



The American Institute of Architects
APPLICATION FOR MEMBERSHIP

APPLICATION NO AP 13204

Dated April 23, 19 57
Received November 22, 19 57
Granted December 23, 19 57

MEMBERSHIP NO 13204

- A Name of applicant Andrew Sik-Hop Yuen Chapter Washington-Metropolitan
B Address of applicant 4920 Dorset Avenue, Chevy Chase, Maryland
C Application received with check for \$ 20.00 on November 22, 19 57.
D Application returned for correction 19
E Application in due order on November 22, 19 57.
F Acknowledgments to applicant and chapter on December 5, 19 57.
G Certified resolution of chapter executive committee recommending admission
received on November 22, 19 57.
H Record of registration, Form S39, Sent D.C. 19 57. Received November 22, 19 57.
I The applicant has not been examined as to his professional qualifications
J The applicant is currently registered as an architect or licensed to practice
architecture in the states of District of Columbia.
K Application sent to The Committee on Membership December 17, 19 57.
L The Committee on Membership reported on application on December 17, 19 57.
M The applicant was requested to furnish additional evidence of his profes-
sional qualifications on or before 19 , which was received.

REPORT:

As a result of its findings on the evidence submitted The Committee on Membership unanimously reports that
in its opinion the applicant is\* qualified for membership in The American Institute of Architects.\*\*

Date December 17, 19 57.

THE COMMITTEE ON MEMBERSHIP
[Signature]
Chairman

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

Andrew Sik-Hop Yuen
to membership in The Institute, and hereby declare him to be a corporate member of The
Institute and assign him to membership in the Washington-Metro. Chapter.

Date December 23, 19 57.

[Signature]
Secretary

- N Applicant was admitted on December 23, 19 57.
O Notice to applicant and notice of assignment to chapter on December 23, 19 57
P Notice of denial of application to chapter and applicant and \$
returned to applicant on 19

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INSTRUCTIONS

Type in all information carefully and sign with ink.  
Mail both copies to the secretary of the local Chapter of The Institute, with check for \$20.00 made payable to The American Institute of Architects.

# The American Institute of Architects

## APPLICATION FOR CORPORATE MEMBERSHIP

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

1. My full name is **ANDREW SIK-HOP YUEN**
2. I am a **U. S.** citizen of the United States.  
3. State whether a natural or a naturalized citizen.
3. My legal residence is in the City of **4920 DORSET AVE. CHEVY CHASE,**  
County of **SOMERSET** State of **MARYLAND**  
4. State whether residence or office address.
4. My address in The Institute records will be  
Number **4920** Street **DORSET AVE.**  
City **CHEVY CHASE** Zone \_\_\_\_\_ State **MARYLAND**  
5. State whether as a practicing architect, a teacher, a public official, etc.
5. I am engaged in the profession of architecture as **ARCHITECT**
6. I desire to be a member of the **METROPOLITAN OF WASHINGTON, D. C** Chapter.
7. I declare that I will comply with the By-laws; and the Standards of Professional Practice of The American Institute of Architects, which are attached hereto; and the Rules and Regulations supplementary thereto; and that I understand the duties, responsibilities, and obligations of a member of The Institute; and that I have read and understand all the information contained in this form and its attachments.
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 component organizations.
9. I enclose my check for \$20.00, for admission fee and the first year's annual dues, of which \$1.00 is for a year's subscription to the *Bulletin of The American Institute of Architects*. It is my understanding that if I am not admitted to membership \$10.00 will be returned to me, and \$10.00 retained by The Institute as an examination fee.

Date April 23 1957  
**PAID**  
800. 12-9-57

*Andrew Sik Hop Yuen*  
Applicant sign full name in ink

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STATISTICS

10. Date of birth **DEC. 4, 1911** Place of birth **CANTON, CHINA**

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

**CANTON, SHANGHAI, CHINA**

(b) I passed the State Board Examination in the following-named states:

{ **CANTON, CHINA - King - 936**  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARD**  
**K936**

Registered DC -  
 Feb 4, 1957

(c) I hold Certificate No. .... of the National Council of Architectural Registration Boards, for having passed their Standard Examination.

EDUCATION

12.(a) I attended high schools, private schools, colleges, universities, as follows:

Name of School, College, University	Location	No. of Years	Year of Graduation	Degree
NEW YORK UNIVERSITY	NEW YORK, N.Y.	2	1941	Master of Architecture
COLUMBIA UNIVERSITY	NEW YORK, N. Y.	1		GRADUATED STUDIES
CHICAGO TECHNICAL COLLEGE	CHICAGO, ILL.	4	1935	B.S. in ARCH.

(b) I have held the following-named scholarships or other honor awards, and have traveled in the following-named countries:

**PROFESSOR IN ARCHITECTURE, KWONTUNG UNIVERSITY,**

**1st PRIZE IN DESIGN OF NATIONAL MILITARY CLUB HOUSE, CANTON, CHINA**

**2nd PRIZE COURT HOUSE OF MUNICIPAL GOVERNMENT, CANTON, CHINA 1937**

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

**VOORHEES WALKER SMITH & SMITH , <sup>From</sup> 101 PARK AVE. NEW YORK<sup>To</sup> CITY, DESIGNER**

**WARRAN S. HOLMES & ARCHITECTS , LANSING, MICH. "**

\* (NOTE: Applications must conclusively show that applicant has had three full years of experience in architectural work, in offices, governmental employment, or teaching, in addition to graduation from an architectural school; or eight full years of such experience without formal education; or equivalent combinations of both of the foregoing.)

