

Dated June 9, 1947.  
Received October 14, 1947.  
Granted June 11, 1948.

MEMBERSHIP NO 5769



THE AMERICAN INSTITUTE OF ARCHITECTS

APPLICATION FOR MEMBERSHIP

RECORD OF THE SECRETARY OF THE INSTITUTE

- A Name of applicant . . . . . Jacob Shteir . . . . . Chapter New Jersey . . . . .
- B Address of applicant . . . . . 965 Broad Street, Newark, New Jersey . . . . .
- C Applicant proposed by . . . . . S. Lawrence Klein . . . . . and . . . . . Rudolph Kruger . . . . .
- D Application received with check for \$10.00 . . . . . on . . . . . October 14 19 47.
- E Application returned for correction . . . . . 19 .
- F Application in due order on . . . . . October 28, 19 47.
- Record of registration, Form S39, Sent (N.J.) Oct. 27, 19 47. Received. October 30, 19 47.
- G Notices sent to chapter executive committee:
  - (a) Form S11, reasonable time ending on . . . . . November 28, 19 47, on October 28, 19 47 .
  - (b) Form S12, 30 day extension ending on . . . . . 19 . . . . . 19 .
- H Acknowledgments to applicant, proposers, and chapter on . . . . . October 28, 19 47.
- I Certified resolution of chapter executive committee recommending admission  
~~\* that application be denied~~ received on . . . . . May 27, 19 48.
- J No report from chapter executive committee on . . . . . 19 .
- K Application sent to The Board of Examiners on . . . . . June 3, 19 48 .
- L The Board of Examiners reported on application on . . . . . June 3, 19 48 .
- M Applicant was admitted on . . . . . June 11, 19 48
- N Notice and certificate to applicant and notice of assignment to chapter and letter  
to proposers on . . . . . June 11, 19 48 .
- O Notice of denial of application to chapter and applicant and \$ . . . . .  
returned to applicant on . . . . . 19 .

CERTIFICATION OF ELECTION AND ASSIGNMENT

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

Jacob Shteir  
to membership in The Institute, and hereby declare him to be a corporate member of The  
Institute and assign him to membership in the New Jersey Chapter.

Date June 11, 19 48

*Car. W. Wich*  
Secretary

(a)

*In due order  
October 28, 1947  
JH, Gerow*

THE AMERICAN  
INSTITUTE OF ARCHITECTS

1947 OCT 14 PM 2:24

WASHINGTON, D. C.



INSTRUCTIONS

Type in all information carefully and sign with ink.

Mail this original and check for \$10.00 to The Secretary, The American Institute of Architects, 1741 New York Avenue, N. W., Washington 6, D. C.

File the duplicate, on yellow paper, with the secretary of the local Chapter of The Institute.

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 Jacob Shteir

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

3. My legal residence is in the City of Newark

County of Essex State of New Jersey.

4. My address in The Institute records will be

Number 965 Street Broad Street

City Newark State New Jersey

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

6. I desire to be a member of the New Jersey Chapter.

7. I declare that I will comply with the By-laws and the Principles of Professional Practice of The American Institute of Architects, and the Rules and Regulations supplementary thereto, and that I understand the duties, responsibilities, and obligations of a member of The Institute.

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 \$10.00, for admission fee and the first year's annual dues. It is my understanding that if I am not admitted to membership \$5.00 will be returned to me, and \$5.00 retained by The Institute as an examination fee.

Date June 9, 1947.

*Jacob Shteir*  
Applicant sign full name in ink

PAID  
\$10 = 10/22/47

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a. State whether natural or a naturalized citizen.

b. State whether residence or office address.

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

STATISTICS

10. Date of birth April 7, 1909 Place of birth New York City

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

- New Jersey
- New York
- Delaware
- Maryland

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

New Jersey

(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>
South Side High	Newark, N.J.	4	1926	
New York University,	New York, N.Y.	5	1935	Bachelor of Arch.

(b) I have held the following-named scholarships and have traveled in the following-named countries:

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:

- 1926-1928 Erwin Gerber, 44 Commerce St., Newark, N.J. - Jr. Draftsman
- 1928-1930 Myers & Shanley (Firm Dissolved) - Sr. Draftsman

I was licensed to practice architecture in the State of New Jersey in 1933.

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).

1933 to 1935 assisted a Professor in teaching perspective, shades and shadows and descriptive geometry at School of Architecture, New York University.

New Jersey - 1935 to date.

New York - 1945.

Delaware - 1946.

Maryland - 1947.

BUSINESS AFFILIATIONS

15. 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

- 16. Member of Institute from to
17. Junior of Institute from to
18. Associate of Chapter from to
19. Junior Associate of Chapter from to
20. Student Associate of Chapter from to
21. Member of State Organization in New Jersey from 1942 to date.

ENDORSEMENT BY PROPOSERS

(The two proposers must be corporate members of The Institute in good standing.)

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

I have known the applicant for 17 years.

I have known the applicant for 24 years.

Signed S. Lawrence Klein Proposer

Signed Rudolph Spruger Proposer

905 Broad St. Newark N.J. Address

11 Hill St Newark N.J. Address

S. Lawrence Klein 3.

Rudolph Spruger

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THE AMERICAN  
INSTITUTE OF ARCHITECTS  
1947 OCT 30 AM 9:00<sup>5769</sup>  
WASHINGTON, D. C.

No AP

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

RECORD OF REGISTRATION

OF

Jacob Shteir, Newark, New Jersey  
(Name of Applicant)

SECRETARY,  
BOARD OF ARCHITECTURAL EXAMINERS,  
Newark, New Jersey  
*Address*

Dear Sir:

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

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

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

Date October 27, 19 47

Alexander C. Robinson, Jr.  
Secretary

1. Is the applicant registered or licensed to practice architecture in your state?.....YES.....
2. Was his registration or licensing by examination?.....or by exemption?.....
3. What was the scope of the examination?.....written examination.....
4. What was the period of the examination?.....~~5 1/2~~ 4 days. Written examination.....34 1/2 hours; Oral examination.....1/2 hours. 4 days
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.....July 12, 1933..... Registration No.....C-2010..... Is it current?.....YES.....

