

Prelim. Fee... *pd*
 Initiation
 Unan. End... *Rec'd*
 Exhibits
 On Priv. Com. of... *Sept 5*

2-3

APPLICATION FOR MEMBERSHIP.

Dec 2, 1916

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, B, C, or D].

I hereby certify that the following statements are correct:

Name *Alvan E. Small*

Address *Elesworth Blk Madison Wis.*

Place and date of birth *San Prairie Wis. Feb 23, 1869*

Graduate in architecture *no*
[Give name of institutions and year—Evidence of Diploma or Certificate of graduation to be submitted with application.]

Holder of Scholarship in architecture *no*
[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 *no*
[State which, and year.—Evidence of Certificate to be submitted with application.]

If practicing architect, firm name *Alvan E. Small*

Have been in practice *seventeen years* years

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

Collegiate and office training *Eleven years as draughtsman with Casson & Porter followed by seven yrs as partner of Geo F. Porter*

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.

Alvan E. Small
[Signature of Applicant.]

I hereby certify that the signer of this application is a member of **WISCONSIN** Chapter, A. I. A.

H. Porter Secretary.

WISCONSIN Chapter, A. I. A.
[To be omitted when the applicant does not reside in the territory of a Chapter.]

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.

EXPLANATORY LETTER HEREWITH

dated Feb. 24, '17.

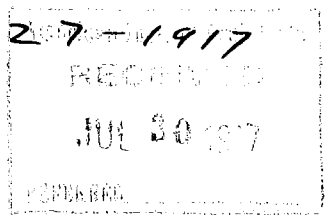
Hugh W. Guthrie
Wm. Sommers
Alfred C. Schmitt

[The signatures of three Institute members are here required. In the case of "official endorsement" of candidates by a Chapter, the signatures of its officers only shall be here required.]

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

ALVAN E. SMALL
ARCHITECT
ELLSWORTH BLOCK
MADISON, WISCONSIN

July 27 - 1917



E. C. Kemper Sec.

Dear Sir: Under date of May 1st I forwarded per Wells Fargo Exp. one roll of drawings and one package of mounted photographs.

Have received no word of receipt of my exhibit or of the action of the Committee.

I have been diffident about taking the matter up with you but after talking the matter over with some of my colleagues who have been accepted it seems best to make the inquiry.

Will you kindly let me know if my exhibit came to hand ok. and what action was taken if any?

Very truly yours.

Alvan E. Small

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

COPY

August 2-1917.

My dear Sir:-

Responding to your letter of July 27th, we should have advised you of the receipt of your exhibits. They came just too late for consideration at the May meeting of the Executive Committee, so your application had to be held over until the September meeting. We will advise you immediately thereafter.

Very truly yours,

Executive Secretary.

Mr. Alvin B. Small,
Ellsworth Block,
Madison, Wisconsin.

K:D

ALLAN D. CONOVER

ARCHITECT

MADISON WISCONSIN

36 Tenney Block,

July 27, 1917.

MR. E. C. KEMPES, Executive Sec'y.,
The American Institute of Architects,
Washington, D. C.

Dear Sir:

About May first of this year
Mr. Alvin Small, architect, of this city, made
an application for membership in the Institute.
He told me a few days ago that he had never
heard from it.

His application was in my hands
for quite a while awaiting advice from members
of the Wisconsin Chapter, and I fear I may have
made some misstep regarding it. I should be
pleased to learn whether you have the application
and whether it is in line for action soon.

Mr. Small was trained in the
office of Conover & Porter of which I was a
member; my acquaintance with him is long; my
regard for him as man and architect is very high,
and I should be very much disappointed if there
should be any hitch about his becoming an Institute
member.

Awaiting your advice in the matter,

I am

Very respectfully,

Allan D. Conover

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

COPY

August 2-1917.

Dear Sir:-

Responding to your letter of July 27th, there was no mis-
step in connection with the application of Mr. Alvin E. Small for
Institute membership, but his exhibits were received just too late
for submission to the May meeting of the Executive Committee, so
his application had to go over until the September meeting.

We have advised him to the same effect in response to a
recent inquiry.

Very truly yours,

Executive Secretary.

Mr. Allan D. Conover,
56 Tenney Block,
Madison, Wisconsin

K:B

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

COPY

2-3

October 11, 1917.

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 October 6, 1917.

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 last half of the year have been paid, and election becomes void for non-payment within three months of this date.

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. Alvan E. Small,
Ellsworth Block,
Madison, Wisc.

K:C
LHC

Copy to Secretary of Chapter

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

COPY

October 10, 1917.

My dear Mr. Small:

With reference to your election as a member of the Institute, concerning which we recently advised you, please consider this as in the nature of a formal notice of assignment to membership in the Wisconsin Chapter.

Very truly yours,

Executive Secretary.

Mr. Alvan E. Small,
Ellsworth Bldg.,
Madison, Wisc.

H:C
Copy to Mr. H. J. Potter,
Secretary Wisconsin Chapter

for 1928 dues
Jan 25 1929

ALVAN E. SMALL, ARCHITECT

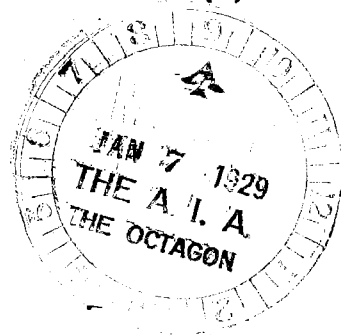
~~JOHN J. FLAD, ASSOCIATE~~

MADISON, WISCONSIN

Jan 5 - 1929.

