

THE
OCTAGON

A Journal of The American Institute of Architects



Report of The President

Report of The Board of Directors

The Treasurer's Report

Notice of By-law Amendments

Resolutions of the Annual Meeting

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Notice to Members and Chapters

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Volume 14

JULY
1942

Number 7

1942 ANNUAL MEETING—REPORTS AND RESOLUTIONS

ELECTIONS ANNOUNCED AT THE 74TH ANNUAL MEETING

OFFICERS, 1942-1943

PRESIDENT—R. H. Shreve.....	New York, New York
VICE-PRESIDENT—Walter R. MacCornack.....	Cambridge, Massachusetts
SECRETARY—Charles T. Ingham.....	Pittsburgh, Pennsylvania
TREASURER—Raymond J. Ashton.....	Salt Lake City, Utah

DIRECTORS

For Three Years (1942-1945)

CENTRAL STATES DISTRICT—Kenneth E. Wischmeyer.....	St. Louis, Missouri
SIERRA-NEVADA DISTRICT—Henry H. Gutterson.....	Berkeley, California
GULF STATES DISTRICT—John F. Staub.....	Houston, Texas
SOUTH ATLANTIC DISTRICT—Albert Simons.....	Charleston, South Carolina

(Does not include names of seven Directors whose terms did not expire)

FELLOWS

Elected by The Jury of Fellows and Announced at the Annual Meeting

<i>Name</i>	<i>Chapter</i>	<i>Name</i>	<i>Chapter</i>
David Adler.....	Chicago	Electus Darwin Litchfield.....	New York
William Hamblin Crowell.....	Oregon	Robert Hall Orr.....	Southern California
Ralph Carlin Flewelling.....	Southern California	George Bigelow Rogers.....	Alabama
Louis J. Gill.....	San Diego	John F. Staub.....	South Texas
Arthur B. Heaton.....	Washington, D. C.	Lawrence Wolfe.....	Pittsburgh

Convention Attendance Statistics

SEVENTY-FOURTH ANNUAL MEETING	SEVENTY-THIRD CONVENTION	SEVENTY-SECOND CONVENTION	SEVENTY-FIRST CONVENTION
Detroit, Mich., June, 1942	Yosemite Valley and Los Angeles, California	Louisville, Ky.	Washington, D. C.
Delegates _____ 174	May, 1941	May, 1940	September, 1939
State Delegates _____ 23	Delegates _____ 117	Delegates _____ 205	Delegates _____ 223
Members and Guests _____ 140	Members and Guests _____ 149	Members and Guests _____ 309	Members and Guests _____ 467
Producers' Council _____ 41	Producers' Council _____ 36	Producers' Council _____ 80	Producers' Council _____ 62
Total _____ 378	Total _____ 302	Total _____ 594	Total _____ 752

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THE OCTAGON

A Journal of The American Institute of Architects

PUBLISHED MONTHLY BY

THE AMERICAN INSTITUTE OF ARCHITECTS

Executive and Publication Offices, The Octagon, 1741 New York Avenue, N. W., Washington, D. C.
Official Office in the State of New York, 115 E. 40th Street, New York, N. Y.

Opening of the Seventy-fourth Annual Meeting

REPORT OF PRESIDENT R. H. SHREVE

IT becomes my pleasure and opportunity to speak to you about some of the things which have been of interest to you, and others who are not here, in the year that is just behind us.

One of the most enjoyable of my memories through a very long official activity in The Institute is that through attachment to The Institute I came to meet Charles Maginnis—the casual exponent of the unattainable in the art of speech! In a letter which I received from him some three years ago, as together we planned for the International Congress of Architects, he wrote more appropriately than I can myself express it, a thought which mirrors my apprehension at this time. He was speaking of an engagement which he was then obliged to keep, and he added in his letter this paragraph,

“After that I shall be completely cloistered to try ‘to wind up the watch of my wit’ against the time when I am to encounter the Congress. There are probably half a dozen occasions suggested by the program when I shall be expected to be reasonably articulate, and I look forward rather nervously to it. I am perhaps morbidly sensitive to the idea that even our Institute members will expect me to flatter them by the way in which I behave myself in that arduous job.”

I am sustained by this expression of apprehension on the part of one so facile, and I, therefore, shall not attempt to bring you an address, but in the time at my disposal I shall attempt briefly to review some of the things that have been in our minds since we last met at Yosemite.

I am allowed to combine in what I have to say,—and I hope it won't be to your dislike—to combine some of the items of The Board's Report, some of the financial stories which were told you heretofore, and some of the things which The President might have to say to The Institute.

It was agreed, as meeting your heretofore expressed wish, that the Report of The Board would not be read in full, nor insistence made that action be taken this morning. The Board's report, where it has suggestions to make, will take its turn with other motions or resolutions, and will be referred to the committee on resolutions to be appointed for that purpose.

The Board's Report has been made available to you; The Treasurer's Report has been made available. And the grouping of those statements, which have usually taken much of the morning, would be my task here.

I am quoting now from the foreword of The Board's Report.

“The unusual circumstances of our nation's activities which run through this annual meeting of The Institute have in their development during the past year influenced and in some cases controlled the actions and policies of The Board of Directors with respect to the affairs of The American Institute of Architects.

“It has been The Board's thought that the program of this annual meeting should be organized on a basis of greater participation by business men, government representatives and economists and

others who have to do with the general broad aspect of affairs as compared with the more limited discussion of matters purely architectural.

"So also in its deliberations, The Board has taken note of the war effort of the nation, its effect on the construction industry, and the results as they apply to our fellow professionals, and has endeavored so to adjust its administrative decisions as to serve the best interests of the members of The Institute and architects throughout the country."

At the time the nation entered into war, we as architects offered all of our services and resources to the President of the United States. Since then we have had opportunity to take part greatly in the war effort, and we have been represented in Washington by one of our own number. On this point I read you from The Report of The Board with regard to the Washington Representative.

"Comments received from members of The Institute indicate that the experiment of having a Washington Representative has met with general approval. In addition to the reports appearing regularly in THE OCTAGON, bulletins issued by the Washington Representative have been regularly mailed to regional directors and to officers of chapters, with the hope that by local duplication and distribution the information they contained would be made available to all members.

"This method of informing the membership was undertaken because of the prohibitive cost of mailing the reports from Washington to individual members.

"Those who have read the reports are familiar with the accomplishments of the Washington Representative which, in the opinion of The Board, have been a most valuable contribution to the profession and should be continued.

"Mr. Edmund R. Purves, who has so successfully represented The Institute in this capacity, has been commissioned an officer in the government service and has presented his resignation effective June 30, 1942.

"In making this acknowledgment of Mr. Purves' valuable service to the profession, The Board also expresses its good wishes for a successful career in the service of his country."

In The Board's comment on the present and future of the profession, note is made of the meeting

this afternoon for discussion of "The Architectural Profession Today" and the meeting tomorrow afternoon on "The Future of the Architectural Profession."

