

*Sheftall, Lee Roy
Georgia Chapter*

*Much sent to Rick
2/17*

Application for Membership

To the Secretary of the American Institute of Architects,
The Octagon House, Washington, D. C.

....., 1921

SIR:

I hereby apply for Membership in the American Institute of Architects.

I hereby certify that the following statements are correct:

Name Lee Roy Sheftall

Address 210 Clark Bldg. Jacksonville Fla
[Number and Street.] [City.] [State.]

Place and date of birth Savannah, Ga. Dec 12, 1886

Graduate in architecture ✓
[If required in your case, give name of institutions and year.—Attach evidence of Diploma or Certificate of graduation]

Holder of Scholarship in architecture ✓
[If required in your case, attach evidence.]

Passed the qualifying examinations of the Royal Institute of British Architects, or the examinations for the first class of the Ecole des Beaux Arts. ✓
[If required in your case, state which, and attach evidence of Certificate.]

If an Associate of a Chapter of the Institute, give name of chapter ✓

If practicing architect, firm name Mark & Sheftall

Have been in practice Nine years +

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

Collegiate and office training 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 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, and of the Chapter of the Institute of which I am then a member.

Lee Roy Sheftall
[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

[Insert date of election to chapter.]

..... Secretary.

..... Chapter, A. I. A.

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.

- (1) *Henrietta C. Boyer*
- (2) *W. J. ...*
- (3) *George J. ...*

Prelim. Fee. Td. 7.00 3/2/21
 Initiation remitted
 Unann. Exp. 7.00
 Exhibits material sent
 On Pity. Com. of

[The signatures of three Institute members are here required unless 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 member proposed. No other form of unanimous endorsement will be accepted.]

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

COPY

March 5, 1921.

My dear Mr. Sheftall:

Permit me to acknowledge with gratification, and on behalf of the Secretary, your application for membership in the American Institute of Architects.

It is noted that your exhibits are coming forward by express. The application will come before the next meeting of the Board of Directors of the Institute, and after then we shall advise you further.

Acknowledgment is made herewith of your check for \$5.00 in payment of your preliminary fee.

Very truly yours,

Executive Secretary.

Mr. Lee Roy Sheftall,
210 Clark Bldg.,
Jacksonville, Fla.

K1C

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

COPY

April 28, 1921.

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 April 28, 1921.

You have been assigned to the Florida Chapter as an Institute member in good standing therein, and the Secretary of the Chapter so notified.

The enclosed statement for dues should receive early attention, as the engrossed Certificate of Membership is not sent until dues for the first year have been paid. No charge has been made for the first quarter of the current year.

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.

Very truly yours,

Executive Secretary.

Mr. Lee Roy Sheftall,
210 Clark Building,
Jacksonville, Florida.

K-P.
Enclosure.

COPY TO

FILES PRESIDENT SECRETARY TREASURER

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

COPY

December 4, 1924.

Dear Mr. Sheftall:-

It was with regret that the Treasurer had to report to the Officers and Directors of the Institute at their last meeting a large amount still in default covering payment of dues for the current year.

The Directors discussed the matter seriously as the money is needed to meet the balance of our obligations for the year and moreover it seemed to them not quite fair that members who have paid their dues are not only meeting their own obligations, but assisting to pay the cash expense necessary to supply the Journal, etc., to those members who have not paid their dues. The Directors passed the following resolution:

Resolved, that those members now delinquent for more than one year be given until February 1, 1925, to make payment in whole, or to reach some agreement with the Treasurer as to future payments. Otherwise the Institute and Chapter membership of each delinquent coming under this resolution shall be terminated on March 1, 1925, upon notice to him from the Secretary to that effect.

I am sending you this as an appeal to make a remittance to the Treasurer of \$40.00, including the dues for 1924, which, as you know, were payable eleven months ago.

I trust that you will write me promptly and also frankly if for any reason you cannot pay all or any part of the amount at the present moment.

Hoping that you will do your part to help the Treasurer make a better report at the next meeting of the Board of Directors, I remain,

Sincerely yours,

Treasurer.

Mr. Lee Roy Sheftall,
210 Clark Building,
Jacksonville, Fla.

I-G

COPY TO
FILES PRESIDENT SECRETARY TREASURER

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

2-3
COPY

February 7, 1925.

Gentlemen:-

We received safely your letter of January 30, and
check for \$40.00. This has been credited as follows:

LeeRoy Sheftall - - - - \$20.00

V. Earl Mark - - - - - \$20.00

This leaves each of you indebted for \$45.00 - on ac-
count of dues for 1924 and 1925.

Very truly yours,

Assistant Treasurer.

Mark and Sheftall,
412 Clark Building,
Jacksonville, Florida.

K:VB

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

23
COPY

August 2, 1929

Dear Mr. Sheftall:

This will formally advise you of the creation of the Florida North Chapter and assignment thereto, as a Charter Member, effective April 27, 1929.

