Dixon, AIA
2405 Westwood Avenue
Richmond, VA 23230

Dear Mr. Dixon:

It is with regret that we have received your recent letter tendering your resignation.

If it is satisfactory with your local chapter, we plan to take the proper action in the near future making it effective as of the date your letter was received here. We shall let you know when this is done.

We hope you have enjoyed your affiliation with AIA. If we can be of any assistance to you in the future, be sure to call upon us.

With best wishes,

Sincerely yours,

Maureen Marx
Membership Procedures

MM:hrs
cc: Virginia Chapter

Blind Note to Chapter: If you have any objection to accepting this resignation, please let us hear from you within thirty days. Otherwise, we will go ahead with final action as indicated above. For the record, we would appreciate knowing his standing with respect to dues.

MM



THE AMERICAN INSTITUTE OF ARCHITECTS

Acceptance of Resignation

TO: Mr. W. Irving Dixon
2405 Westwood Avenue
Richmond, VA 23230

Your resignation from the Institute, dated December 30 1970, is effective in the Institute, and in all of its component organizations of which you were a member, as of January 4 1971, the date it was received by the Secretary.

The Board regrets your decision to withdraw from the Institute, and hopes that you will return to it soon.

Date Feb. 18 1971 _____
(SECRETARY)

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