



The American Institute of Architects
APPLICATION FOR MEMBERSHIP

APPLICATION NO AP 13267

Dated August 30, 19 57
Received December 11, 19 57
Granted December 23, 19 57

MEMBERSHIP NO 13267

- A Name of applicant Albert Cecil Woodroof, Jr. Chapter North Carolina
B Address of applicant 1813 Pembroke Road, Greensboro, North Carolina
C Application received with check for \$ 20.00 on December 11, 19 57
D Application returned for correction 19
E Application in due order on December 11, 19 57
F Acknowledgments to applicant and chapter on December 11, 19 57
G Certified resolution of chapter executive committee recommending admission
H Record of registration, Form S39, Sent North Carolina 19 57. Received December 11, 19 57.
I The applicant has been examined as to his professional qualifications by North Carolina State Board of Architecture.
J The applicant is currently registered as an architect or licensed to practice architecture in the states of North Carolina.
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 professional 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.\*\*

THE COMMITTEE ON MEMBERSHIP

Date December 17, 19 57

[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 Albert Cecil Woodroof, Jr. to membership in The Institute, and hereby declare him to be a corporate member of The Institute and assign him to membership in the North Carolina 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 Albert Cecil Woodroof, Jr.

2. I am a  Natural born  citizen of the United States.

State whether natural or a naturalized citizen.

3. My legal residence is in the City of Greensboro  
County of Guilford State of North Carolina

4. My address in The Institute records will be my office address

State whether residence or office address.

Number 1813 Street Pembroke Road  
City Greensboro Zone State North Carolina

5. I am engaged in the profession of architecture as a practising architect

State whether a practicing architect, a teacher, a public official, or other.

6. I desire to be a member of the North Carolina 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 \$15.00 will be returned to me, and \$5.00 retained by The Institute as an examination fee.

Date August 30, 19 57

Albert Cecil Woodroof, Jr.  
Applicant sign full name in ink

1.

PAID  
\$20.00 12-16-57

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STATISTICS

10. Date of birth Feb. 5, 1920 Place of birth Lynchburg, Virginia

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

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

(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:

<i>Name of School, College, University</i>	<i>Location</i>	<i>No. of Years</i>	<i>Year of Graduation</i>	<i>Degree</i>
Guilford College	North Carolina	2		
University of North Carolina		2	1940	B.S. Commerce

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

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:

	<i>From</i>	<i>To</i>
Albert C. Woodroof Greensboro, North Carolina Draftsman	1948	1956

\* (NOTE: Applications received after July 1, 1953, 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.)

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## 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.)

Albert C. Woodroof -	<i>From</i>	January 1, 1957	<i>To</i>	
A. C. Woodroof, Jr.			<i>Date</i>	

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.

None

## 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.

<u>Albert C. Woodroof, A.I.A.</u>	<u>1813 Pembroke Road, Greensboro, N.C.</u>
<i>Member</i>	<i>Address</i>
<u>Robert Norfleet, A.I.A.</u>	<u>2828 Lawndale Drive, Greensboro, N.C.</u>
<i>Member</i>	<i>Address</i>
<u>John F. Wicker, A.I.A.</u>	<u>2828 Lawndale Drive, Greensboro, N.C.</u>
<i>Member</i>	<i>Address</i>
<u>William Owen Cooke, Attorney</u>	<u>Jefferson Building, Greensboro, N.C.</u>
<i>Reference</i>	<i>Address</i>
<u>A. J. Hewitt, Contractor</u>	<u>202<math>\frac{1}{2}</math> West Market Street, Greensboro, N.C.</u>
<i>Reference</i>	<i>Address</i>



THE AMERICAN INSTITUTE OF ARCHITECTS

N. C. CHAPTER

(Chapter)

BOX 408 - RALEIGH, N.C.

(Address)

SECRETARY,

BOARD OF ARCHITECTURAL EXAMINERS,

Address

RECORD OF REGISTRATION

OF

ALBERT C. WOODROOF, JR.

(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 September 10 1957

[Signature]  
Chapter 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? HISTORY & THEORY; SITE PLANNING; DESIGN; BUILDING CONSTRUCTION; STRUCTURAL DESIGN; PROFESSIONAL ADMINISTRATION; BUILDING EQUIPMENT
4. What was the period of the examination? 4 days. Written examination 36 hours; Oral examination 0 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 AUGUST 4 19 56 Registration No. 1011 Is it current? YES

[Signature]  
(Signature of Secretary of Board)

Date SEPTEMBER 12 1957

NORTH CAROLINA BOARD OF ARCHITECTURE  
(Name of Board)



THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

December 23, 1957

Mr. Albert Cecil Woodroof, Jr., AIA  
1813 Pembroke Road  
Greensboro, North Carolina

Dear Mr. Woodroof:

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 North Carolina 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