Gilbert H. Higby  
(Signature of Secretary of Board)

Date October 28, 19 47

New Jersey State Board of Architects  
(Name of Board)

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

COPY

November 21, 1947

Dear Clem:

*Stier*  
As requested in your letter of November 19th, the applications of Messrs. Jacob Stier and John Maurice Hirsch for corporate membership will be held until further word is received from you.

We find that we still are holding the application of Mr. Seth Ely, Jr., in accordance with your letter of May 19th.

Has any further action been taken by the Chapter on Mr. Ely's application?

With best regards,

Sincerely yours,

Executive Director

Mr. Clement W. Fairweather, Secretary  
New Jersey Chapter, A.I.A.  
Metuchen, New Jersey

K/g

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COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

April 2, 1948

Dear Mr. Fairweather:

*L. R. Klein*  
We wrote you on November 21, 1947 regarding the pending applications of Messrs. Jacob ~~Stier~~ and John Maurice Hirsch. To date we have not received Chapter action on this applications.

We shall appreciate it if you will please advise as to whether or not the Chapter has taken action on these applications.

Sincerely yours,

Executive Assistant

Mr. Clement W. Fairweahter, Secretary  
New Jersey Chapter, A.I.A.  
Metuchen, New Jersey

R/k



THE AMERICAN  
INSTITUTE OF ARCHITECTS  
1948 MAY 27 PM 2:12  
WASHINGTON, D. C.

Name of Chapter  
THE AMERICAN INSTITUTE OF ARCHITECTS

FAVORABLE RECOMMENDATION OF CHAPTER  
ON APPLICATION FOR MEMBERSHIP

TO BOARD OF DIRECTORS,  
THE AMERICAN INSTITUTE OF ARCHITECTS:

I, the undersigned *Secretary* of The *New Jersey* Chapter,  
The American Institute of Architects, do hereby certify that the following is a true copy of a  
resolution adopted by the Executive Committee of this Chapter at a duly called meeting thereof  
held on *May 13* 1948, vouching for the honorable standing of  
*JACOB SHTEIR* in the community, and  
recommending his admission to membership in The Institute:

RESOLUTION

"Whereas, *Jacob Shteir* an architect having his  
legal residence principal place of business within the territory of this  
Chapter duly applied on *June 9* 1947 for membership in The  
American Institute of Architects; and

"Whereas, the Executive Committee of this Chapter has examined the  
statements made by him in his application for such membership and believes  
that the statements are true and correct and that the applicant is an architect  
of integrity and ability and of honorable standing in this community and  
among his fellow architects and able to undertake the financial obligations of  
such membership to The Institute and this Chapter; therefore be it

"Resolved, That the *New Jersey* Chapter,  
The American Institute of Architects, vouches for the honorable character  
and standing of *Jacob Shteir* an applicant for admission  
to membership in The Institute, believes him able to undertake the financial  
obligations of that membership, and recommends to The Board of Directors of  
The Institute his admission to membership in The Institute and this Chapter."

Date *May 26* 1948 *Clement W. Simontakes*  
Secretary  
(Strike out title not applicable)

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Type in name of officer and chapter.  
Type in dates and name of applicant.  
Type in name of applicant.  
Strike out the words "legal residence" or "principal place of business" which ever are not applicable.  
Type in name of chapter.  
Type in name of applicant.



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

COPY

June 11, 1948

Dear Mr. Shteir:

The Secretary is happy to inform you that your application for membership in The Institute was acted on favorably by The Board of Directors and that you were admitted to corporate membership in The Institute and assigned to membership in the New Jersey Chapter, effective June 11, 1948. You will be a member of that Chapter, or of some other chapter if you later transfer thereto, until your membership in The Institute terminates.

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

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

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

We bespeak your active cooperation.

Sincerely yours,

Secretary

Mr. Jacob Shteir, A.I.A.  
965 Broad Street  
Newark, New Jersey

CWD/kk

Enclosures

cc to: Proposers - Mr. S. Lawrence Klein, A.I.A.  
Mr. Rudolph Kruger, A.I.A.

**KLEIN & SHTEIR ARCHITECTS**  
965 BROAD STREET • NEWARK 2, NEW JERSEY MARKET 2-7996

1948 JUN 15 PM 2:16

WASHINGTON, D. C.

June 14, 1948

Mr. Clair W. Ditchy, Secretary  
The American Institute of Architects  
1741 New York Avenue, N.W.  
Washington 6, D. C.

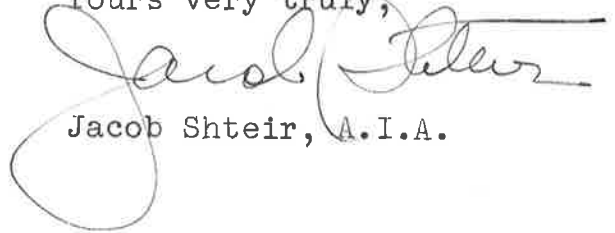
Dear Sir:

This is to acknowledge receipt of your letter of June 11th last, advising me of my admission to the Corporate Membership of the Institute. I will do all in my power to assist in Institute work and hope to be active.

The address indicated on the letter above referred to is correct with only the zone number missing. The zone number is (2) and the following address is the corrected one:

Jacob Shteir, A.I.A.  
965 Broad Street  
Newark 2, New Jersey

Yours very truly,



Jacob Shteir, A.I.A.