This direction of our thought which is marked by the two set afternoons springs from the belief that we should profit by conference with those whose activities and study can affect or help us. This is not a sudden conclusion. Throughout the year your Board has adopted a policy of realism in the affairs of The Institute. Indeed, The Board had no other course. That policy was questioned at one time by a long-time member of The Institute whom you all know well, who wrote a letter to The Board in which he said, "I cannot help but feel that the high ideals of The Institute and its recent policies are somehow not wholly in accord."

It will help me to review the things in which we have been engaged which have formed that policy, or have arisen from it, if I may draw to my assistance the letter which was written to that member of The Institute at the time. And I now quote from it because it is in the nature of a review which will be pertinent this morning.

"It does distress . . ." [the President was writing] "It does distress us to find you unhappy over Institute policies, but that such is the case is indicated by your letter to The Board of Directors of The Institute in the matter of the presentation of the Washington Representative's work and the related text published in THE OCTAGON for December, 1941. . . .

"In sympathy with your mood, I admit a certain restlessness in having found myself carried along with the current of procedure which I had not planned or fully anticipated in taking office. Once in the current, however, and taking observations of my company and my surroundings, I find it not so difficult to understand. For years, as Maginnis remarked, The Institute membership has stood at a level of about three thousand, quite static, as if its formula and purpose of existence were not attractive to more than that number of architects in the country. It is quite easily understood that these three thousand out of approximately fifteen thousand registered architects perhaps represented most of the men whom The Institute had wished to recognize. . .

"But I have come to believe that the sort of work we are now doing is leading to the broadening and strengthening of the organization. Those who have liked the professional academy have not liked the effort to make real the objectives of The Institute as stated by the By-laws. To organize and unite the architects, to combine their efforts, to advance education, to make the profession of increasing service . . . means today the adoption of the methods and the program in which The Institute is engaged. . . .

"Registration boards and registration laws exist in forty states or more; registration boards have lawful authority over qualifying men for the practice of architecture. The existence of the laws and the powers of the boards arise from legislatures responsive to organized persuasive effort and quite beyond being moved by anything other than group influence from their constituents. . . .

"Hence the need of committees on legislation. Speaking for the architects in New York State (certainly of this I can speak personally), legislative action is proposed every year which is harmful to architects engaged in private practice. . . .

"If to this simple illustration of the necessity of being awake to some of our problems you add the complications of the multiple dwelling law, the building code, the zoning ordinance, regulations controlling plumbing, elevators and other phases of our work, the Wages and Hours Law or Fair Practices Act, the national and state laws governing labor relations with employees, the old age pension payments, the new priorities restrictions, the social security taxes, the income taxes, the occupancy tax, the gross receipt tax, and the sales tax,—all of which affect the practice of architecture and most of which have come into being in the last twenty years, you can understand that the men in active practice today, or certainly the great majority of architects throughout the country, need information and advice and service in this field, at least at the present time. And they respond to this assistance—at least it is my belief that they do—rather more readily than they would to a dissertation on architecture and the allied arts, however much we might enjoy such discussion in other circumstances.

"Letters of congratulation come from all sides on the work Purves is doing and on the policy of

The Institute in placing Purves in Washington to carry on that work. The complaints are that there should be more of this and not less. And it is my belief that without present effort and the resulting success in meeting the members' wishes, we should have much greater dissatisfaction in the membership than is stirred up by this evidence of a practical, realistic facing of the profession's problems today. To me this effort seems to work for the advancement of the profession in a manner fundamentally sound. It is supplemented by a valuable and productive effort in cooperation with The Producers' Council, an effort which has been broadened this year beyond the policy of other years; . . . by the recognition of the need of closer relations with Pan-American countries, a movement recognized by the Department of State; . . . by reorganization of the Accrediting Board, which will deal with the measure of education of the collegiate schools; . . . by a sound approach to professional relations between the Government of the United States and The Institute in matters of Federal public works; by intelligent and directed study of the problems of housing, site development, and related problems which will greatly affect the practice of architecture after the present war conditions have passed; . . . these are all proper expressions of the advancement of the profession. Or at least they are sound efforts to keep the profession in touch with the times and its necessities and to keep the profession from disappearing in a background of futile soliloquy."

The response which came from the letter indicated that some of the older and valued members of The Institute have joined hands heartily in the effort to interpret the country to The Institute as well as to interpret The Institute to the United States.

This morning gives me an opportunity to express my own warm personal appreciation of the work of The Board of Directors. We have had a year of confusion about us. We found a trying situation behind us. We have met more often and for longer periods and for harder work than has been the lot of The Board in any other administrative year with which I am familiar. In every case, up to the meeting which we have just finished a day or two ago, there has been one-hundred per cent attendance at Board meetings and Executive meetings.

Only imperative circumstances have prevented members coming from all points of the country, and it is really an inspiring thing to find fifteen men without one missing, working daily in these meetings at problems which we receive from you and at solutions which we offer back to you.

We have had to deal with our financial status and to make economies in order to balance our budget. We have had more than the usual measure of problems in the field of ethical standards and disciplinary action. Because at your last meeting you authorized the appointment of a Committee of Five, I shall read you The Board's comment on the Committee's work, the Committee having reported to The Board, as you know. The Board says:

"Pursuant to a resolution of the 1941 convention a committee of five corporate members, not members of The Board of Directors, was appointed to study the present and future financial problems of The Institute and to report thereon to The Board.

"After diligent study, involving many hours of careful and painstaking investigation, the committee made its report in October, 1941.

"Many of the subsequent decisions and actions of The Board relating to financial matters were based on the findings of this committee which has rendered a valuable service to The Institute.

"The Board here records its appreciation of the work of this committee and commends the report for its restraint and impartiality, its carefully considered judgments, and the soundness of its recommendations."

The problems implicit in the maintenance of the ethical standards of The Institute, have given the officers and directors more than the usual measure of concern during the past year. It is with The Board's sanction and at The Board's suggestion that this topic is made an important element of my remarks this morning.

No possession in an architect's equipment is so essential to professional success as his reputation for honorable conduct. Departure from right standards affects not alone himself but every other architect, and even more deeply, the public. Cases which have been before us in this past year make it imperative that we say here officially and for public note, that The Institute condemns the architect who gives

money or other consideration to influence the judgment of those through whom he hopes to secure work.

The Institute has condemned, too, the misuse of funds held in trust for the benefit of the profession and of the public.

We should now renew our resolution to uphold The Institute's high standards of practice, to keep membership in The Institute a mark of honesty and integrity, unquestionable, and to stand loyally by our pledge of responsibility for honorable conduct in professional practice.

We have that responsibility. No less an authority than the government of the United States has in this past year signified its recognition of the authority inherent in our judgment as to right behavior. Let us then not fail to hold fast our high position.

Your Board has given a fine example of leadership in this respect. We have had much house-cleaning to do in many corners of our ancestral home.

We have dealt with the reorganization of The Committee on Awards and Scholarships, and hope from now on to deal more adequately with the great opportunities of the Langley Scholarship and other awards of this sort. The publication in the past year of two articles or treatises by holders of the scholarship have illustrated to you what merit is available, is there and can be made available to members of The Institute. And with approval of Counsel, income from the Waid Education Fund will be used to put out more of that work for your own information.