Miss G:

P] I talked to Mrs. MacHatton about Mr. Yuen's Professional Practice since 1952 - the last given on his application.

14. I list below, in chronological order, the architecture as an individual or have taught architecture or the corporations or public office and

Mr. Yuen has been in private practice since that date.

Mrs. Jones

PROFESSOR IN ARCHITECTURE  
CHANSING CORP.

15. Is architecture your principal voca

YES

BUSINESS AFFILIATIONS

16. I list below other business in which I participate or own an interest, and the extent of such participation or interest.

ANDREW S. YUEN & ASSOCIATES

PRESENT OR PREVIOUS MEMBERSHIPS IN ARCHITECTURAL ORGANIZATIONS

- 17. Member of Institute from \_\_\_\_\_ to \_\_\_\_\_
- 18. Junior of Institute from \_\_\_\_\_ to \_\_\_\_\_
- 19. Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_
- 20. Junior Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_
- 21. Student Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_
- 22. Member of State Organization in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

REFERENCES

Five references are required, at least three of whom shall be corporate members of The Institute in good standing. Member references must be available for personal contact by the local chapter officers.

CLARKE E. HARRIS	WARRAN S. HOLMES CO. ARCHITECTS
<i>Member</i>	<i>Address</i>
MALCOLM MILLS WILLIAMS	SAME AS ABOVE
<i>Member</i>	<i>Address</i>
ELMER J. MANSON	517 NORTH WASHINGTON AVE. LANSING, MICH.
<i>Member</i>	<i>Address</i>
CHARLOTTE CHAPMAN	1038 31 Street N.W. Washington, D.C.
<i>Reference</i>	<i>Address</i>
SAVILION CHAPMAN	1038 31 Street, N.W. Washington, D.C.
<i>Reference</i>	<i>Address</i>

PROFESSIONAL PRACTICE

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.)

PROFESSOR IN ARCHITECTURE	<i>From</i> 1936	<i>To</i> 1938
CHANSING CORP.	1947	1952

15. Is architecture your principal vocation?

YES

BUSINESS AFFILIATIONS

16. I list below other business in which I participate or own an interest, and the extent of such participation or interest.

ANDREW S. YUEN & ASSOCIATES

PRESENT OR PREVIOUS MEMBERSHIPS IN ARCHITECTURAL ORGANIZATIONS

- 17. Member of Institute from \_\_\_\_\_ to \_\_\_\_\_
- 18. Junior of Institute from \_\_\_\_\_ to \_\_\_\_\_
- 19. Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_
- 20. Junior Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_
- 21. Student Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_
- 22. Member of State Organization in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

REFERENCES

Five references are required, at least three of whom shall be corporate members of The Institute in good standing. Member references must be available for personal contact by the local chapter officers.

- |  |   |
|--|---|
| <u>CLARKE E. HARRIS</u><br><i>Member</i>       | <u>WARRAN S. HOLMES CO. ARCHITECTS</u><br><u>2200 OLDS TOWER BLDG. LANSING, MICH.</u><br><i>Address</i> |
| <u>MALCOLM MILLS WILLIAMS</u><br><i>Member</i> | <u>SAME AS ABOVE</u><br><i>Address</i>  |
| <u>ELMER J. MANSON</u><br><i>Member</i>        | <u>517 NORTH WASHINGTON AVE. LANSING, MICH.</u><br><i>Address</i>                                       |
| <u>CHARLOTTE CHAPMAN</u><br><i>Reference</i>   | <u>1038 31 Street N.W. Washington, D.C.</u><br><i>Address</i>   |
| <u>SAVILION CHAPMAN</u><br><i>Reference</i>    | <u>1038 31 Street, N.W. Washington, D.C.</u><br><i>Address</i>  |



THE AMERICAN INSTITUTE OF ARCHITECTS

Washington-Metropolitan  
(Chapter)

1612 I Street N.W. D.C. 6  
(Address)

SECRETARY,

BOARD OF ARCHITECTURAL EXAMINERS,

Address 1740 Massachusetts Avenue

RECORD OF REGISTRATION

OF

Andrew Sik-Hop Yuen

(Name of Applicant)

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, 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 June 12, 1957 19

John W. Stukhouse  
Chapter Secretary

- 1. Is the applicant registered or licensed to practice architecture in your state? **Yes**
- 2. Was his registration or licensing by examination?.....or by exemption? **Transfer**
- 3. What was the scope of the examination? .....
- 4. What was the period of the examination?.....days. Written examination.....hours; Oral examination.....hours.
- 5. When examined, did applicant have a certificate from the National Council of Architectural Registration Boards?  
**Yes** If so, give Certificate No. **936 - China**
- 6. Date of first registration **China 1937** 19..... Registration No. **1055** Is it current? **Yes**

Date June 19 19 57

Lacey W. Coad  
(Signature of Secretary of Board)  
Thomas H. Goerdt - Secretary  
D.C. Board of Examiners & Registrars of Archts.  
(Name of Board)

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

COPY

December 23, 1957

Mr. Andrew Hik-Hop Yuan, AIA  
4920 Dorset Avenue  
Chevy Chase, Maryland

Dear Mr. Yuan:

The Board of Directors of The American Institute of Architects takes pleasure in informing you that it has acted favorably on your application and welcomes you to corporate membership in The Institute. You will receive shortly a certificate of membership duly executed by the officers of The Institute.

You are assigned to the Washington-Metropolitan Chapter effective December 23, 1957.