JS:pj

*Zone no. noted. Kola*

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

2-3  
COPY  
Shteir

April 19, 1951

Dear Mr. Klein:

Thank you for your letter of April 13th, advising of the dissolution of the firm of Klein & Shteir, and the correction to be shown in listing your name and address on the records of The Institute.

The records will be changed accordingly.

Yours sincerely,

Secretary to  
The Board of Examiners

Mr. S. Lawrence Klein, A.I.A.  
11 Commerce Street  
Newark 2, New Jersey

Copy to Mrs. Miller (with file)

(Nominators leave blank)

CONFIDENTIAL



THE AMERICAN INSTITUTE OF ARCHITECTS

NOMINATION FOR FELLOWSHIP BY INDIVIDUAL MEMBERS

THE JURY OF FELLOWS A.I.A. The Octagon, 1735 New York Avenue, N. W. Washington 6, D. C.

Date September 14, 1965

Use typewriter except for signatures, which must be signed by the individual and typed. Type in full name of nominee. Type in name of Chapter.

We hereby nominate Jacob Shteir member of The New Jersey Society of Architects, AIA- Newark Chapter, for fellowship in The Institute for his notable contribution to the advancement of the profession by his achievements in \*Design, \*The Science of Construction, \*Literature, \*Education, \*service to The Institute, \*Public Service.

\*Strike out all inappropriate words.

Evidence of the qualifications of the nominee for the fellowship is appended.

\*\*Members' Signatures

Chapter of Signer

- List of signatories: Romulo Buttitta F.A.I.A., Benjamin M. Gruzen A.I.A., Martin L. Beck F.A.I.A., Paul W. Drake F.A.I.A., Paul August Conroy D.I.A., Joseph M. Armentis, John Scacchetti F.A.I.A., Arthur G. ... A.I.A., Jakob Siehl A.I.A., Harold D. Blushman A.I.A.

\*\*The signatures of five fellows of the nominee's chapter or of state association member to which he belongs; or of any ten corporate members will constitute a nomination. If you are a Fellow place the initials F.A.I.A. after your name.

THE NOMINATORS SHOULD SEE THAT ALL SUPPORTING DATA IS SENT TO THE JURY OF FELLOWS IN SUPPORT OF THIS NOMINATION.

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BIOGRAPHICAL STATISTICS

1. Nominee's full name    Jacob Shteir
2. Nominee is a natural ~~naturalized~~ citizen of    U.S.A.
3. Nominee's legal residence    40 Winding Way, West Orange, New Jersey
4. Nominee's firm name    Litwack & Shteir
5. Nominee's principal place of business, address    9 Clinton Street, Newark, New Jersey

2. Strike out in-appropriate word and write in name of Country.

6. Type in "N.C. J. R. B." or name of State Board, as case may be.

6. Nominee is registered or licensed to practice architecture by written examination in New Jersey and by reciprocity in New York

7. Strike out in-appropriate words.

7. Nominee is engaged in practice of architecture as a practicing architect—~~teacher in architecture—~~  
~~teacher in science of construction—public official—retired.~~

8. Type in date of birth and city and Country.

8. Born    April 7, 1909                      Place of birth    Brooklyn, New York

9. Nominee's schools, colleges and universities:

		Location	No. of Years	Year of Graduation	Degree
High School	Southside	Newark, N.J.	4	1926	
Private School	---				
College or University	N.Y.U.	New York, N.Y.	5	1934	B.A.
College or University	---				
Post Graduate at	---				
Scholarships held	---				

10. Other data concerning nominee's record. Past President Newark Chapter, N.J.Society of Architects; Past President New Jersey State Society of Architects and Chapter AIA; Present Chairman Ethics Committee of N.J.Society of Architects a Chapter of AIA; Present member National Judicial Board of The American Institute of Architects; Past Chairman N.J.Society of Architects and Chapter AIA Convention Committee; Member Building Code Revision Committee for City of Newark (New code was adopted in 1965); Chairman of Governors Committee on Construction Safety which wrote new Construction Safety Act adopted in 1963; Member of Construction Safety Council representing the Architects of New Jersey; Past Member of Newark Historical Monument Committee.

See Page 657

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10. Type in important experiences during employment or additional statistics of importance in nominee's record.

## JACOB SHTEIR

### A Biographical Sketch

Jack Shteir served an apprenticeship with Erwin Gerber in Newark after graduating from Southside High School in 1927. He continued working for Mr. Gerber during much of the time he attended the School of Architecture, New York University, where he received a B.A. in Architecture in 1934. Except for a few years during World War II when he associated in practice with S. Lawrence Klein, he has carried on most of his active career in the field as a partner in the firm of Litwack & Shteir-Architects, Newark, N.J. This firm received an award from the New Jersey Society of Architects at one of their Conventions for the Penn Plaza Redevelopment Study in the City of Newark.

Born in Brooklyn, N.Y., Jack moved to Newark as a very young child and lived there until 1951 when he moved to West Orange, N.J. his present residence. He married Marilyn Baron of Newark in 1939 and they have two children, a daughter who is now taking her Masters in Comparative Literature at Rutgers and a son who is a senior at the University of Buffalo majoring in History.

Jack Shteir has served the architectural profession and the AIA with distinction. He conducted the Structure study, practically single-handedly, which brought about merger of the New Jersey Society of Architects and the New Jersey Chapter of the AIA, a most remarkable accomplishment.

He served on the Regional Judiciary Committee for several years and on the State Ethics Committee. He is now a full member of the National Judiciary Committee. Under his direction the State Ethics Committee studied the Standards of Professional Practice and proposed seven changes of which six were accepted by the Institute.

While President of the New Jersey Chapter AIA he set a goal to get representation for New Jersey and the other states in the North Atlantic region after many years of non-representation. His efforts were rewarded by the election of Daniel Hopper to this important position. During his tenure he instituted a program for nominating deserving New Jersey Architects to Fellowship in the Institute. It had been several years since any New Jersey Architects had been so honored. Three men were nominated and elected to Fellowship as a result of these efforts.