As another task, I would refer to the National Architectural Accrediting Board, which has been reorganized and, for the first time in the year and one-half since it was made effective under contract through The Institute, has had a meeting.

The Handbook of Architectural Practice, which for years had been promised, is re-written and is now shaping up through the helpfulness of William Stanley Parker, and in the earlier stages, the New York Chapter.

A fine piece of work has been done for The Institute on re-arrangement of By-laws, for which we are indebted to the Southern California Chapter, and particularly to Samuel E. Lunden, its president.

A new Statement of Standards of Professional

Practice and the *Schedule of Charges* have been made possible through the fine work of the Central New York Chapter.

I ask that you note the device which was used to get that work done, in a couple of cases, through the use of chapters rather than the use of special committees. It is evident that if a group of men already familiar with one another and interested in the work which they undertake, are given the opportunity of associating themselves in the task, it will be better done than if a committee arising from ten corners of the country is associated, without opportunity of meeting. The New York Chapter, the Central New York Chapter, and the Southern California Chapter have all participated in this scheme of having through them a particular task done,—a task force, if you will, in the spirit of the day.

The Board has also encouraged the enthusiastic work of many chapters in increasing membership, and I am sure that much of this increase is because of the support given by The Board's affirmation of the policy of The Institute that any qualified architect of honorable practice is eligible to membership with us.

I would like to quote again from The Board's Report, with respect this time to the increase in membership.

"The Board pays special tribute to those chapter officers and committees whose energy and loyalty have made possible remarkable gains in corporate membership at a time when sharp declines might have been expected.

"It acknowledges with appreciation the spirit of confidence thus expressed by the new members in the program and accomplishments of The Institute.

"Several chapters have practically doubled their last year's membership, and one chapter is successfully completing an effort to triple the size of its group!

"This general display of high morale on the part of new and old members alike is evidence of the confidence of the profession in facing the future.

"It is a forecast of the unity, strength and recognition to come which no temporary setbacks can possibly destroy."

To what The Board has said I should like to add a special reference to the most valuable work of

Director Oberwarth, to which his district has responded so strongly. He has been a leader throughout the country in many ways in the building up of Institute membership.

I should like to congratulate The Board, too, most heartily on the splendid promise which lies ahead of us as a result of their efforts. But even with a most earnest purpose, the work of The Board was often made devious and intricate by a set of By-laws which hampered sound procedure. It is the purpose of The Board to ask you to reclassify this text as in part By-laws and in part Rules of The Board; a step which will greatly facilitate administrative operations.

As an interesting illustration of the present ball-and-chain system, and by way of bringing a smile to an otherwise dry subject, we may take the provision of the By-laws which regulates the meetings of The Board, in this day when resourcefulness and freedom of movement are at a premium, it is required that The Board shall do these things: The Board shall hold a regular, semi-annual meeting, in the Executive Offices, in Washington, in November or December, of each year.

Just now Washington is no place to inject oneself for thoughtful work in calm surroundings; and yet, The Board may not omit the holding of such a meeting, or hold it elsewhere than in the Executive Offices; or meet in some other place than Washington; or change the date from November or December; or fail to meet each year, without first asking your permission by having the By-laws amended at a meeting of the corporate members after sending a copy of the proposed amendment to each of you not less than thirty days before the date of such meeting at which you could consider the amendment!

If you will place this subject in the Rules of The Board, it can then be dealt with as it should be. That is just one of the evidences of restraint under which we have had to live.

We shall also ask you to authorize other betterments or abbreviations of extended processes, such as the method now existing for dealing with charges of unprofessional conduct. It is perhaps enough to say to you on this matter that in one such case civil action in court was initiated at the time charges were filed with The Secretary against a member of The Institute. The two procedures followed each its

own course. The civil case was carried through the civil courts over a period of years until final decision was given by the Supreme Court of the United States, at which time final action had not yet been taken by The Institute. The last notices sent by mail were returned to The Institute unopened. The reason was that the man was serving his sentence under the Federal case in prison in another part of the country than that to which we had addressed them.

There is no opportunity to do more than mention the splendid work of a large number of Institute committees whose reports constitute most interesting reading and are quite convincing evidence of thoughtful and valuable activity on the part of these representatives of The Institute in their several fields of effort.

Joe Smay has gone to war, and we shall miss his earnestness in the cause of The Institute as expressed in his report, or the report of The Committee on Membership.

The parallel reasoning of Frederick J. Woodbridge and A. C. Eschweiler in the reports of the Committee on Architectural Services and the Committee on Industrial Relations emphasizes realization of the protective obligation of the architect to sell himself to the people among whom he hopes to find work. And, I may say, we should not expect to get that work by resolutions adopted in annual meeting, as to which Abram Garfield has expressed his point of view.

The thought of these committees runs along with that of Angus V. McIver, president of the Montana Chapter; all of them having expressed most fully the need of which he wrote: that the architect should demonstrate his ability to give value in his services to his client.

The report of The Committee on Federal Public Works presents an authoritative, frank and comprehensive statement on the Washington situation, constituting a most valuable phase of The Institute's activity in the interest of the architects throughout the country without distinction as to membership.

The Report of The Committee on Post-War Reconstruction has been developed by Vice-President Walter R. MacCornack to a much wider and more convincing approach to our national problems in organized planning. This report constitutes an interesting background for the discussion of this topic

on Wednesday afternoon.

The Committee on National Capital has been reconstituted and reorganized and is capable of bringing valuable cooperation to the leaders of thought on this subject in Washington. Louis A. Simon has accepted the invitation of the committee to be its resident secretary, and the chairman of the committee, C. C. Zantzing, has been invited by Mr. Frederic A. Delano to represent The Institute through membership on the American Planning and Civic Association.

The report of The Committee on Civilian Protection deserves your consideration. The inextinguishable energy of the chairman, Horace W. Peaslee, surpasses that quality in any incendiary bomb of which he writes. The incendiary can be put out; Peaslee's sense of humor makes it impossible that he could be. His collaboration with Government, and, may I say Government's collaboration with Peaslee, has made it possible for him to make a most impressive effort in the interest of the OCD, the citizen, and the architect.

There is an opportunity before I close to mention and welcome the sister organizations in the educational, administrative and construction fields, which associate themselves with us in our work here. Among these are the State Associations of Architects who have met before our meeting here; the Association of Collegiate Schools of Architecture, whose representatives also have been meeting; the Association for the Advancement of Architectural Education; the National Council of Architectural Registration Boards; the National Architectural Accrediting Board, and The Producers' Council.

It seems to me indicative of the strength of leadership and the importance of the work of The Institute that about its meetings as a center there should be grouped the meetings of the leaders in these several fields, with an opportunity for consultation and cooperation between them and ourselves. As you know, we are to have the opportunity of hearing from these men and others who are coming to visit with us, and from special groups whose interests and activities in some way may help us. Certainly from all of them we shall profit in our study of the future course of action for the profession. Their presence here will be to all of us an indication of the spirit in which we have come together.

Report of The Board of Directors

TO THE SEVENTY-FOURTH ANNUAL MEETING OF THE AMERICAN INSTITUTE OF ARCHITECTS, DETROIT, MICHIGAN, JUNE 23, 24 AND 25, 1942

Foreword.