I sincerely hope that you will take an active and interested part in your chapter activities since it is through these activities that Institute policies are developed. Your cooperation and participation will contribute to the advancement of Institute objectives and increase the benefits to be derived from Institute membership.

I want you to know that my office is always at your service to the fullest extent of its powers.

Sincerely yours,

Edward L. Wilson  
Secretary

Enclosures

WASHINGTON-METROPOLITAN CHAPTER  
OF THE AMERICAN INSTITUTE OF ARCHITECTS, INC.  
1710 M STREET, N. W., WASHINGTON 6, D. C.

ERP

October 26, 1960

Mr. Clinton H. Cowgill  
The American Institute of Architects  
1735 New York Avenue, N. W.  
Washington 6, D. C.

Dear Mr. Cowgill:

Mr. Porter has asked me to forward the enclosed to you  
for opinion and action.

Very truly yours,

Joan T. Woodworth  
Acting Executive Secretary

Enclosures



# KAYFIELD CONSTRUCTION CORP.

130 CUTTER MILL ROAD GREAT NECK, N. Y.

(at Bayview Avenue)

Telephones HUnter 2-1487-8-9

contractors  
builders

October 19, 1960

Washington Metropolitan Division  
A.I.A.  
1710 M. Street, N.W.  
Washington, D. C.

Re: Mr. Andrew S. Yuen, Architect  
9 Division Street  
New York, New York

Gentlemen:

We have been advised by the New York office of the Better Business Bureau to write you concerning the architect named above, to report what we consider an unfair business practice.

We are enclosing copies of all correspondence pertaining to this matter, and we feel that they clearly explain the issue, that of withholding deposits which should be refunded.

We would appreciate any help you can give us in this matter, since we feel that this practice should be discouraged.

Very truly yours,

KAYFIELD CONSTRUCTION CORP.

By

*Ruth M. Levine*  
Ruth M. Levine, Comptroller

RML:mg  
Enc.

# KAYFIELD CONSTRUCTION CORP.

New York Office  
120 CUTLER HILL ROAD  
Great Neck, N. Y.  
N.Y. Reg. 24487-6-9

Sept. 17, 1959

Mr. Andrew S. Tsou  
9 Division St.  
New York 2, N. Y.

Re: Chinese Community Center  
New York, N. Y.

Gentlemen:

We wish to acknowledge receipt of partial refund for one set of plans on the above mentioned project. Since these plans were returned to you in excellent condition, we are expecting refund of the balance in the near future.

Under separate cover, we are returning to you another set of plans for the same job and are looking forward to receipt of full refund of \$60.00 for this set, as per our previous understanding.

Very truly yours,

KAYFIELD CONSTRUCTION CORP.

by RUTH W. LEVINE, Controller

RML:dw

Co to  
10/1

# KAYFIELD CONSTRUCTION CORP.

Contracting  
Builders

130 CUYLER HILL ROAD  
(at Barclay Avenue)  
Great Neck, N. Y.  
Phone 3-1487-8-9

October 6, 1959

Better Business Bureau of New York City  
220 Church Street  
New York 13, N. Y.

Re: Andrew S. Yuen, Architect

Gentlemen:

We wish to register a complaint regarding the above-named architect's failure to refund deposit on plans, as agreed in the enclosed copy of "Instructions to Bidders". We are General Contractors who bid on the Chinese Community Center, 60-64 Mott Street, New York, N. Y. Project #NY-117.

We deposited \$120.00 with said Andrew S. Yuen, on two sets of plans and specifications for the afore-mentioned project, on which we were second bidders. We returned both sets at the time of bidding but were asked to hold one set so that we could make suggestions on cutting costs. This set was later returned.

Please note in paragraphs 3 and 10, we are advised that we would receive full deposit refund, but to date have only received \$33.00 as per copy of the enclosed refund ticket.

When we called Mr. Yuen on the phone his claim was that our deposit would be used to defray his costs, which is certainly not the purpose of a deposit.

While the money involved is rather trivial, this practice of trying to keep deposits occurs occasionally in the building industry and we would like to discourage it, since no ethical architect will operate in this manner. Please advise us if any steps can be taken in this matter.

Very truly yours,

KAYFIELD CONSTRUCTION CORP.

by  
Ruth M. Levine, Comptroller

RML:dw  
Enc.

EVAN ROYCE & ASSOCIATES

KAYFIELD CONSTRUCTION CO.  
150 CUTTERMILL ROAD  
GREAT NECK, N.Y.

Re: PROJECT No. NY-117  
Chinsees Community Center  
30-64 Mott Street, N.Y.C.

**DETAILS:**

AFTER EXAMINED YOUR RETURNED SETS (1) OF PLANS AND  
COPIES (1) OF SPECIFICATIONS OF THE ABOVE PROJECT; THERE ARE  
SOME IN POOR CONDITIONS. ACCORDING TO OUR INSTRUCTIONS TO  
"RETURN" ARTICLE #5 "THE FULL AMOUNT OF DEPOSIT WILL BE REFUNDED  
WITH DEDUCTIONS NOT EXCEEDING THE ACTUAL COST OF REPRODUCTION  
AND MAILING UPON RETURN OF ALL DOCUMENTS IN GOOD CONDITION AT  
THE TIME THE SET IS SUBMITTED". WE ARE NOW REFUNDING YOUR  
DEPOSIT, MINUS SAID DEDUCTIONS, IN THE SUM OF \$33.00.

**DEDUCTIONS:**

Cost of Reproduction of Plans @ \$25.00 per set  
Cost of Printing of Specifications @ \$8.00 per set.