See  
Page 647

**NOMINEE'S ACHIEVEMENT IN PUBLIC SERVICE**

1. List the public offices held by the nominee and the positions of trust held by him in recognition of civic leadership, and state clearly his notable work in public service and the particular influence of that work which the nominators believe to be a notable contribution to the advancement of the profession.

- 1 - Member, Advisory Committee to Newark City Government for Revision of Building Code, 1964
  - a) Attached is copy of letter from Mayor Addonizio to Mr. Shteir dated September 18, 1964, thanking him for the work this committee performed.
  - b) Attached letter from John King, Superintendent of Newark Building Department, attesting to the services Mr. Shteir contributed on this committee.
- 2 - Member, Construction Safety Council, New Jersey Department of Labor and Industry, 1963 - 1965.
- 3 - Member, Newark Committee on Historic Sites & Buildings, 1960 - 1963.
- 4 - Chairman, New Jersey Governor's Advisory Committee on Construction Safety, 1959 - 1960.
- 5 - Member, Mayor's Committee of Architects, Newark Penn Plaza Renewal Study, 1957 - 1958.
- 6 - Chairman, Advisory Committee to Newark Planning Board.
- 7 - Career Day Lecturer - Newark High Schools.
- 8 - Community Chest - Architects - 1951 - 1952.

HUGH J. ADDONIZIO

MAYOR

NEWARK, NEW JERSEY

07102

September 18, 1964

Mr. Jacob Shtier, AIA  
9 Clinton Street  
Newark, New Jersey

Dear Mr. Shtier:

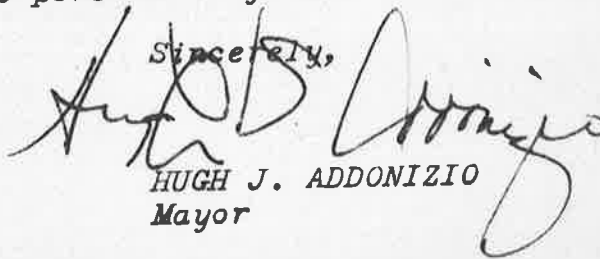
May I, as Mayor of the City of Newark, thank you for the noteworthy performance which you as an individual, and the Building Code Committee as a group, performed in revising our rather antiquated Building Code.

I fully realize the problems that confronted your Committee and the zeal with which you approached such a difficult task, despite the fact that because of Federal requirements you had a deadline to meet.

You have my sincere appreciation for the splendid service you have rendered to the citizens of this community in giving so freely of your time and knowledge.

With kindest personal regards.

Sincerely,



HUGH J. ADDONIZIO  
Mayor

HJA:mcp





**CITY OF NEWARK, NEW JERSEY**

**HUGH J. ADDONIZIO, MAYOR**

**DEPARTMENT OF HEALTH AND WELFARE**

**FASCAL J. BAIOCCHI, M.D., DIRECTOR**

(Mrs.) Larrie W. Stalks, Director

**DIVISION OF INSPECTIONS**

**ARMAND E. LEMBO  
DIRECTOR**

**FERDINAND J. BIUNNO  
BUSINESS ADMINISTRATOR**

February 6, 1967

Floyd Fleischman, A.I.A.  
Kelly & Gruzen  
11 Hill St.  
Newark, N.J. 07102

Dear Mr. Fleischman:

In response to your request I am pleased to inform you of my personal association with Mr. Jacob Shteir in connection with the development of a new comprehensive performance type Building Code for the City of Newark.

Mr. Shteir served with distinction on the committee appointed by Mayor Hugh J. Addonizio to upgrade the existing code that was in effect prior to 1964. Through his efforts and those of others appointed to the committee a report and recommendation was made to the City of Newark and it was adopted substantially as proposed.

Very truly yours,

*John D. King*  
JOHN D. KING  
SUPT. OF BUILDINGS

JDK:h

### NOMINEE'S ACHIEVEMENTS IN SERVICE TO THE PROFESSION

1. State fully the nominee's signal service to the profession, The Institute, his chapter, or his state organization, which the nominators believe has notably contributed to the advancement of the profession, and list the offices in architectural organizations occupied by the nominee and the period of each.

He served with great enthusiasm and devotion to the profession on many elected and appointed positions practically from his inception as a member of the Institute. The major testimonials to his service to the profession are probably the following:

- 1 - Under his direction the Ethics Committee of the New Jersey Society of Architects studied the A.I.A. Standards of Professional Practice and recommended seven changes of which six were accepted by the Institute.

A copy of the committee's recommended changes, date September 6, 1963 is enclosed herewith. A copy of letter from William H. Scheick, A.I.A. Executive Director to Jacob Shteir, Chairman of Ethics Committee, is enclosed herewith.

- 2 - Under his direction the Structures Committee of the New Jersey Society of Architects reported on January 25, 1965 a recommendation for the merger of the New Jersey Society of Architects and the New Jersey Chapter, A.I.A. into one organization affiliated with the A.I.A. This recommendation was accepted after an extensive campaign, spearheaded by Jacob Shteir, and the Architects of New Jersey are now united under the A.I.A. banner.

A copy of the Structures Committee report dated January 25, 1965 is enclosed herewith.

Attachments enclosed in themselves provide evidence of the performance of the nominee in the activities described above.