The unusual circumstances of our nation's activities which run through this annual meeting of The Institute have in their development during the past year influenced and in some cases controlled the actions and policies of The Board of Directors with respect to the affairs of The American Institute of Architects.

It has been The Board's thought that the program of this annual meeting should be organized on a basis of greater participation by business men, government representatives and economists and others who have to do with the general broad aspect of affairs as concerned with the more limited discussion of matters purely architectural.

So also in its deliberations, The Board has taken note of the war effort of the nation, its effect on the construction industry, and the results as they apply to our fellow professionals, and has endeavored so to adjust its administrative decisions as to serve the best interests of the members of The Institute and architects throughout the country.

It is this policy which has led to the consideration of—

(1) Present and Future of the Profession.

The position of the architectural profession under war conditions of today is a difficult one. It is having its effect upon every architect.

The fact that architects are taking a greater part in the war work of our country than in the last war is of some encouragement. The recognition of the profession which has come from government and from industry is outstanding, although far from a complete utilization of the experience, knowledge and ability available.

At this annual meeting at the afternoon session of Tuesday, June 23, discussion of this subject will be led by representatives of government and of industry. What they have to tell us should be supplemented by our discussions, and should be made fruitful by an expression of opinion which will place before the public and those in authority the desire of the profession to serve in this emergency and the reasons why its services should be fully employed.

At the afternoon session of Wednesday, June 24,

the future of the architectural profession will be discussed.

Men of national prominence who have given thought to long-term planning and the post-war program in its entirety will be heard.

The future of the profession, in that national post-war program which must be developed to carry a great nation from the making of war to the making and maintenance of peace, is not to be stated now with too great assurance.

It can be stated in general terms, in terms which will help to make certain that the imagination and the ability of the architect is utilized in every field in which he has a proper place.

It is hoped that from this session will come an expression of opinion with regard to the future which will serve to keep before the public and government the resources which we have to offer.

(2) Washington Representative.

Comments received from members of The Institute indicate that the experiment of having a Washington Representative has met with general approval. In addition to the reports appearing regularly in *THE OCTAGON*, bulletins issued by the Washington Representative have been regularly mailed to regional directors and to officers of chapters, with the hope that by local duplication and distribution the information they contained would be made available to all members.

The method of informing the membership was undertaken because of the prohibitive cost of mailing the reports from Washington to individual members.

Those who have read the reports are familiar with the accomplishments of the Washington Representative which, in the opinion of The Board, have been a most valuable contribution to the profession and should be continued.

Mr. Edmund R. Purves, who has so successfully represented The Institute in this capacity, has been commissioned an officer in the government service and has presented his resignation effective June 30, 1942.

In making this acknowledgment of Mr. Purves' valuable service to the profession, The Board also

expresses its good wishes for a successful career in the service of his country.

(3) Unification.

The Board has given thoughtful consideration to the operation of the present scheme of unification of the profession with particular reference to the state association membership. On recommendation of the State Association Director it proposes an amendment to the by-laws which would increase the degree of representation of state association members at the annual meetings of The Institute.

All architects of good character who are qualified to practice and are willing to undertake the obligations of membership are eligible for corporate membership in The Institute. For those architects who are not prepared to undertake the pecuniary obligations of corporate membership it is proposed to establish an associate class of Institute membership as a step toward corporate membership. Amendments to the by-laws to make this effective have been published to the membership and are proposed by The Board for adoption at this annual meeting.

(4) Amendments of the By-laws.

It is the opinion of The Board that less complicated by-laws will simplify and expedite the work of The Institute.

In accord with Part I of a notice submitted in the May number of THE OCTAGON general by-laws revisions are proposed.

Delegates are asked to keep in mind that *all* of those provisions of the present by-laws printed in Part I of the notice are proposed for adoption en bloc—for the purpose of securing a shorter and more fundamental document than the present one.

It should be remembered that the general revision proposed in Part I is similar in text to the relevant parts of the present by-laws, except that chapters, articles, sections and paragraphs have been renumbered to make an orderly document.

The resolution for the adoption of this general revision, as printed in the notice, will be offered by The Secretary.

In Part II of the notice in the May OCTAGON will be found some specific amendments which are proposed by The Board or The Executive Committee. In identifying these amendments, *all* references are to the chapters, articles, sections and paragraphs

of the present by-laws, and *not* to the proposed general revision in Part I.

The specific amendments will be considered in the order in which they appear in Part II of the notice in the May OCTAGON.

If the general revision proposed in Part I is adopted some of the specific amendments proposed in Part II will be unnecessary, and will be referred to The Board for incorporation in the Rules of The Board.

(5) Amendment of Standards of Practice Schedule of Proper Minimum Charges.

The present statement of Standards of Practice was adopted by the annual meetings of 1939 and 1940.

Experience has shown that this document containing standards of professional practice, and statements of service, fees and contract procedure is confusing, and its use is undesirable.

The architect who wishes to inform himself or his client, or prospective client, concerning services and fees should have a document for that purpose only.

In the May OCTAGON, The Board gave notice of an amendment of the Standards of Practice, A.I.A. Document No. 300, by deleting therefrom all of Part III concerning the architect's services, fees and contracts, and of a new document to be adopted and issued in the form of a statement concerning details of service to be rendered and proper minimum charges, which will take the place of Part III of the present Standards of Practice.

To accomplish this the necessary amendment of the Standards of Practice, and the adoption of a Schedule of Proper Minimum Charges, in the form of a separate document, are proposed in resolutions appearing at the end of the notice above mentioned.

(6) Advance Distribution of Committee Reports.

In response to numerous suggestions that The Board resume the former practice of issuing committee reports in advance of the annual meeting of The Institute, those reports which were not directly related to routine work of The Institute were this year distributed to chapters and state associations members in sufficient quantity to supply one copy to each president and secretary, and each delegate to the annual meeting.

It is hoped that this procedure will have been

found helpful in providing opportunity for thoughtful consideration of the matters dealt with in the reports prior to the time of the annual meeting.

(7) Membership Activities of Chapters.

The Board pays special tribute to those chapter officers and committees whose energy and loyalty have made possible remarkable gains in corporate membership at a time when sharp declines might have been expected.

It acknowledges with appreciation the spirit of confidence thus expressed by the new members in the program and accomplishments of The Institute.

Several chapters have practically doubled their last year's membership, and one chapter is successfully completing an effort to triple the size of its group!

This general display of high morale on the part of new and old members alike is evidence of the confidence of the profession in facing the future.

It is a forecast of the unity, strength and recognition to come which no temporary set backs can possibly destroy.

(8) Technical Services.

The rapid development of new materials in the field of construction and the necessity of finding acceptable substitutes for materials critically needed in war work has directed the attention of The Board to the Structural Service Department of The Institute with a view to making its services of greater value to the profession and to the country. A special committee has been authorized to study the present activities of this department and to make recommendations to The Board.

(9) Committee of Five.

Pursuant to a resolution of the 1941 convention a committee of five corporate members, not members of The Board of Directors, was appointed to study the present and future financial problems of The Institute and to report thereon to The Board.