Am. Inst of Architects
Washington D.C.

attention Mr. Bergstrom:



I enclose
herewith my check for \$25 to
pay for 1928 dues.

I am aware that at this date
I have forfeited my membership, as
I am in arrears more than 12 mo.
I however wish to have a clear
record in so far as possible & so
am paying for 1928 - Circumstances
over which I have ^{had} no control have
made it impossible to meet the
obligation sooner. (Have not made
office rent this year). Should the
directors choose to overlook my lapse
I shall endeavor during the year to
meet this year's obligation
with every wish for the prosperity of
the A.I.A.

Fraternally yours

Alvan E. Small

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

COPY

January 23, 1929.

My dear Mr. Small:

This is the first opportunity to acknowledge your letter of January 5th and the remittance of \$25.00 accompanying the same.

We have credited the check to your 1928 dues, paying them in full to December 31, 1928. This puts you in good standing in the Institute and the Chapter and leaves no indebtedness except for the current year, as per our statement of January 1, 1929.

Your interest in the work of the Institute and your desire to support it are appreciated by the Treasurer and the other Officers.

Sincerely yours,

Assistant Treasurer.

Mr. Alvan E. Small,
Madison, Wisconsin.

K-G

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

COPY

April 9, 1929.

My dear Mr. Small:

To complete the record this will formally advise you of your transfer as an Institute member in good standing from the Wisconsin Chapter to the Madison Chapter, effective March 8, 1929.

The Secretary of each Chapter has been advised.

Very truly yours,

Executive Secretary.

Mr. Alvan E. Small,
Ellsworth Block,
Madison, Wisconsin.

K-G

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

COPY TO
FILES

PRESIDENT

SECRETARY

TREASURER

Alvan E. Small
has gone out of business



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

COPY

May 26, 1931.

My dear Mr. Small:

We acknowledge receipt of your notation, on a statement for Institute dues, to the effect that you have gone out of business.

We regret the implication, and suggest that if you do not wish to maintain your membership in the Institute and the Madison Chapter, a resignation be submitted, perhaps as of December 31, 1930. A resignation submitted to take effect then, and accepted by the Institute, would leave your indebtedness at the sum of \$25 for the year 1930.

The procedure to be followed in submitting a resignation is shown on the marked excerpt enclosed.

All that is necessary is a brief letter of resignation sent forward through the Secretary of the Madison Chapter, in order that he may certify that you are in good standing. He is Mr. James R. Law, First Central Building, Madison, Wisconsin, and we have sent to him a copy of this letter.

Sincerely yours,

Executive Secretary.

Mr. Alvan E. Small,
Ellsworth Block,
Madison, Wisconsin.

ECK*B

copy to Mr. Law
Mr. Frederick M. Mann.

COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

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

COPY

May 26, 1931.

Dear Mr. Law:

The enclosed copy of letter of this date to Mr. Alvan E. Small, Institute member of the Madison Chapter, is self-explanatory.

As he states that he has gone out of business, we do not urge that he should reconsider, but such action would be entirely proper should the Chapter wish to take it.

In any event, his resignation should be submitted in the manner outlined.

Sincerely yours,

Executive Secretary.

Mr. James R. Law, Secretary,
Madison Chapter, A. I. A.,
First Central Building,
Madison, Wisconsin.

PCK*B
enc.

copy to Mr. Mann.

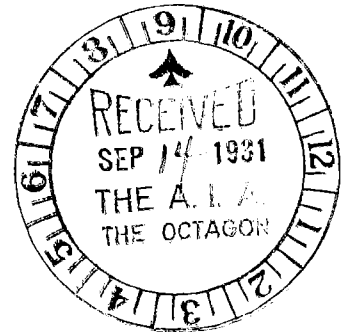
LAW, LAW AND POTTER
Architects

JAMES R. LAW
EDWARD J. LAW
ELLIS J. POTTER

FIRST CENTRAL BUILDING
MADISON, WISCONSIN

TELEPHONE
B A D G E R
3 7 6 0

September 11, 1931



Edward C. Kemper, Ex. Secretary,
The Octagon, 1741 New York Ave.
Washington, D.C.

Dear Mr. Kemper:

I noticed in the 1931-32 Annual, just received, you still carry the name of Allan Small as a member of the Madison Chapter of A.I.A.

I am very sorry to inform you that Mr. Small is now an inmate for the criminally insane at Waupaun, Wisconsin.

Mr. Small, I am sure, will never again practice architecture, and his name should be dropped from record.

Yours very truly,

MADISON CHAPTER A.I.A.

JRL:SR

SECY. & TREASURER

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

103-6

*per rd
noted
[unclear]*

September 14, 1931.

Dear Mr. Law:

We have received, with regret, your letter of September 11th, concerning the misfortune of Mr. Allan Small.

This situation will be called to the attention of the Board at the November meeting, and action suggested for clearing the record.

You will be advised of what is done.

Sincerely yours,

Executive Secretary.

Mr. James R. Law, Secy-Treas.,
Law, Law & Potter,
First Central Building,
Madison, Wisconsin.

ECK*B

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