Offices in architectural organizations occupied by the nominee:

Member New Jersey Chapter A.I.A. 20 years

Member New Jersey Society of Architects 25 years

A.I.A. Positions held:

Chairman, Structures Committee, 1964 - present

Chairman, Ethics Committee, 1961 - 1965

Member, Executive Committee, N. J. Chapter, 1959 - 1960

President, N. J. Chapter, 1958 - 1959

Vice President, N. J. Chapter, 1957 - 1958

Treasurer, N. J. Chapter, 1956 - 1957

Secretary, N. J. Chapter, 1955 - 1956

Delegate to National Convent, 1955 - 1959

Chairman, State Convention Committee, 1954 - 1955

Membership Committee, N. J. Chapter 1954 - 1955

Board of Directors, N. J. Chapter, 1954 - 1955, 1960 - 1961



NEW JERSEY SOCIETY OF ARCHITECTS  
NEW JERSEY CHAPTER, THE AMERICAN INSTITUTE OF ARCHITECTS  
120 Halsted Street, East Orange, New Jersey

Mrs. Helen T. Schneider, Executive Director  
ORange 2-7900

September 6, 1963

To the Executive Committee, Board of Directors and Committee Chairmen:

Attached is a document containing the Ethics Committee's recommended changes to the AIA's proposed new document (Draft: May 7, 1963) containing changes to the existing Standards of Professional Practice.

You have all previously received copy of the May 7th draft issued by AIA. We request that you read and study the attached document, along with the May 7th draft before our meeting on Thursday, September 12th.

Please bring both documents with you to the meeting.

Ethics Committee

Jacob Shteir, AIA, Chairman  
Robert J. L. Cadien, AIA  
Albert A. Kaufmann, AIA  
George H. Levy, AIA  
David Marner, AIA  
Matthews M. Simpson, AIA  
John J. Trich, AIA

September 6, 1963

THE AMERICAN INSTITUTE OF ARCHITECTS -- THE STANDARDS OF PROFESSIONAL PRACTICE.

(Proposed changes to the May 7th Draft of the "Proposed New Document"  
Issued by AIA, as recommended by the Ethics Committee of the New Jersey Chapter.

I OBLIGATIONS OF PRACTICE - The profession of architecture calls for men of culture, integrity, acumen, creative ability, and skill.

\*An architect's honesty of purpose must be above suspicion; he renders professional services to his client and acts as his client's agent and adviser. As such agent, his first duty is that of good faith and loyalty to his client. His advice must be sound and unprejudiced, because he is charged with the exercise of impartial judgment in interpreting the contract documents. He administers and coordinates the efforts of his professional associates and subordinates and his acts must be prudent and knowledgeable. Contractors and their related crafts and skills are obligated to follow his directions as expressed in the contract documents; their directions must be clear, concise and fair. He is engaged in a profession which carries important legal and social responsibilities to the public. His motives, conduct and abilities must be such as to command respect and confidence.

The services of the architect are concerned with the total physical environment of man. They may include any services appropriate to the development of that environment, providing that the architect maintains his professional relationship with his client.

The architect's services are rendered in order that the use of land and the development of projects shall be well suited to purpose and soundly designed, with the ultimate goal of creating an environment of orderliness and beauty.

\*A An architect's relation to his client is based upon the concept of agency. Before undertaking any commission he shall determine with his client the scope of the project, the nature and extent of the services he will perform and his compensation for them. In performing his services he shall maintain an understanding with his client regarding the project, its developing solutions and its estimated probable costs. Where a fixed limit of cost is established in advance of design, the architect must be given freedom in determining the character of design and construction needed to meet as nearly as feasible the cost limit established, but shall not guarantee the final cost which will be determined not only by the architect's solution of the owner's requirements but by the fluctuating conditions of the competitive construction market.

B In fulfilling the needs of his client, the architect shall also consider the public interest and the well-being of society.

C An architect may offer his services to anyone on the generally accepted basis of commission, fee, salary or royalty, as agent, consultant, adviser, or assistant, provided that he strictly maintains his professional integrity. An architect shall observe the customs and standards established by the local professional body of architects.

- D An architect's communications, whether oral, written, or graphic, shall be complete, definite, and clear.
- \*E An architect shall guard the interests of his client and the rights of those with whom his client has contractual relationships. An architect shall condemn workmanship, services or materials which do not conform to the requirements of the contract documents, and shall give every reasonable aid toward a complete understanding of those contract documents. He will not call upon a contractor to remedy omissions and correct errors in the contract documents without compensation.
- F An architect shall promote the interests of his professional organizations and do his full share of the work of those organizations. He shall contribute to the interchange of technical information and experience between architects, the design professions, and the building industry.
- G By his own example, an architect shall inspire the loyalty and enthusiasm of his employees. He shall provide them with a desirable working environment and compensate them fairly.
- H An architect shall promote interest in the design professions and facilitate the professional development of those in training. He shall encourage a continuing education, for himself and others, in the functions, duties, and responsibilities of the design professions, as well as the technical advancement of the art and science of environmental design.
- I An architect shall recognize the contribution and the professional stature of the related professionals and collaborate with them in order to create an optimum physical environment.
- \*J An architect should seek opportunities to be of constructive service in civic affairs, and to the best of his ability, to advance the safety, health and well-being of the community in which he resides or practices.
- K Finally, every architect shall contribute generously of his time and talents to foster justice, courtesy, and sincerity in his profession. As an architect, he must recognize that he has moral obligations to society beyond codified law or business practices.

He shall always respect the distinction between professional practice and nonprofessional enterprise.

## II MANDATORY STANDARDS

1. An architect shall render professional services only after he has been retained as architect through a written understanding with his client as to the extent of the services and compensation.
2. An architect shall base his compensation on the value of the services he agrees to render. He shall neither offer nor agree to perform his services for a compensation that will tend to jeopardize the adequacy or professional quality of those services, or the judgment, care and diligence necessary properly to discharge his responsibilities to his client and the public.
3. An architect shall perform his professional services with competence, and shall properly serve the interests of his client and the public.