After diligent study, involving many hours of careful and painstaking investigation, the committee made its report in October, 1941.

Many of the subsequent decisions and actions of The Board relating to financial matters were based on the findings of this committee which has rendered a valuable service to The Institute.

The Board here records its appreciation of the work of this committee and commends the report for its restraint and impartiality, its carefully considered judgments, and the soundness of its recommendations.

(10) Finances.

The report of The Treasurer, which is available in printed form, gives complete information concerning the financial operations of The Institute for the fiscal year 1941.

The General Fund of The Institute is reported upon in Part I of that report; and The Special Funds in Part II. This separation into two parts is for the purpose of simplification, and to give the membership separate accountings of each of two major phases of Institute activity.

The General Fund, Part I, covers the work and the program of The Institute carried on with funds received from the dues of members, the sales of documents, and similar sources. Part II covers the funds and endowments entrusted to The Institute for special purposes.

The finances of The Institute with respect to The General Fund and The Special Funds are in sound condition. There remains the indebtedness of \$17,500 due the Emergency Loan Fund. It is the intention of The Board to restore that fund to its maximum of \$20,000 when conditions permit.

The report on the audit of the books of The Institute for the year 1941 is available for the inspection of corporate members.

(11) Resolutions.

In order to afford full opportunity for consideration of resolutions before they are acted upon by the delegates The Board will offer for adoption on the first day of the meeting a rule requiring that all resolutions concerning matters of policy, except those concerning which notice has been published, and resolutions of a parliamentary nature offered from the floor, shall be referred to the Committee on Resolutions which committee shall report to the annual meeting at the session on the morning of June 25 and thereafter; provided, that an exception to this general rule may be made by majority vote of the annual meeting.

The Board's Report was adopted by resolution of the seventy-fourth annual meeting.

The Treasurer's Report

TO THE SEVENTY-FOURTH ANNUAL MEETING OF THE AMERICAN INSTITUTE OF ARCHITECTS, DETROIT, MICHIGAN, JUNE 23, 24 AND 25, 1942

PART I—THE GENERAL FUND

This year The Treasurer submits his report of the financial operations of The Institute in two parts.

Part I relates to The General Fund operations for 1941 and the first quarter of 1942.

Part II relates to The Special Funds operations for the year 1941 and appears in separate form.

The annual audit of The Treasurer's books and records at The Octagon has been made by R. G. Rankin & Co. and is available for inspection by members of The Institute.

The condition of The General Fund of The Institute at the close of December 31, 1941, is shown on the Balance Sheet in Table 1, which is epitomized as follows:

The General Fund Assets were

Current Assets: Cash	\$17,796.48	
Inventories	13,867.98	
Accounts receivable	3,231.30	\$ 34,895.76
Fixed Assets: Real Property, Improvements, Furniture, etc.	140,822.20	
Administration Building	169,570.87	
Expenses allocated to The Octagon as an Historic Monument	210.87	
Total General Fund Assets		\$345,499.70

The General Fund Liabilities were

Accounts payable	\$ 8,500.99
Notes payable	17,500.00
Deferred credits and special reserves	14,225.81
	\$ 40,226.80
Surplus or net worth	305,272.90
Total General Fund Liabilities	\$345,499.70

The net worth is \$305,272.90, as compared with \$203,421.61 a year ago. The increase was made by an added investment of \$101,991.54 to complete the Administration and Library Building, and less a reduction of \$140.25 in furniture and fixtures as appraised by the American Appraisal Co.

Direction was given at the 1941 semi-annual

For Part II—The Special Funds—see page 19.

meeting of The Board that all income in excess of expenditures for the year 1941 be transferred to the contingent fund for 1942 and this excess of income amounting to \$7,394.27 is included in deferred credits and special reserves.

The inventories, at cost, consisted of the following:

Contract and other documents	\$ 776.98
Stationery, postage and supplies	1,301.48
Paper held by publishers	191.41
Accounting manuals and forms	1,823.68
Monographs, The Octagon	2,955.00
Four Press publications (less \$564.94 for reserve for binding)	6,819.43
	\$13,867.98

THE GENERAL FUND—GENERAL OPERATIONS (See Table 2)

The General Fund Income was

Dues \$49,269.12; documents \$25,712.31; The department of technical services \$3,460.00; defense program—special dues \$10,155.50 and contributions \$838.14; convention \$12,739.30; rents \$7,462.50; other items \$5,511.71.	
Total income	\$115,148.58

The General Fund Outgo was for

Meetings \$29,598.17; net general administration \$29,476.56; property maintenance (partial) \$5,198.59; publishing \$10,482.92; The department of technical services \$10,102.67; public information department \$5,464.92; committees \$7,571.12; defense program (exclusive of Wash. Rep.) \$5,036.38; other items \$5,604.51; appropriations forwarded \$236.67.	
Total outgo	108,772.51

The General Fund operating gain

6,376.07
\$115,148.58

Attention is called to the final item of the foregoing table, "The General Fund operating gain—\$6,376.07," which is the excess of income over expenditures of The General Fund "general operations" for 1941, as compared with an excess of expenditures over income for the year 1940 in the amount of

\$18,892.83, and as compared with a like excess for the year 1939 in the amount of \$1,496.73. There was also a gain in The General Fund operations for "prescribed purposes" as shown on Table 3, making the total excess of income over disbursements \$7,394.27 for the year 1941.

For comparison, the income and expenditures, for general purposes, for the year 1941 and the four preceding years are shown in *Table A* which follows:

TABLE A

General Fund For General Purposes	1941	1940	1939	1938	1937
Income..	\$115,148.58	\$95,694.00	\$88,683.51	\$78,954.78	\$78,714.80
Expenditures.	108,772.51	114,586.83	90,180.24	76,851.23	76,787.47
Gross Gain or Loss..... (G) \$6,376.07 (L) \$18,892.83 (L) \$1,496.73 (G) \$2,133.55 (G) \$1,927.33					

A synopsis of the principal items of income for 1941 and the four previous years is shown in *Table B* which follows:

TABLE B

Income from

Year	Dues of Members	Sale of Documents	Technical Services	Other Sources	Total Income
1937	\$44,756.31	\$28,111.08	\$ 600.00	\$ 5,247.46 ¹	\$78,714.80
1938	45,740.17	21,558.93	2,000.00	9,655.68 ¹	78,954.78
1939	54,758.49 ²	21,799.67	2,499.94	8,625.41 ¹	88,683.51
1940	49,325.34	22,407.57	6,400.00	17,661.09 ³	95,694.00
1941	59,434.62 ⁴	25,712.31	3,460.00	26,551.65 ¹	115,148.58

¹ Includes revenue from convention.

² Includes contributions to Defense Program.

³ Includes cash forwarded from previous year.

⁴ Includes special dues of \$6,998.00 for 1939—\$10,185.50 for 1941.