## INSTRUCTIONS TO BIDDERS

Before submitting a proposal, bidders should carefully examine the drawings and specifications, visit the site of the building, examine the existing buildings and fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the contract.

Proposals to be entitled to consideration must be made in accordance with the following instructions:

1. The Owner reserves the right to reject any or all bids, and to award the contract to whom and in such manner as he may see fit.

2. All addenda or bulletins issued during the period of preparing bids shall be covered in the proposal and in closing a contract, they shall become a part thereof. The general, structural and mechanical drawings are co-operative and the contractor shall examine each and include all work shown or called for under his division of the work.

3. Plans and specifications may be secured of the Architect. A deposit of **Sixty (\$60.00)** is required, the full amount of which will be refunded with deductions not exceeding the actual cost of reproduction and mailing upon return of all documents in good condition at the time the bid is submitted. Deposit will not be returned to the successful bidder.

4. Each bidder shall sign the proposal giving his name, address and status; that is, "Individual", "Partnership", or "Corporation".

5. Work on this project may be commenced at once upon award of contracts. Contractors may, if they so desire, postpone start of actual operations **until 5 days after signing contract.** Contractors are asked to state in their proposals the length of time after starting they will require for the completion of this project, which statement may be taken into consideration in awarding contract. Contractors responsible for delays except for labor strikes or other causes beyond said Contractor's control, shall be liable for liquidated damages of **\$100.00 per day for each and every day, Sundays excepted,** said building shall remain incomplete after the date of completion named in the contract. Failure to operate the work in accordance with the Progress Schedule will be sufficient cause for the cancellation of the Contract.



INSTRUCTIONS TO BIDDERS

6. Executed duplicated copies of bonds and insurance will be required for each set of contract documents.
7. Should a bidder find discrepancies or ambiguities in, or omissions from the drawings or specifications, or should be in doubt as to their meaning, he shall at once notify the Architect, who will send a written bulletin to all bidders. The Architect will not be responsible for any oral instructions.
8. All proposals shall be enclosed in opaque sealed envelopes, addressed to the Owner, the Building Committee, Chinese Community Centre, Inc., 64 Mott Street, New York, N. Y.
9. Additional sets of drawings and specifications may be purchased, said purchase sum not returnable.
10. Deposit for plans and specifications will be refunded within thirty (30) days following the award of this Contract, provided that the set is returned in good condition.
11. When the drawings and specifications are issued to bidders they must be returned to the Architect at time their bid is submitted. Otherwise, no refund will be made whatsoever.
12. No oral, telephone or telegraphic proposals will be considered.
13. Bidders must determine for themselves difficulties which may be encountered in the prosecution of the work. The Owner will make no allowance or concession, for lack of such information on the part of the Contractors.
14. As a condition precedent to acceptance by the Owner of any bid, the successful bidder must be issued a Performance Bond and Payment Bond ( 100% of the Contract Price ) by the Bond Company selected by the Owner.  
  
The cost of the Bond will be paid by the Owner and should not be included by any bidder in his estimates. The successful bidder must obtain the workmen compensation and liability insurance insuring both the Chinese Community Center and the Chinese Benevolent Association.
15. Immediately after the opening of Proposals, the Owner will give verbal notice to one or more bidders to furnish the Owner with  
(1) A written Analysis of his Bid. (2) Break-down items.  
(3) A detailed list of equipment which the bidder proposes to use, indicating which portions he already possesses. (4) A detailed schedule of operations showing the program which he proposes to follow. If the bidder is a corporation, proof of its legal qualification to do business in the State of New York.

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November 6 1959

Ruth M. Levine, Comptroller  
Keyfield Construction Corp.  
130 Outer Mill Road  
Great Neck, L.I., N.Y.

RE: Mr. Andrew S Yuen, Architect  
9 Division Street  
New York, N.Y.

Dear Miss Levine:

We presented the details of your complaint to the subject on two separate occasions but failed to receive the courtesy of a reply. As you may know, a Better Business Bureau cannot compel addressees to answer their mail. Apparently, the firm has no intention of cooperating with this Bureau on the matter of your complaint.

Unfortunately, we would be restrained from further action and can only suggest that you bring the matter to the attention of your attorney. However, we wish to advise you that your correspondence is being made a part of our permanent file and will be available to all inquiries and on hand for possible future use.

Very truly yours,



Robert Quidore  
Financial & Commercial Div.

RQ/ba

*Members*  
*John, [unclear]*  
*S*

PLEASE PRINT NAME

October 28, 1960

Mr. James I. Porter, President  
Washington-Metropolitan Chapter, A.I.A.  
1710 M Street, N.W.  
Washington 6, D. C.

Dear Jim:

I am returning the letter and the file which was sent to Clinton Cowgill by Miss Woodworth.

Our records show that Mr. Yuen is a corporate member in good standing of The American Institute of Architects, assigned to the Washington-Metropolitan Chapter. I suggest that the executive committee of the Chapter may wish to consider whether or not the conduct of Mr. Yuen, with respect to his alleged refusal to refund deposits, is an action detrimental to the best interests of the profession and the Institute.

If you wish to call me on this matter, please do so.

Sincerely yours,

*Edmund R. Purves*

Edmund R. Purves, F.A.I.A.  
Executive Director

bcc: Miss Gervais



*members  
Yuen, Andrew S*

*RECEIVED MAIL ROOM*

**February 21, 1962**

NOTICE OF IMPENDING SUSPENSION OF CORPORATE MEMBERSHIP

**Mr. Andrew S. Yuen  
740 6th Street, N.W.  
Washington, D.C.**

*x comp  
chafs  
D.C.  
w.m*

**Dear Mr. Yuen:**

As you are aware, every corporate member of The Institute must be assigned to a local chapter and pay dues and assessments levied by that chapter.