4. An architect shall not accept any compensation for his professional services from anyone other than his client or employer.
- \*5 An architect shall not enter into competition against another architect on the basis of compensation. He shall not use donation or misleading information on cost as a device for obtaining a competitive advantage.
- 6 An architect shall not attempt to supplant another architect after definite steps have been taken by a client toward the latter's employment. He shall not offer to undertake, or undertake a commission for which he knows another architect has been employed until he has notified such other architect of the fact in writing, and has been advised by the owner that employment of that architect has been terminated.
- 7 An architect shall not knowingly injure falsely or maliciously the professional reputation, prospects or practice of another architect.
- \*8 An architect shall not use paid advertising, directly or indirectly, or indulge in self laudatory, exaggerated or misleading publicity, nor shall he publicly endorse products or permit the use of his name to imply endorsement. He shall not solicit, nor permit others to solicit in his name, advertisements or other support toward the cost of any publication representing his work.
- \*9 An architect shall not have financial or personal interests which might tend to compromise his obligation to his client.
- 10 An architect shall not offer his services in a competition except as provided in the Competition Code of The American Institute of Architects.
- 11 An architect shall not engage a commission agent to solicit work in his behalf.
12. An architect shall not engage in building contracting.
- 13 An architect shall conform to the registration laws governing the practice of architecture in any state in which he practices.
- 14 An architect shall not act in a manner detrimental to the best interests of the profession.

CONCLUSION Since adherence to the principles herein enumerated is the obligation of every member of The American Institute of Architects, any deviation therefrom shall be subject to discipline in proportion to its seriousness. The Board of Directors of The American Institute of Architects, or its delegated authority, shall have sole power of interpreting these Standards of Professional Practice and its decisions shall be final subject to the provisions of the Bylaws.

1h

\* Paragraphs that have been changed.

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THE AMERICAN INSTITUTE OF ARCHITECTS



The Octagon • 1735 New York Avenue, N.W. • Washington 6, D. C. • EXecutive 3-7060

July 29, 1963

Mr. Jacob Shteir, AIA  
Chairman, Ethics Committee  
New Jersey Chapter, AIA  
9 Clinton Street  
Newark, New Jersey

Dear Mr. Shteir:

Enclosed is some information which may provide what you requested in your letter of July 17th in regard to discussions of the revisions of the Mandatory Standards. The following are comments concerning this material:

The blue tinted pamphlet is a reprint of an article from the June 1962 AIA JOURNAL. On pages 77, 78 and 79 there appears a preliminary draft of the revised Standards dated December, 1961. This is the draft that was discussed at some 14 or 15 regional seminars during 1962.

The mimeographed material dated April 24, 1962 is an article that I prepared for the seminar discussions after having participated in a couple of discussions on this subject early in 1962. I have marked in the left hand margin the relation of these Standards (which correspond to the blue pamphlet) to the latest draft on tan paper dated May 7, 1963 which is in the hands of the membership now. This May 7th draft is the one that your Chapter is reviewing.

You will note that the May 7th draft of the Mandatory Standards contains some changes over those which first appeared in the December, 1961 draft. These changes reflect the results of the discussions at all of the regional seminars. One very important change, for example, was that Standard #2 had a phrase added which said that the architect could enter into an agreement with his client regarding services and compensation only after he has been retained as architect.

It is my personal view that the Mandatory Standards are now

Mr. Shteir

-2-

July 29, 1963

reaching a point of revision which is quite acceptable to the membership at large. In the copy of the May 7th draft which you sent to me I note that your suggested comments and questions had to do only with the Obligations of Practice and not with the Standards.

I believe your suggestions on Article E of the Obligations of Practice tend to clarify the wording and are good.

You raised a question about Article J of the Obligations of Practice asking what "civic affairs" means. My interpretation of this would be the architect's participation in various organizations and movements within his community which have the objective of making a better city. Perhaps the original article K is better than this one in that it uses the phrase "constructive service" rather than the phrase "constructive advice". Nevertheless this Article would seem to presume that architects would accept appointment to planning commissions or other civic organizations of an official nature and well as taking an active part in business or civic groups for the advancement of the community. Your note seems to imply that this would mean some kind of conflict of interest in New Jersey and we would be interested in knowing just what the New Jersey interpretation of such conflict of interest would be.

I hope that this material will be of use to you. As usual, the New Jersey Chapter seems to be doing a very thorough job on its homework.

Cordially yours,



William H. Scheick, AIA  
Executive Director

WHS:mg

cc: Mr. Rankin w/f



NEW JERSEY SOCIETY OF ARCHITECTS  
NEW JERSEY CHAPTER, AIA  
120 Halsted Street  
East Orange, New Jersey

January 25, 1965

REPORT OF STRUCTURE COMMITTEE

The Committee recommends that the New Jersey Society of Architects and the New Jersey Chapter, AIA be merged into one organization, affiliated with the AIA, that all members, properties and finances be joined together, and that it hereafter be known as the New Jersey Society of Architects, a Chapter of The American Institute of Architects, and that our present local Chapters maintain their names and be known as \_\_\_\_\_ Chapter, a Section of the New Jersey Society of Architects, AIA.

We briefly summarize our reasons and the essential elements of this recommendation:

1. Advantages:

- (a) One professional architectural organization would eliminate some confusion which exists now in dual organizations and would be truly representative of the Architects of the State of New Jersey. It would eliminate administrative problems at Headquarters, requiring only one set of membership records, one set of books and a single set of stationery - not two of everything as heretofore. There would be one meeting - not two as is sometimes now necessary. We could increase our membership, and have a stronger voice in National AIA affairs.

2. Procedure for Merger:

- (a) The NJSA be merged with NJC AIA because NJC AIA has a Charter in the AIA and at the same time, petition the Board of Directors of the Institute for permission to change the name to NJSA, a Chapter of the AIA.

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3. Membership Procedures and Dues:

(a) Corporate Members of NJC AIA remain Corporate Members of NJSA AIA:

National dues -----\$50.00 per year  
State dues -----\$45.00 per year  
Local Section dues ----- Varies at option of local Section.