The principal items of expenditures for 1941 and the four preceding years are shown in *Table C* which follows:

TABLE C

Expended for

Year	Meetings	Documents ¹	Technical Services	Public Information	Com-mittes
1937	\$18,017.19	\$17,395.99	\$ 3,555.53	\$3,885.36	\$3,268.88 ²
1938	14,010.93	13,527.29	5,038.80	6,561.49	6,006.84
1939	20,322.72	12,992.95	6,216.78	6,110.91	8,492.12 ³
1940	22,603.50	15,555.49	9,014.06	5,180.13	5,884.78
1941	29,598.17 ⁴	10,482.92	10,102.67 ³	5,464.92	7,571.12

¹ Includes expense of publishing THE OCTAGON at about \$4,500 per year.

² Exclusive of allocations from chapter gifts.

³ Includes Committee on International Congress of Architects \$3,517.14.

⁴ Includes Convention Tour \$10,076.12.

⁵ Includes Washington Representation \$1,242.01.

The principal items of income and expenditures on account of the Defense Program for 1941 are shown in *Table D* which follows:

TABLE D
DEFENSE PROGRAM

January 1 to December 31, 1941

Income:			
Corporate Members—Special Dues	\$10,155.50		
Other contributions	838.14	\$10,993.64	
Expenses:			
Attendance at meetings \$	806.38		
Second appeal for contributions	482.97		
Stenographic and clerical services — other than Octagon Staff, office supplies and incidentals	2,790.32		
General Administration —Octagon Staff, supplies and incidentals	956.71	\$5,036.38	
Washington Representative and staff ..	957.69		
Traveling expenses ..	23.00		
Office supplies, telephone, telegraph, Congressional Intelligence service, and incidentals ..	261.32	1,242.01	6,278.39
Excess of income over expenses			\$ 4,715.25

Defense Program—June 1, 1940 to December 31, 1941

Totals for this period:	
Special Dues and other contributions	\$14,441.14
Expenses	16,945.28
Excess of expenses over income	\$ 2,504.14

THE GENERAL FUND—PRESCRIBED OPERATIONS (See Table 3)

The total money received for prescribed purposes in 1941 was \$127,186.24, as compared with \$126,168.04 spent for prescribed purposes during the year.

This sum was made up from the following sources:

Income reserved for transfers to Reserve and Recruiting Funds	\$ 5,894.47
Special Funds Income for prescribed purposes	19,300.23
Building Fund for construction of the Administration Building	101,991.54
Total Income	\$127,186.24

Membership

The financial standing of The Institute is determined by the support of its members.

It is gratifying that during 1941 there have been 287 elections and readmissions of corporate members to The Institute and 98 members have had their

memberships discontinued, leaving a net gain of 189 members for the year, and a total membership of 3,176 corporate members on January 1, 1942. (Table 4). There were 2,987 corporate members on January 1, 1941.

Six State association members were admitted in 1941 raising the total membership from fifteen to twenty-one for the year.

Members Emeriti

The total number in this class, at the close of the year 1941, was 130. The annual dues of these members have been permanently remitted by The Board.

Defaults in Dues

It is most encouraging to call attention to the fact that 2,823 members, 86% of the corporate membership of The Institute, paid their dues in full in 1941.

TERMINATIONS AND SUSPENSIONS

Memberships terminated on December 31, 1941:	
29 Members owing.....	\$1,143.00
Memberships suspended on December 31, 1941:	
103 Members owing.....	1,891.50

The status of these suspended members on April 30, 1942 was as follows:

11 Members paid their defaults and restored their memberships.....	\$ 127.00
3 Members had their memberships terminated.....	60.00
1 Member died.....	17.50
88 Members have made no payments on their accounts.....	1,687.00
	<u>\$1,891.50</u>

THE GENERAL FUND—OPERATING RESULTS

FOR FIRST THREE MONTHS OF 1942—WITH SAME PERIOD FOR 1941 SHOWN FOR COMPARISON

INCOME—GENERAL PURPOSES

	First 3 months 1942	First 3 months 1941
Appropriations brought forward..	\$ 7,630.94	\$ 1,760.00
Dues.....	*33,322.76	*33,436.26
Special dues for Defense Program.....	202.50	6,772.00
Dues in Default.....	*1,748.50	*1,036.00
Admission Fees.....	*985.00	*455.00
Printing and Publishing.....	2,819.59	6,081.35
Dept. of Technical Services.....	1,599.99
Rents.....	2,787.50
Other sources.....	2,695.01	3,322.82
	<u>\$53,791.79</u>	<u>\$ 52,863.43</u>
OTHER THAN GENERAL PURPOSES		
The Special Funds		
For Educational Purposes....	4,400.00	358.28
Administration Building—		
Construction.....		53,928.56
	<u>\$58,191.79</u>	<u>\$107,150.27</u>

* For comparative purposes the customary transfers to Reserve and Recruiting Funds are not deducted.

OUTGO—GENERAL PURPOSES

	First 3 months 1942	First 3 months 1941
Meetings.....	\$ 2,989.40	\$ 841.21
Property Maintenance.....	2,955.40	592.50
Net General Administration.....	6,115.64	8,395.39
Recruiting.....	982.73	457.73
Printing and Publishing.....	2,340.12	3,374.53
Dept. of Technical Services.....	1,906.58	2,181.47
Washington Representation....	2,974.06
Public Information Department..	1,255.32	1,253.77
Committees.....	912.87	672.65
Defense Program.....	360.00	2,096.84
Contingent Fund.....	4,685.00	205.08
Other purposes.....	801.46	881.24
	<u>\$28,278.58</u>	<u>\$20,952.41</u>

OTHER THAN GENERAL PURPOSES

The Special Funds		
For Educational Purposes....	\$ 4,400.00	358.28
Administration Building—		
Construction.....		53,928.56
	<u>\$32,678.58</u>	<u>\$75,239.25</u>

Comments on the major items under *income* for "General Purposes" of The General Fund for the first three months of 1942, compared with the similar period of 1941, are as follows:

Collections of membership dues for the first quarter of 1942 were nearly the same as for the first quarter of 1941.

Rental of \$2,787.50 from the new building and the parking lot; and \$1,599.99 for services rendered by the Department of Technical Services were items not received during this similar period in 1941.

The appropriations forwarded from 1941 to 1942 represent specific appropriations not used in 1941, and \$7,394.27 excess of income over expenditures at the end of the year 1941, which amount was appropriated by The Board for use in 1942.

The total net sales from all documents was materially less than last year—about 82%, or \$2,227.35 less than the net sales for the first quarter of 1941.

Increases over the first quarter in 1941 under *outgo* for "General Purposes" were for Meetings, \$2,148.19, and Washington Representation, \$2,974.06. The increase in Property Maintenance was due to taxes paid on Institute property during the first three months in 1942 whereas they were paid at a later period in 1941. The transfer to The Contingent Fund was larger than in 1941 and was set aside to provide for unanticipated or emergency expenditures.

The operations for "Other Than General Purposes" reflect the appropriation from the Carnegie grant for educational purposes which was spent dur-

ing the first three months of 1942 while in 1941 it was spent at a later period.

Conclusion

It is gratifying to note that the general operation of The Institute for the year 1941 (General Fund) has resulted in an excess of income over expenditures of \$6,376.07, as contrasted with an excess of expenditures over income of \$18,892.83 for the year 1940.