The American Institute of Architects • 1735 New York Avenue, N.W. • Washington, D.C. 20006

## NOTICE OF TERMINATION OF MEMBERSHIP

EFFECTIVE DATE: December 31, 1973 For non-response to Regular Dues \$ 91 ~~100~~ ~~Supplemental Dues~~

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*

**February 11, 1974**

*(Copy to State and Chapter organizations)*

Mr. A. C. Woodroof, Jr.  
201 N. Elm Street  
Wachovia Building Suite 205  
Greensboro, NC 27401

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AIA/EXHIBITS OF CASE	
WFO 1170	
FEB 15 1974	
SEARCHED	INDEXED
SERIALIZED	FILED
FEB 13 1974	
FBI - MEMPH	

ODELL ASSOCIATES INC.

PLANNING  
ARCHITECTURE  
ENGINEERING

201 NORTH ELM STREET • GREENSBORO, NORTH CAROLINA 27401

A. C. WOODROOF, JR. AIA  
RESIDENT DIRECTOR

February 13, 1974 *Manf*

Mr. Hilliard T. Smith, Jr., Secretary  
American Institute of Architects  
1735 New York Avenue N. W.  
Washington, D. C. 20006

Dear Mr. Smith:

I was distressed to receive your "Notice of Termination of Membership" for non-response to regular dues in the amount of \$91.00. Your notice states that I was sent a "Notice of Impending Termination" approximately 60 days ago. Neither I nor my secretary recall receiving that notice, and furthermore I was unaware that the dues had not been paid. I thought the check had been written a couple of months ago.

I am enclosing my check for the amount due and sincerely trust that this termination can be cancelled.

Sincerely,

*A. C. Woodroof, Jr.*  
A. C. Woodroof, Jr.

ACWJr:sbr

*96  
48  
144*

*O.C.*

*T  
12/31/73  
J.G.S.*

FEB 15 1974



*Read*

*12/31/73  
add to 8/31-73  
file*

March 18, 1974

Mr. A. C. Woodroof, Jr.  
Odell Associates, Inc.  
201 N. Elm Street  
Greensboro, North Carolina 27401

Dear Mr. Woodroof:

Thank you for your check for \$91 covering your payment of 1973 AIA regular dues.

However, your membership was terminated and in order to reinstate it we will need an additional amount of \$144 representing current dues (\$96) and the reinstatement fee (\$48). Please send your check to my attention.

We will also need the approval of your local chapter and by copy of this letter are requesting its early reply.

*1 ok*

Sincerely yours,

Maureen Marx, Director  
Membership Procedures

cc: Mrs. Betty Silver, Exec. Secy., North Carolina Chapter, AIA

P.S. Our records indicate that you were informed by our accounting office on September 20, 1973, that your check dated August 24, 1973 (copy attached) was returned because of insufficient funds.

MM

<i>AIA American Reg:</i>	<i>4/8</i>
<i>Current Regular:</i>	<i>96</i>
<i>South Regular:</i>	<i>91</i>

*Records: 42000 12/31/73  
non-paysable dues*



NORTH CAROLINA CHAPTER | THE AMERICAN INSTITUTE OF ARCHITECTS

*The AIA Tower - 115 West Morgan Street - Raleigh, N. C. 27601 - 919-833-6656*

4 April 1974

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

Dear Maureen:

Mr. A. C. Woodroof, Jr. is a member in good standing through 1973 and we hope he will reinstate his AIA membership.

Very truly yours,

A handwritten signature in cursive script that reads "Betty".

Betty W. Silver, Hon. AIA  
Executive Director

BWS:bs

cc: A. C. Woodroof, Jr.

APR 8 1974



## THE AMERICAN INSTITUTE OF ARCHITECTS

June 13, 1974

Mr. A. C. Woodroff, Jr., AIA  
201 N. Elm Street  
Wachovia Building, Suite 205  
Greensboro, North Carolina 27401

Dear Mr. Woodroff:

We are pleased to advise you that you have been reinstated in the AIA, its North Carolina Chapter of the AIA, effective June 13, 1974.

We welcome you to membership again and hope that you will find the opportunity to participate actively in AIA and local activities.

Please feel free to call upon the Institute and chapter officers and staff at any time the need arises.

Sincerely yours,

Hilliard T. Smith, Jr., FAIA  
Secretary

cc: North Carolina Chapter, AIA

### NOTICE OF TERMINATION OF MEMBERSHIP

EFFECTIVE DATE: 8/31/77 For non-response to Regular Dues \$ 78.00 and/or ~~XXXXXX~~XXXXXXXX

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,



ROBERT M. LAWRENCE  
*Secretary,*

*The American Institute of Architects*

859495-1 305  
WOODROOF JR, A C  
30 FOUNTAIN VIEW CIRCLE  
GREENSBORO NC 27409

*(Copy to State and Chapter organizations)*