(b) EMERITUS members of NJC AIA remain EMERITUS members of NJSA AIA:

No National, State or Local dues.

(c) Life or Honorary members of NJSA be transferred to Life or Honorary membership in the NJSA AIA with no additional memberships to be offered in this classification.

No National, State or Local dues.

(d) All active members of NJSA will be invited and encouraged to become Corporate members in NJSA AIA.

Corporate Membership:

National dues                   \$10 Admission Fee  
                                      \$10 first year  
                                      \$30 second year  
                                      \$50 third and future years  
State dues                       \$45  
Section dues                   Varies at option of local Section

(e) All Active members of the NJSA who do not wish to become corporate members of NJSA AIA, will be transferred to Professional Associate membership, to remain in that classification for a period not to exceed three years, renewable at three-year intervals by the NJSA AIA Board of Directors.

Professional Associate:

National dues ----- None  
State dues ----- \$35.00 per year  
Section dues ----- Varies at option of local Section.

(f) Associate members of NJSA be offered Associate membership in NJSA AIA:

National dues -----None  
State dues----- \$5.00  
Section dues ----- Varies at option of local Section.

- (g) Present Professional Associate members of NJSA be offered Non-Architectural Affiliate membership in the NJSA AIA, with no further membership to be offered in this classification:

National dues ----- None  
State dues ----- \$25.00  
Section dues ----- Varies at option of local Section.

- (h) The establishment of a Members-at-Large Section to which would be transferred those present Society Members-at-Large and the present Non-Society Corporate members, with no additional memberships to be added to this classification after the effective date of the merger.

Additional State dues for Members-At-Large - \$10 per year.

- (i) Application for all new membership classifications shall be initiated at Section level and referred to NJSA AIA for approval with assignment to Section.
- (j) A corporate member in any other AIA Chapter shall apply through a section and may be accepted as an unassigned member in NJSA AIA and shall become a member of that Section:

State dues ----- \$35.00 per year  
Section dues ----- Varies at option of local Section.

- (k) Present NJSA Active members who choose to become Corporate members shall submit individual applications for membership. In view of the fact that these candidates are members in good standing of the NJSA, the Board of Directors of the NJC AIA shall give permission to the AIA Membership Committee to eliminate personal interviews for these prospective members and process their applications, with Board approval, to the Octagon.
- (l) Present NJSA members who choose to become Professional Associate members of NJSA AIA, shall submit individual applications for membership. In view of the fact that these candidates are members in good standing of the NJSA, the Board of Directors of NJC AIA shall give permission to the AIA Membership Committee to eliminate personal interviews for these prospective members, and process these applications to the Board of Directors, NJSA AIA, for approval.

## Membership Eligibility and Privileges of Membership:

### Corporate Membership

Every Architect who is a citizen of the United States and whose legal residence is in the domain of The Institute may apply for admission to corporate membership; provided, however, that The Executive Committee of The Board of Directors of The Institute may waive the requirement of citizenship when fairness and the best interests of The Institute would best be served by so doing.

### Professional Associate:

Any architect who is legally licensed or registered to practice architecture, who has his legal residence or principal place of business in the territory of this Chapter, and is engaged in the practice of architecture, research, education, journalism, programming or administration, and is not employed by a building contractor, may be invited by the Board of Directors to apply for associateship in this Chapter as a Professional Associate for a term of not less than one nor more than three years commencing on the day of his admission.

### Associate:

Any member of the Architectural profession who is not an architect legally licensed or registered to practice architecture, having his legal residence or principal place of business within the territory of this Chapter and who is not a Corporate member of the Institute nor a Professional Associate member of this Chapter, including any draftsman or any other technical employee in an architect's office, or any person engaged in architectural education, architectural journalism or architectural research, or any graduate of a recognized school of architecture.

### Privileges of Membership

Right to vote on all matters. Full privileges. May hold any office or directorship. May be suspended or expelled only by action of the Board of Directors of The Institute. Eligible to become nominees to N. J. State Board of Architects, Construction Safety Council, etc., providing they meet statutory requirements.

May sign: John Jones, AIA

Right to speak, make motions and vote on all matters not dealing with Institute affairs, nominations and elections of Officers and delegates. May serve as Chairman or member of any committee EXCEPT those performing duties of Executive Committee or Board of Directors, or disciplinary matters, or Institute business. May be suspended or expelled by the Board of Directors NJSA AIA. Eligible to become nominees to N. J. State Board of Architects, Construction Safety Council, etc.

May sign:  
John Jones, Professional Associate  
N. J. Society of Architects, AIA.

May serve on committee (except as Chairman) EXCEPT those performing duties of Executive Committee or Board of Directors or disciplinary matters or Institute business. No vote. May be suspended or expelled by the Board of Directors, NJSA AIA.

May sign:  
John Jones  
Associate of the  
N. J. Society of Architects, AIA.

Non-Architectural Affiliate:

Licensed professional and/or recognized members of allied fields, citizens or non-citizens, whose activity is of a purely professional nature, such as Landscape Architects; Professional, Structural and Mechanical Engineers, Artists; Sculptors; and Planners... members in good standing in their respective professional organizations.

May serve on committees, but not as Chairmen.  
No Vote.  
May not hold office.  
This applies to existing Professional Associate NJSA members only.  
May sign:  
John Jones  
Non-Architectural Affiliate of the N. J. Society of Architects, AIA.

4. Time Table for Formulation of Reports and Approvals:

- (a) Final Report to Boards of Directors on November 12, 1964, requesting permission to circularize the entire membership for discussion at the January 14, 1965 meeting and vote at the February 11, 1965 meeting.
- (b) Upon approval of the members at the February 11, 1965 meeting, the effective date of the new organization would be July 1, 1965, except that for administrative purposes the effective date shall be made retroactive to January 1, 1965.
- (c) Upon approval of the membership on February 11, 1965, the By-Laws Committee would be authorized to complete the new By-Laws so that they would be adopted on or before July 1, 1965.