However, it must be pointed out that some items of income for 1941 are not likely to recur during 1942, and, therefore, estimated expenditures for the current year must take cognizance of this fact.

As heretofore, The Treasurer submits that financial difficulties are involved when appropriations are made without a balancing income being in sight.

It would appear that for the first quarter of 1942 expenditures are being kept within current income, and, if appropriations for the balance of the year may be scaled downward to meet a probable declining income, then the operations for the year may be reasonably expected to be confined to budget estimates.

With the complete cessation of private construction and a constantly increasing number of members being called into military service, it is hardly to be anticipated that the financial affairs of The

Institute can be carried forward on a basis which compares with normal times.

In commenting upon the operations of The Special Funds for the year 1941, The Treasurer wishes to call attention to the return of 5.87% on the average amount invested in securities. In keeping, however, with the spirit of the times, large investments have been made in government securities, with the result that the probable return during 1942 will be considerably less than in 1941. Again, appropriations for expenditures from the income of The Special Funds must be measured by the probable reduced income.

In concluding his final report, The Treasurer would express his sincere appreciation to The Octagon Staff for their patient assistance to him in the attempt to make the financial reports of The Institute more understandable to the members; to the Officers and Directors a hope that future tasks be more pleasant, and that time will heal the memories of the past.

It was Byron who wrote—

My pen is at the bottom of a page,
Which being finished, here the story ends;
'Tis to be wished it had been sooner done,
But stories somehow lengthen when begun.

JOHN R. FUGARD
Treasurer

TABLE 4—CHANGES IN MEMBERSHIP—1941

CHANGES IN MEMBERSHIP	Total on January 1, 1941	Number Deceased	Number Resigned	Number terminated for default or for cause	Number re-admitted	Number admitted	Number Members advanced to Fellowship	Total on January 1, 1942
<i>Corporate Memberships:</i>								
Fellows.....	320	8	10	322
Members.....	2,697 ^x	37	19	34	35	252	(-10)	2,864
Totals.....	2,987	45	19	34	35	252	3,176 ^{xx}
<i>State Association Members.....</i>	15	6	21
Totals.....	3,002	45	19	34	35	258	3,197
<i>Institute Honorary Memberships</i>								
Honorary Members.....	68	2	70
Honorary Corresponding Members...	43	1	1	43
Totals.....	111	1	3	113
Associates of Chapters.....	1,156 [‡]	1,200 [‡]
Non-Institute Members of State Association Members.....	1,236 ^w	2,637 ^w
Grand Totals.....	5,505	7,237

^x Includes 86 members in suspension for default.
^{xx} Includes 103 members in suspension for default.

[‡] As reported by chapters—includes junior associates.
^w Non-Institute voting—members as reported by the State Association Members.

TABLE 1
BALANCE SHEET — THE GENERAL FUND
As of December 31, 1941—with December 31, 1940 for comparison

	1	2	3	4	5
	as of December 31, 1941	as of December 31, 1940	as of December 31, 1941	as of December 31, 1940	
ASSETS					
CURRENT:					
Cash	\$ 17,796.48	\$ 9,856.57			
Accounts Receivable	1,344.20	29.13	\$ 8,500.99		
The Special Funds	1,887.10				
Notes Receivable from Members	\$102.50		17,500.00	\$ 26,000.99	\$ 23,266.95
Less Reserve	102.50				
Inventories—at cost: Documents, Books, Insignia Supplies—less reserve for binding	13,867.98	14,152.10			
FIXED:					
Real Estate (as appraised 1920)	34,895.76	24,037.80	1,372.25		
Improvements (as appraised)	80,509.50	80,509.50	500.00		
Administration and Library Building—at cost	25,000.00	25,000.00	504.00		
Expenses allocated to The Oct- agon as an Historic Monument	169,570.87	67,579.33	636.67		
Furniture and Fixtures—value as appraised—December 31, 1941	210.87	210.87	7,394.27	10,407.19	2,403.41
Press Photographs and negatives —at cost	28,380.66	28,520.91			
	6,932.04	6,932.04			
	310,603.94	208,752.65			
TOTALS	\$345,499.70	\$232,790.45			
LIABILITIES					
CURRENT:					
LIABILITIES:					
Accounts payable			\$ 8,500.99		
Notes payable to Emergency Loan Fund			17,500.00	\$ 26,000.99	\$ 23,266.95
DEFERRED CREDITS:					
Applications pending			1,984.50		
Dues received in advance			1,648.24		
Other items in advance			185.88	3,818.62	3,698.48
RESERVES:					
International Congress of Architects			1,372.25		
Rehabilitation on New Building			500.00		
Royalties on Press Books			504.00		
Unexpended appropriations carried forward to 1942			636.67		
*Contingent Fund for 1942 (<i>Table 2</i>)			7,394.27	10,407.19	2,403.41
NET WORTH					
As of January 1, 1941			203,421.61		
Transfers from Reserve for construction of Administration Building			101,991.54		
Less: Net reduction in appraised sound value of F & F, at December 31, 1941			(-) 140.25	305,272.90	203,421.61
TOTALS					\$345,499.70
					\$232,790.45

* Excess of income over expenditures for the year 1941 appropriated and transferred to contingent fund for 1942.

TABLE 2—THE GENERAL FUND—GENERAL PURPOSES
For the administration and maintenance of The Institute and its property.

OPERATING STATEMENT
January 1, 1941 to December 31, 1941 with year 1940 shown for comparison

INCOME

OUTGO

	INCOME		OUTGO	
	1941	1940	1941	1940
FOR GENERAL PURPOSES				
CASH FORWARDED.....	\$ 1,760.00	\$ 1,700.00	\$ 29,303.17	\$ 22,603.50
MEMBERS.....	89,424.62	49,225.34	15,000.08	12,350.81
Life Members, from Life Membership Reserves.....	632.67	692.49	12,073.83	8,838.40
Corporate Members.....	46,630.05	47,607.82	1,211.63	1,143.38
Junior.....	10.00	10.00	322.63	240.91
State Association Members.....	2,006.40	855.03
Special Dues—Defeat Program.....	10,155.50	* 57.00
GENERAL ENDOWMENT FUND.....	1,831.71	1,900.00	5,198.59	2,857.23
DEFAULTED DUES (See Table 3).....
SALES.....	29,182.31	28,812.57
Printing and Publishing.....	25,712.31	22,407.57
The Department of Technical Services.....	3,460.00	6,400.00
Investigate.....	10.00	5.00
RENTS.....	7,482.50	812.50
INTEREST FROM TEMPORARY FUNDS.....	1,900.00	1,846.24
WAID EDUCATION FUND—FOR ESTATE AND REQUEST SETTLEMENTS.....
CONVENTION.....	12,739.30	4,811.86
CONTRIBUTIONS TO DEFENSE PROGRAM.....	838.14	3,091.00
OTHER SOURCES.....	10.00	3,447.50
TOTALS.....	\$115,148.56	\$ 95,684.00
Operating Gain or Loss.....	(G) 6,376.07	(L) 18,592.83
Operating Gain or Loss, as above Transferred from Table 3.....	(G) 6,376.07	(L) 18,592.83
NET OPERATING GAIN OR LOSS (to Net Worth).....	(G) 7,394.27	(L) 18,592.83
MEETINGS.....				
Convention.....				
Board and Executive Committee.....				
Regional Meetings.....				
State Association Director.....				
PROPERTY MAINTENANCE.....				
Less paid by Property Maintenance Fund.....				
GENERAL ADMINISTRATION.....				
Gross General Administration.....				
Distributed General Administration.....				
NET GENERAL ADMINISTRATION.....				
RECRUITING.....				
Less paid by Recruiting Fund.....				
PRINTING AND PUBLISHING.....				
THE DEPARTMENT OF TECHNICAL SERVICES.....				
EDUCATIONAL PURPOSES.....				
PUBLIC INFORMATION DEPARTMENT.....				
SPECIAL BOARD REPRESENTATIVES.....				
COMMITTEES.....				
OCTAGON LIBRARY AND COLLECTIONS.....				
SPECIAL FUNDS.....				
INTEREST ON E. L. FD. NOTE.....				
DEFENSE PROGRAM.....				
REPAYMENT TO PRODUCERS' COUNCIL.....				
APPROPRIATIONS FORWARDED.....				
OTHER GENERAL PURPOSES.....				
TOTALS.....				