The President of the new Chapter is Mr. Rudolph Weaver, University of Florida, Gainesville, Fla.; and the Secretary is Mr. W. Kenyon Drake, 21 Ocean Street, Jacksonville, Fla.

They have been advised as above, and we know they are counting upon your support as a Charter Member in making the new Chapter a success.

By direction of the Secretary,

Sincerely yours,

Executive Secretary.

Mr. LeeRoy Sheftall,
309 Clark Building,
Jacksonville, Fla.

K/PHG

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

March 1, 1932.

Dear Mr. Sheftall:

It is with genuine regret that I write, as Secretary of the Institute, to advise you of the termination of your membership in the Institute and your Chapter, effective December 31, 1931, for non-payment of Institute dues.

The Treasurer, and the Secretary's Office, sent to you various statements of account and letters, in the hope that you would find it possible to make a remittance, in whole or in part, and thereby continue your affiliation with The American Institute of Architects and your Chapter.

It is realized that conditions in the building industry have remained on a most unfavorable basis during the past year, and for that reason the Institute made a special effort to retain your membership as long as possible.

It is believed that you will approve of the action taken. The alternative was to allow the dues to so increase as to make future reinstatement a heavy expense.

I am hoping very much that the circumstances which prevented you from carrying on your Institute membership will speedily change, and that you will soon be thinking of taking up your membership again. When you are ready to do so, I can assure you that the Institute will make the way back very simple and easy. The Board has already made provision whereby the old account can be paid off in installments and over a period of time that will not be onerous to you.

I am going to write to you from time to time, reminding you that the Institute desires your return to its membership and its councils, and so that your return can be worked out to your best convenience.

With best wishes, and with the hope that we may soon regain you as a member of The American Institute of Architects, I am,

Sincerely yours,

Secretary.

Mr. LeeRoy Sheftall,
309 Clark Building,
Jacksonville, Fla.

FCB:GG

OFFICERS

BERNARD W. CLOSE, PRESIDENT
JACKSONVILLE
HENRY NORTON JUNE, VICE-PRESIDENT
GAINESVILLE
JEFFERSON D. POWELL, SECRETARY-TREASURER
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DIRECTORS

RUDOLPH WEAVER GAINESVILLE
W. MULFORD MARSH JACKSONVILLE
H. J. KLUTHO JACKSONVILLE

FLORIDA NORTH CHAPTER
THE AMERICAN INSTITUTE OF ARCHITECTS
May 30, 1935.



Secretary, A. I. A.
The Octagon
Washington D. C.

Dear Sir;

The Florida North Chapter has received application for re-instatement for LeRoy Sheftal, Clark Building, Jacksonville, Fla., together with a check for \$15.00 which is enclosed.

I told Mr. Sheftal at the time that I felt there would be an additional amount due but I could not say just how much since his re-instated membership will begin with a part of the year 1935. Please bill Mr. Sheftal for what ever additional amount is due.

Mr. Sheftal is well liked by the Chapter membership and I am sure he will be welcome back as soon as his re-instatement is complete.

Very truly yours

Jefferson D. Powell



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Mrs M

Please indicate

Mr Sheftal's status as I can see with letters accordingly. G.

I thought there was P.C. on this. He was dropped for non-pay'd dues 12/31/31. He owed for 1930-1 - 50.00

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

COPY

June 7, 1935

Dear Mr. Powell:

Upon returning to Washington from the Convention in Milwaukee, we find your letter of May 30th, with check enclosed from LeRoy Sheftal, in the amount of \$15.00, to be applied on account of his unpaid dues and advising of his wish to apply for reinstatement to membership in the Institute and the Chapter.

We are writing, today, to Mr. Sheftal, as per the enclosed copy, which you will find explanatory of his status.

It is noted that Mr. Sheftal's reinstatement has the approval of the Chapter, and it will be ready for submission to the Executive Committee or Board of Directors upon hearing from him with regard to the balance due of \$10.00.

We will let you know when we hear further from him.

Sincerely yours,

Executive Secretary.

K/g
Enc.

Mr. Jefferson D. Powell, Secretary,
Florida North Chapter, A.I.A.,
Professional Building,
Jacksonville, Florida.

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

*Nov
Bd*

June 7, 1935

Dear Mr. Sheftal:

We have received from the Secretary of the Florida North Chapter, advice to the effect that you have made application for reinstatement to membership in The American Institute of Architects and the Florida North Chapter. Also, he forwarded your check in the amount of \$15.00 to apply on account of your unpaid dues.

When your membership was discontinued on December 31, 1931, you were indebted for dues for 1930 and 1931 in the amount of \$50.00.

Under the present procedure for effecting reinstatements to membership, upon the payment of \$25.00 for dues to apply to the three-year period of 1931-1933, inclusive, any additional dues obligation may be remitted by the Board of Directors.