5. Finances:

- (a) All accounts would be consolidated and transferred to the new organization, New Jersey Society of Architects, a Chapter of The American Institute of Architects.

6. Transitional Period:

- (a) Continue under our present Chapter By-Laws until the new organization becomes effective, July 1, 1965.
- (b) The Officers and Boards of Directors of the present organizations as of January 1, 1965, remain in office until their successors are elected and take office. Fifty percent (50%) of the combined Boards will constitute a quorum, and the majority of the quorum present and voting will be required for action.

7. Legal Procedures:

- (a) A joint agreement by the Boards of Directors of the Society and Chapter setting forth the terms and conditions of the merger as outlined in this document, to be prepared by our legal counsel.
- (b) After the Boards of Directors of both organizations approve the merger, it must be submitted to the members of the Society and Chapter at separate meetings after ten (10) days' notice of the time, place and object thereof.

- (c) At the members' meetings, the members may vote personally or be represented by proxy; and at least 25% of the membership, in good standing, of each organization, shall be present or be represented by proxy.
- (d) The merger will require 75% vote of the voting members of each organization, attending the February 11, 1965 merger meeting in person or by proxy to become effective.
- (e) An appropriate certificate will be filed with the Secretary of State, indicating the change in name and organization.
- (f) By retaining the name NJSA, AIA, it is felt that we will not affect the New Jersey regulations concerning appointments to the State Board of Architects, Construction Safety Council, etc.

d. Sections:

- (a) Sections would continue to function as local Chapters now function.
- (b) Sections would each be represented on the Board of Directors of NJSA AIA, by one (1) member (normally the President) and by proportional representation based on the following AIA formula:

<u>Total Corporate Membership of Section</u>	<u>Additional Corporate Directors</u>
Less than 25	0
26 to 50	1
51 to 100	2
101 to 200	3
201 to 300	4
301 or more	5
Plus 6 Directors to be elected by the general membership, to serve 3-year terms, as under our present rotation system.	

The Structure Committee acknowledges the great contribution and vital assistance of the President, the Executive Committee and Mrs. Helen Schneider in helping to arrive at the recommendations in this report.

Respectfully submitted,

THE STRUCTURE COMMITTEE

Jacob Shteir, AIA, Chairman  
Romolo Bottelli, FAIA  
Harold D. Glucksman, AIA  
Daniel A. Hopper, Jr., AIA  
Joseph M. Kuder, AIA  
Adolph R. Scrimenti, AIA



NEW JERSEY SOCIETY OF ARCHITECTS  
OF THE AMERICAN INSTITUTE OF ARCHITECTS

President • ROBERT R. CUEMAN, AIA  
1st Vice President • ROBERT L. DENNIS, AIA  
2nd Vice President • JAMES A. SWACKHAMER, AIA  
Treasurer • EUGENE A. DeMARTIN, AIA  
Secretary • HAROLD D. GLUCKSMAN, AIA  
Past President • ARTHUR RIGOLO, AIA  
Executive Director • HELEN T. SCHNEIDER

November 8, 1965

Mr. Lloyd Fleischman, A. I. A.  
10 Beech Road  
West Orange, New Jersey

Dear Mr. Fleischman:

As requested, I hereby confirm that Jacob Shteir, AIA has been a member of the New Jersey Society of Architects, a Chapter of the American Institute of Architects, also a member of the Newark Section of the Chapter for more than ten years prior to September 14, 1965.

Throughout his entire membership, he has always been in good standing and a most active member.

Very truly yours,

HAROLD D. GLUCKSMAN, A. I. A.

HDG:acp



THE AMERICAN INSTITUTE OF ARCHITECTS

April 23, 1968

Mr. Eugene A. DeMartin, President  
New Jersey Society of Architects, AIA  
126 Halsted Street  
East Orange, New Jersey 07018

Dear Mr. DeMartin:

The Jury of Fellows has requested me to advise you that the nominations for Fellowship of

C. Jones Buehler, AIA,                      Jacob Shteir, AIA, ✓

were considered by the Jury at its recent session and that the Jury voted to refer the nominations to the 1969 Jury of Fellows for consideration again.

The entire presentations will automatically receive the attention of the 1969 Jury of Fellows. There will be no need to submit new nominations. However, the Jury of Fellows encourages the nominators to strengthen the presentations on file by supplementing them with additional detailed information about the nominee's achievements.

Should you wish to have the photographic exhibits on file returned for restudy, revision and resubmittal, especially if the nominations are for Design, please let Mrs. Marx, Manager, Membership Procedures, know and she will return the exhibits.

Any additional information and new photographic exhibits the nominators wish to submit should be received by the Jury of Fellows at the Institute no later than November 1, 1968.

If you were not responsible for preparing the presentations, we request that you send this letter to the proper people.

Sincerely yours,

William H. Scheick, FAIA  
Executive Director

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THE AMERICAN INSTITUTE OF ARCHITECTS

May 21, 1969

Mr. Harold D. Glucksman, President  
New Jersey Society of Architects, AIA  
120 Halsted Street  
East Orange, New Jersey 07018

Dear Mr. Glucksman: Re: Nomination of  
Mr. Jacob Shteir

We regret to inform you that the above nominee has not been advanced to Fellowship by the Jury of Fellows at its recent session.

The Jury has asked me to inform you that this proposal has been carefully considered as to qualifications by the 1967, 1968 and 1969 Juries.

The Bylaws permit the submittal of a new nomination after the lapse of one year following unfavorable action. If the nominators decide to take this course, the Jury suggests that the new presentation clearly set forth full information supporting the nominators' belief in the nominee's notable achievements.

The photographic exhibits which were submitted in connection with this nomination will be returned to you at the above address in the near future.

Sincerely yours,

William H. Scheick, FAIA  
Executive Director

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