When local dues and assessments remain unpaid, the chapter may request The Institute to suspend or terminate the membership.

It is a long-established policy of The Board of Directors of The Institute to support the chapter in this procedure, but not without making every effort to bring about the restoration of the good standing of the corporate member concerned.

The Chapter to which you are assigned has requested that your corporate membership be suspended for non-payment of chapter dues.

The purpose of this letter is to suggest that you make payment of outstanding dues, thus preserving your corporate membership in good standing.

Your response to the above will be appreciated prior to **March 21, 1962**, for we must proceed to act on the chapter's recommendation to suspend your membership if payment for past chapter dues is not received by that date.

Sincerely yours,

(Miss) Florence H. Gervais  
Head, Membership Department

**Copy to: Miss Joan T. Woodworth, Exec. Secy.  
Washington-Metropolitan Chapter, A.I.A.  
1710 "M" St., N.W. Washington 6, D.C.**

Members  
Queen, Andrew J.

URGENT - PLEASE RETURN

March 6, 1968

NOTICE OF IMPENDING SUSPENSION OF CORPORATE MEMBERSHIP

Mr/ Andrew S. Dean  
11 Division Street  
New York 2, N.Y.

As you are aware, every corporate member of The Institute must be assigned to a local chapter and pay dues and assessments levied by that chapter.

When local dues and assessments remain unpaid, the chapter may request The Institute to suspend or terminate the membership.

It is a long-established policy of The Board of Directors of The Institute to support the chapter in this procedure, but not without making every effort to bring about the restoration of the good standing of the corporate member concerned.

The Chapter to which you are assigned has requested that your corporate membership be suspended for non-payment of chapter dues.

The purpose of this letter is to suggest that you make payment of outstanding dues, thus preserving your corporate membership in good standing.

Your response to the above will be appreciated prior to ~~April 1, 1968~~, for we must proceed to act on the chapter's ~~April 1, 1968~~ request to suspend your membership if payment for past chapter dues is not received by that date.

Sincerely yours,

(Miss) Florence H. Gervais  
Head, Membership Department

Copy to: Miss Joan T. Woodworth, Exec. Secy.  
Washington-Metropolitan Chapter, A.I.A.  
1710 "E" St., N.W.  
Washington 6, D.C.

*Yuen, Andrew S.*

April 5, 1962

Mr. Andrew S. Yuen, A.I.A.  
11 Division Street  
New York 2, New York

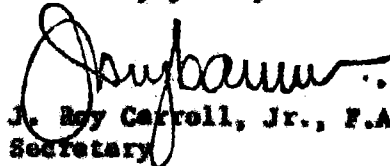
*x Wash-Metro Chap*

Dear Mr. Yuen:

The Executive Secretary of the Washington-Metropolitan Chapter has informed us that you paid your chapter dues which were in arrears. Therefore, the chapter's request that your membership be suspended has been withdrawn.

This is gratifying news and the Officers and Directors join with me in extending appreciation for this action which indicates your continuing interest in and support of the work now being done by The Institute and its Chapters, on behalf of the profession.

Sincerely yours,

  
J. Roy Carroll, Jr., F.A.I.A.  
Secretary

JRC/g/m

cc: Executive Secretary of the Washington-Metropolitan Chapter

WASHINGTON-METROPOLITAN CHAPTER  
OF THE AMERICAN INSTITUTE OF ARCHITECTS, INC.  
1710 M STREET, N. W., WASHINGTON 6, D. C.

February 5, 1963

Miss Florence H. Gervais, Head  
Membership Department  
The American Institute of Architects  
1735 New York Avenue, N. W.  
Washington 6, D. C.

Dear Miss Gervais:

The following members of this Chapter should be suspended  
for nonpayment of Chapter dues as noted:

Samuel H. Beck, Jr. — *dues 62-50* nonpayment of 1962 dues  
F. Wallace Dixon — *dues 62-50* nonpayment of 1962 dues  
Warren Gray, Jr. — nonpayment of \$20.00 of 1962 dues  
James H. Hutchings — *dues 25-60* nonpayment of 1962 dues  
Lewis A. Nixon — *dues 62-50* nonpayment of 1962 dues  
Gerald A. Purcell — *dues 62-50* nonpayment of 1962 dues  
Henri Rush — nonpayment of 1962 dues  
William H. VanBenschoten — nonpayment of 1962 dues  
Andrew S. Yuen — nonpayment of 1962 dues

and the following members should be terminated for nonpayment  
of Chapter dues as noted:

Kenneth H. Evans — nonpayment of 1961 and 1962 dues  
J. Victor Keyes — *dues 61 & 62* nonpayment of 1961 and 1962 dues

Very truly yours,

*Joan*

Joan T. Woodworth  
Executive Secretary

FEB 6 1963

*11 Division St.  
N. Y. 2, N. Y.*

February 11, 1963

NOTICE OF IMPENDING SUSPENSION OF CORPORATE MEMBERSHIP

Mr. Andrew S. Yuan  
11 Division Street  
New York 2, New York

Dear Mr. Yuan:

As you are aware, every corporate member of The Institute must be assigned to a local chapter and pay dues and assessments levied by that chapter.

When local dues and assessments remain unpaid, the chapter may request The Institute to suspend or terminate the membership.