Therefore, upon the payment by you of \$10.00 additional, your account for past dues will be credited in full. This payment may be made in whole, or in full, and we would appreciate hearing from you as to your wishes, so that the matter of your reinstatement to membership may be submitted to the Board of Directors or Executive Committee at the next meeting.

We know that the Officers and Directors will be gratified to learn of your wish to become affiliated, again, with your professional society.

Sincerely yours,

K/g

Executive Secretary.

Mr. Leroy Sheftal,
Clark Building,
Jacksonville, Florida.

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

COPY

Copy to the Secretary,
Florida North Chapter
(Please refer to your letter of
May 30, 1935, regarding this
case.)

November 7, 1935

Dear Mr. Sheftal:

We are preparing the agenda for a meeting of the Board of Directors of the Institute to be held December 3 - 7, and find on hand our letter to you of June 7th with regard to your reinstatement to membership in the Institute.

It would give us much satisfaction to be able to present to the Board, at its coming meeting, your application for reinstatement, under the terms set forth in that letter.

If you could let us have a reply from you as to your wishes in this matter by November 30th, it would be helpful.

Sincerely yours,

Executive Secretary.

K/g

Mr. LeRoy Sheftal,
Clark Building,
Jacksonville, Florida

MARK & SHEFTALL
ARCHITECTS
CLARK BUILDING
JACKSONVILLE, FLORIDA

November 10, 1935.



Mr. Edward C. Kemper, Executive Secretary,
American Institute of Architects,
The Octagon, 1741 New York Ave.,
Washington, D. C.

Dear Mr. Kemper:

Enclosed is \$10.00 which you will
kindly credit to my account and which I understand
will suffice as payment in full of past due accounts.

It is very gratifying to learn that
I am being considered for reinstatement and I await,
with a great deal of pleasure, word from you concern-
ing the outcome of this meeting.

Thanking you very much for your
trouble to this end I am,

Yours very truly,

A handwritten signature in cursive script that reads "LeeRoy Sheftall".

LeeRoy Sheftall

LS-1s



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

COPY

Copy to the Secretary,
Florida North Chapter

November 14, 1935

Dear Mr. Sheftal:

We acknowledge, with appreciation, your letter of
November 10th, and check for \$10.00 in payment of the balance
due on your account for past Institute dues.

We shall be glad to submit your application for reinstatement to membership to the Board of Directors at its December meeting for consideration and action.

As promptly thereafter as possible, we shall notify you of the action taken.

Sincerely yours,

Executive Secretary.

K/g

Mr. LeRoy Sheftal,
Clark Building,
Jacksonville, Fla.

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

2-3
COPY

December 12, 1935

Dear Mr. Sheftall:

This will formally advise you that the Board of Directors, at its meeting in December, reinstated you as a member in good standing in The American Institute of Architects, with assignment to the Florida North Chapter, effective December 5, 1935.

The Secretary of the Chapter has been advised accordingly.

By direction of the Secretary,

Sincerely yours,

Executive Secretary.

K/G

Mr. LeRoy Sheftall, A.I.A.,
Clark Building,
Jacksonville, Fla.

COPY TO

FILES PRESIDENT SECRETARY TREASURER



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

APPLICATION FOR MEMBERSHIP EMERITUS

TO BOARD OF DIRECTORS,
THE AMERICAN INSTITUTE OF ARCHITECTS:

*Strike out the
inappropriate
reason, a, b,
or c, as the
case may be.*

I wish to apply for Membership Emeritus in The Institute for the following reasons:

a. I am more than 70 years of age.

~~b. I am 65 years of age, retired, and not engaged in the practice of architecture.~~

~~c. I am unable to engage in any gainful vocation.~~

*Write in
name of
chapter.*

I have been in good standing in The Institute and the Jacksonville* chapter
for 15 successive years or more immediately preceding the date of this application.

Respectfully,

Date 7 July 1959 .

LeeRay Sheftall
Signature
LeeRay Sheftall

The applicant may supplement the above reasons in writing below or on sheets which he shall attach to this application. Under exceptional conditions and circumstances, The Board of Directors may lessen the period of good standing but not the requirements of a, b, or c.

*Formerly Florida North prior to 8 Feb. 1956.

ee Jul 1921
MR

72 Dec¹² 1958

\$

*Members.
Sheftall, Lee Roy.*

*Fall
Bo. Dir.*



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

NOTICE OF ELECTION—MEMBER EMERITUS

TO **LeeRoy Sheftall, A.I.A.**
305 Main Street
Jacksonville 7, Florida

It is my privilege to advise you that The Board of Directors has conferred upon you
the title

MEMBER EMERITUS

of The American Institute of Architects and of its component organizations of which you are
a member, exempting you from the payment of annual dues to The Institute and such
organizations, effective **Aug. 1, 1959** .

Date **Aug. 25,** 1959 .

[Signature]
Secretary

*Jacksonville Chapter
Copy to Accty Dept*