It is a long-established policy of The Board of Directors of The Institute to support the chapter in this procedure, but not without making every effort to bring about the restoration of the good standing of the corporate member concerned.

The Chapter to which you are assigned has requested that your corporate membership be suspended for non-payment of chapter dues.

The purpose of this letter is to suggest that you make payment of outstanding dues, thus preserving your corporate membership in good standing.

Your response to the above will be appreciated prior to **March 13, 1963**, for we must proceed to act on the chapter's recommendation to suspend your membership if payment for past chapter dues is not received by that date.

Sincerely yours,

(Miss) Florence H. Gervais  
Head, Membership Department  
copy to Miss Jean Woodworth, Exec.-Secty.  
Washington-Metropolitan Chapter, AIA  
1710 "N" Street, N. W.  
Washington 6, D. C.

1957  
6200  
M

*Yuen, Andrew S.*



THE AMERICAN INSTITUTE OF ARCHITECTS  
1735 NEW YORK AVENUE, N.W., WASHINGTON 6, D.C.  
Office of The Secretary

*(Handwritten circled 'A')*

**NOTICE OF SUSPENSION OF MEMBERSHIP**

To **Mr. Andrew S. Yuen  
11 Division Street  
New York 2, New York**

**April 5, 1963**  
Date

In accordance with the request of the ~~Washington Metropolitan~~ Chapter that your membership be suspended for your indebtedness to it, The Board, as required by the provisions of Chapter I, Article 2, Section 4, paragraph (b-2), of The Institute by-laws, suspended your membership in The Institute and in all its chapters and state organizations of which you are a member, effective

**March 13, 1963**

In this connection, your attention is called to the provision of the By-laws of The Institute which reads:

"A corporate member is not in good standing in The Institute or in any of its component organizations if he is under suspension. Immediately upon the suspension of a corporate member, his rights in The Institute and in any of its chapters or state organizations shall be withdrawn until he is restored to good standing."

Your dues to The Institute and the chapter will continue during the period of your suspension.

The purpose of The Institute in permitting a membership to be suspended for default of dues rather than terminated forthwith is to enable the member in default to restore his membership within the period of one year from the date of suspension, without paying a readmission fee and without applying therefor. The period of grace in your case terminates one year from the date of your suspension unless your indebtedness for dues is taken care of in the interim.

If your good standing is not restored before the end of this period then your membership in The Institute and its component organizations may be terminated by The Board of The Institute upon recommendation of the Chapter.

The Board regrets your suspension and hopes that you will soon restore your good standing by payment of all outstanding indebtedness for Institute and/or chapter dues.

*(Handwritten signature)*  
.....  
Secretary

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WASHINGTON-METROPOLITAN CHAPTER  
OF THE AMERICAN INSTITUTE OF ARCHITECTS, INC.  
1710 M STREET, N. W., WASHINGTON 6, D. C.

February 10, 1964

Mrs. Maureen Marx, Head  
Membership Procedures  
The American Institute of Architects  
1735 New York Avenue, N. W.  
Washington D. C. 20006

Dear Mrs. Marx:

A review of the Chapter records show that the following members should be suspended or terminated for nonpayment of Chapter dues:

SUSPENDED

Samuel H. Beck, Jr. - nonpayment of 1/2 year Chapter dues for 1963  
Joseph D. Cabaniss - nonpayment of Chapter dues for 1963  
Albert I. Cassell - nonpayment of Chapter dues for 1963  
Harry J. Dierken - nonpayment of Chapter dues for 1963  
Warren Gray, Jr. - nonpayment of Chapter dues for 1963  
Theodore Pryor - nonpayment of Chapter dues for 1963

TERMINATED

F. Wallace Dixon - nonpayment of Chapter dues for 1962 & 1963  
James H. Hutchings - nonpayment of Chapter dues for 1962 & 1963  
Lewis A. Nixon - nonpayment of Chapter dues for 1962 & 1963  
Gerald A. Purcell - nonpayment of Chapter dues for 1962 & 1963  
Andrew S. Yuen - nonpayment of Chapter dues for 1962 & 1963

According to the lists sent us by the Octagon, Messrs. Cabaniss, Cassell, Dierken, & Gray are also liable for suspension for nonpayment of Institute dues, and Messrs. Beck, Dixon, Hutchings, Nixon, Pryor, Purcell and Yuen are liable for termination for nonpayment of Institute dues.

That seems to be the bad news for the year ---

Very truly yours,

*Joan T. Woodworth*

Joan T. Woodworth  
Executive Secretary

cc: Miss Filos



THE AMERICAN INSTITUTE OF ARCHITECTS  
1735 NEW YORK AVENUE, N.W., WASHINGTON 6, D.C.

**REPORT ON RECOMMENDATION OF TERMINATION OF CORPORATE MEMBERSHIP**

TO THE SECRETARY  
THE AMERICAN INSTITUTE OF ARCHITECTS:

March 24, 1964

Name of Member **Andrew S. Yuen** Chapter: **Washington-Metropolitan**  
Corporate Membership Record:  
Elected: 1957  
A.I.A. Dues: \$50.00 for 1963  
Chapter Dues: owes for 1962 & 1963

The recommendation of the **Washington-Metropolitan** Chapter  
that the corporate membership of **Andrew S. Yuen**  
be terminated for non-payment of chapter dues is attached.

*Recommendation:*

On the record above submitted, The Committee on Membership recommends that  
the corporate membership of **Andrew S. Yuen** in The  
American Institute of Architects and **Washington-Metropolitan** Chapter,  
the ~~State Organization~~, be terminated, effective  
**February 10, 1964**, for the non-payment of chapter dues.

THE COMMITTEE ON MEMBERSHIP:

.....  
.....  
.....  
*Chairman*

**CERTIFICATION OF TERMINATION OF CORPORATE MEMBERSHIP**

As Secretary of The American Institute of Architects, I hereby certify that, under  
authority vested in me by The Board of Directors of The Institute, I have this day  
directed that the corporate membership of **Andrew S. Yuen**

in The Institute and the **Wash.-Metro.** Chapter, ~~the~~  
~~State Organization~~, be terminated for non-payment of chapter dues effective  
**February 10, 1964.**

.....  
*Secretary*

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*Mr. Yuen, Andrew S.*



FILE COPY - [unclear]

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

*file*

**NOTICE OF TERMINATION OF MEMBERSHIP**

To **Mr. Andrew S. Yuen  
11 Division Street  
New York 2, New York**

In accordance with the request of the **Washington-Metropolitan Chapter, AIA** that your membership be terminated for your indebtedness to it, The Board, as required by the provisions of Chapter I, Article 2, Section 5, paragraph (d-3), of The Institute by-laws, terminated your membership in The Institute and in all its component organizations of which you were a member, effective **Feb. 18, 19 64**

The Board regrets your withdrawal from membership and hopes that you will soon return to The Institute.

Date **March 31**, 19 **64**

*Clinton Sauffe*  
Secretary.



THE AMERICAN INSTITUTE OF ARCHITECTS

*Should have been readmission*

Application No. 3069  
Dated: May 1, 1966  
Received: Nov. 16, 1966  
Granted: Dec. 1, 1966

To The Secretary and  
The Committee on Membership  
The American Institute of Architects

SUMMARY OF APPLICATION FOR CORPORATE MEMBERSHIP

- A. Name of applicant Andrew S. Yuen Chapter Westchester
- B. Address of applicant 12 Muir Place, New Rochelle, New York
- C. Application held pending receipt of: \_\_\_\_\_ Received \_\_\_\_\_
- D. Applicant favorably recommended for election by Chapter. Yes  No

Nov. 28, 1966  
DATE

*[Signature]*  
MANAGER, MEMBERSHIP PROCEDURES

CERTIFICATION OF ELECTION AND ASSIGNMENT

As the Committee on Membership and the Secretary of the American Institute of Architects, I hereby certify that, under authority vested in me by the Board of Directors, I have this day elected Andrew S. Yuen and hereby declare him to be a corporate member of the Institute and assign him to membership in the Westchester Chapter, AIA.

December 1, 1966  
DATE

*[Signature]*  
SECRETARY

- E. Notice to applicant and notices of assignment to component(s) on Dec. 1, 1966
- F. Notice of denial of application to applicant and chapter and \$ \_\_\_\_\_ returned to applicant on \_\_\_\_\_

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3069



THE AMERICAN INSTITUTE OF ARCHITECTS

INSTRUCTIONS
Type or print all information carefully and sign with ink. Mail both copies to the Secretary of the local Chapter, with check for \$20.00 made payable to The American Institute of Architects.

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Application for Corporate Membership

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

1. My full name is ANDREW S. YUEN

2. I am a citizen of the United States. Yes YES No
(If not a citizen, attach explanation and justification for possible waiving of citizenship requirement by The Board of Directors.)

3. My residence address is: 12 MUIR PLACE
NEW ROCHELLE, Westchester N.Y.
(CITY) (COUNTY) (STATE) (ZIP CODE)

4. My business address is: YORK & SAWYER, 230 PARK AVE.
NEW YORK, N.Y.
(CITY) (COUNTY) (STATE) (ZIP CODE)

Please use my RESIDENCE address as my official Institute address
(BUSINESS) or (RESIDENCE)

5. I desire to be a member of WESTCHESTER Chapter, AIA.

6. I declare that I will comply with the By-Laws and the Standards of Professional Practice of The American Institute of Architects, which are attached hereto; and the Rules and Regulations supplementary thereto; and that I understand the duties, responsibilities, and obligations of a member of The Institute; and that I have read and understand all the information contained in this form and its attachments.

7. I am not indebted to The Institute or to any of its component organizations.

8. I enclose my check for \$20.00, for admission fee and the first year's annual dues, of which \$5.00 is for a year's subscription to the JOURNAL of The American Institute of Architects. It is my understanding that if I am not admitted to membership \$10.00 will be returned to me, and \$10.00 retained by The Institute as an examination fee.

Date May 1, 1966

Andrew S. Yuen
(APPLICANT'S FULL SIGNATURE, IN INK)

pd \$20.00
11/16/66

**STATISTICS**

9. Date of birth DEC. 4, 1911 Place of birth CANTON, CHINA

10. I am registered or licensed to practice architecture in the following-named states; with year first registered in each:

**WASHINGTON, D.C. 1957**

**CANTON, CHINA 1937**

**EDUCATION**

11. (a) I attended colleges and universities as follows:

NAME OF COLLEGE OR UNIVERSITY	LOCATION	NO. OF YEARS	YEAR OF GRADUATION	DEGREE
<b>NEW YORK UNIVERSITY</b>	<b>N.Y.C.</b>	<b>4</b>	<b>1935</b>	<b>B. Arch.</b>
<b>NEW YORK UNIVERSITY</b>	<b>N.Y.C.</b>	<b>2</b>	<b>1941</b>	<b>Master of Arch.</b>

(b) I have held the following scholarships or other honor awards, and have traveled in the following-named countries:

**PROFESSIONAL TRAINING AND PRACTICE**

12. I have been employed or in practice during the past three years as follows:  
(NOTE: Be sure to include current status of employment or practice.)

EMPLOYER'S NAME AND ADDRESS	EMPLOYER'S BUSINESS	CLASSIFICATION OF POSITION	PERIOD OF EMPLOYMENT	
			From	To
<b>YORK &amp; SAWYER, 230 PARK AVE. N.Y.C.,</b>	<b>ARCHITECTS</b>		<b>1963</b>	<b>1966</b>

13. Are you engaged in any manner in building contracting? Explain

**No.**

14. Is your employer engaged in any manner in building contracting? Explain

**No**

**BUSINESS AFFILIATIONS**

15. Do you participate or own an interest in any business which could prejudice your professional judgment?  
Yes \_\_\_\_\_ No. No. (If yes, please explain.)

**PRESENT OR PREVIOUS MEMBERSHIPS AND APPLICATIONS  
IN ARCHITECTURAL ORGANIZATIONS**

16. I have previously applied for membership or associateship in the \_\_\_\_\_  
Chapter of The American Institute of Architects. The details concerning this application are as follows:

17. Member of Institute from \_\_\_\_\_ to \_\_\_\_\_

18. Professional Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_

19. Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_

20. Junior Associate of \_\_\_\_\_ Chapter from \_\_\_\_\_ to \_\_\_\_\_

21. Name of any other architectural organization of which you are a member  
\_\_\_\_\_

**REFERENCES**

Five references are required, at least three of whom shall be corporate members of The Institute in good standing. Member references must be available for personal contact by the local chapter officers.

JAMES W. PECK, AIA  
\*MEMBER

4 BROOKSIDE AVE., PELHAM, N.Y.  
ADDRESS

BRUCE HARTWIGSEN, AIA

435 BOSTON POST ROAD, RYE, N.Y.  
ADDRESS

SAMUEL M. KURTZ, AIA  
\*MEMBER

YORK & SAWYER, 230 PARK AVE., N.Y.  
ADDRESS

DR. WILLIAM CHIN  
MEMBER OR OTHER REFERENCE

740 6th St., N.W., WASHINGTON, D.C.  
ADDRESS

DR. C.C. HUNG  
MEMBER OR OTHER REFERENCE

1007 I Street, N.W., WASHINGTON, D.C.  
ADDRESS

\* Type or print full names of references



# THE AMERICAN INSTITUTE OF ARCHITECTS

## Record of Registration

WESTCHESTER

(CHAPTER)

(ADDRESS)

SECRETARY,  
BOARD OF ARCHITECTURAL EXAMINERS

(ADDRESS)

ANDREW S. YUEN

(NAME OF APPLICANT)

Dear Sir:

To qualify for corporate membership in The American Institute of Architects, an applicant must be registered to practice architecture in one of the United States or its territorial possessions.

The above named applicant for such membership has stated that he is registered or licensed to practice architecture in your State.

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 4 1966

Bruce Hartweg  
(CHAPTER SECRETARY)

1. Is the applicant registered or licensed to practice architecture in your state? Yes
2. Was his registration or licensing by examination? No or by exemption? \_\_\_\_\_
3. What was the scope of the examination? Registration was granted on the basis of endorsement from China.
4. What was the period of the examination? \_\_\_\_\_ days. Written examination \_\_\_\_\_ 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 first registration 2-4-57 19\_\_\_\_. Registration No. 1055. Is it current? Yes

Ethel O. Loveless  
(SIGNATURE OF SECRETARY OF BOARD)  
Executive

Date Oct. 24, 1966

D.C. Bd. of Examiners & Registrars of Archs.  
(NAME OF BOARD)

# THE AMERICAN INSTITUTE OF ARCHITECTS

The Octagon • 1735 New York Avenue, N. W. • Washington 6, D. C. • EXecutive 3-7050

December 1, 1966

Mr. Andrew S. Yuen, AIA  
12 Muir Place  
New Rochelle, New York

Dear Mr. Yuen:

The Board of Directors of the American Institute of Architects takes pleasure in informing you that it has acted favorably on your application and welcomes you to corporate membership in the Institute.

In the near future, some literature concerning the Institute will be mailed to you together with a lapel emblem. In approximately two months you will receive a certificate of membership, either directly from the Institute or through formal presentation by your Chapter.

You are assigned to the Westchester Chapter and the New York State Association of Architects, AIA, effective December 1, 1966.

I sincerely hope that you will take an active and interested part in your Chapter's activities. The Chapter is the cornerstone of the Institute's strength where the policies which advance our profession are developed. Members who are active in Chapter affairs gain the most from AIA as professional men and provide the leadership which AIA needs to meet the challenges and opportunities which the future holds for architecture.

I want you to feel free to call on any of the Institute officials or staff members any time the need arises.

Sincerely yours,

Charles M. Nes, Jr., F.A.I.A.  
President

## NOTICE OF TERMINATION OF MEMBERSHIP

EFFECTIVE DATE: 8/31/74 For non-response to Regular Dues \$ ~~96.00~~ and/or Supplemental Dues FINES

This notice has been delayed in the hope that you would respond to the Notice of Impending Termination which was forwarded to you approximately sixty days ago. Since there was no reply to this final request for dues payment, we are compelled to terminate your membership in The American Institute of Architects, effective this date.

Sincerely,

  
HILLIARD T. SMITH, JR.  
Secretary.

The American Institute of Architects

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YUEN, A S  
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(Copy to State and Chapter organizations)