* For International Congress of Architects.

TABLE 3—THE GENERAL FUND—PRESCRIBED PURPOSES
 For the administration of the special funds and the carrying on of the special activities prescribed by the donors of the special funds or the By-laws.

OPERATING STATEMENT

January 1, 1941 to December 31, 1941 with year 1940 shown for comparison

	INCOME			OUTGO		
	1	2	3	1	2	3
FOR PRESCRIBED PURPOSES						
CASH FORWARDED FOR SPECIAL FUND PURPOSES.....		1941	1940		1941	1940
					\$ 5,894.47	\$ 5,212.18
MEMBERS.....					1,370.00	1,065.00
<i>Annual Dues.....</i>		\$ 5,894.47	5,212.18		4,324.47	4,127.18
<i>Defuncted Dues.....</i>		2,550.81	2,550.81			
<i>Admission Fees.....</i>		1,704.66	1,570.50			
		1,570.00	1,065.00		17,882.03	21,681.30
SPECIAL FUNDS.....					4,271.37	2,156.60
<i>The Reserve Fund (except Life Membership Reserve in Dues)</i>		19,300.23	21,631.30		3,103.16	3,414.76
<i>General Administration of Fund.....</i>		252.00	85.00		590.76	591.77
<i>Endowment Funds (except General Endowments).....</i>		4,887.57	2,253.37		9,804.34	15,419.35
<i>Purposes of Funds.....</i>		10,010.66	9,807.93			
<i>Temporary Funds (except Building Fund).....</i>		150.00	9,485.00			
<i>General Administration of Funds.....</i>		4,000.00				
<i>Purposes of Funds.....</i>					112.40	98.82
ADMINISTRATION AND LIBRARY BUILDING.....		101,991.54	58,008.86		101,991.54	58,008.86
OCTAGON—HISTORIC MONUMENT.....			145.70			145.70
TOTAL INCOME FOR PRESCRIBED PURPOSES.....		\$127,186.24	\$85,048.13		400.00	
<i>Operating Gain or Loss.....</i>		(G) 1,018.30	none			
TOTAL OUTGO FOR PRESCRIBED PURPOSES.....		\$126,168.04	\$85,048.13			\$85,048.13

The Treasurer's Report

TO THE SEVENTY-FOURTH ANNUAL MEETING OF THE AMERICAN INSTITUTE OF ARCHITECTS, DETROIT, MICHIGAN, JUNE 23, 24 AND 25, 1942

PART II—THE SPECIAL FUNDS

The report on The General Fund operations for 1941 appears as a separate document, Part I.

This report, on The Special Funds operations for 1941 appears as Part II.

The Treasurer submits this report on the financial operations of The Special Funds of The Institute during 1941 and on the financial condition at the close of that year

The annual audit of The Treasurer's books and records at The Octagon has been made by R. G. Rankin & Co. and is available for inspection by members.

The condition of The Special Funds of The Institute at the close of December 31, 1941, is shown on the Balance Sheet (See Table 5) and is epitomized as follows:

THE SPECIAL FUNDS

THE SPECIAL FUNDS—FINANCIAL CONDITION (See Table 5)

The Special Funds <i>Assets</i> were	
Cash and Accumulated Income.....	\$ 88,450.53
Notes and Accounts Receivable.....	20,889.02
Investment Securities (at cost).....	603,355.76
Real estate.....	28,500.00
Mortgages and notes.....	13,053.31
Libraries (appraised).....	29,102.20
Total Special Funds Assets.....	\$783,350.82
The Special Funds <i>Liabilities</i> were	
Capital of Reserve and Endowment funds	\$700,014.03
Accumulated income.....	17,190.25
Temporary Funds Capital and accumulated income.....	64,212.02*
Reserved for expenses of Waid property.....	47.42
Accounts payable.....	1,887.10
Total Special Funds Liabilities.....	\$783,350.82

* Includes temporary fund, Waid Trust Fund No. 2, for \$33,127.88, invested in General Investment Account.

As heretofore, The Treasurer calls to your attention that the income of The Special Funds can be used *only* for the purposes prescribed by the creators of the funds. These funds are grouped in three general classes:

1. the Reserve Funds, which protect the solvency of The Institute;
2. the Endowment Funds, which are, (a), for the general activities of The Institute, or (b), for educational purposes;

3. the Temporary Funds, which are donated for temporary special purposes.

THE SPECIAL FUNDS—OPERATIONS (See Table 6)

The total income earned, and rents and royalties received during the year by The Special Funds capital was \$57,360.78, and the amount of income and capital donated and transferred to The Special Funds, including the cash and securities received from the Waid Estate, was \$53,389.58.

From these two amounts, \$14,175.04 was used for the purposes of the funds; \$10,445.79 was transferred to the accumulated income of the funds; \$80,648.57 was transferred to the capitals of the funds; and \$5,480.96 was used to pay for administering the funds—and for upkeep and taxes on the Waid properties.

The accumulated capital of The General Reserve and Endowment Funds and The Waid Trust Fund No. 2 is compared with the four previous years in Table E which follows:

TABLE E
(Exclusive of Temporary Funds)†

	At Dec. 31, 1941	At Dec. 31, 1940	At Dec. 31, 1939	At Dec. 31, 1938	At Dec. 31, 1937
CAPITAL					
Cash and Notes.....	\$ 80,346.27	\$ 80,558.13	\$ 14,555.40	\$ 18,292.54	\$ 27,437.85
Securities at cost.....	574,240.68	420,010.52	386,768.51	390,856.71	401,272.89
Totals.....	\$654,586.95	\$500,568.65	\$401,323.91	\$409,149.25	\$428,710.14
* Annual earned income.....	\$35,727.71	\$30,751.10	\$24,832.72	\$23,655.01	\$22,615.98

* Interest and dividends only (exclusive of temporary funds, royalties, gifts and transfers.)

† Includes The Waid Trust Fund No. 2

The total of all investment securities in The Special Funds is summarized as follows:

THE GENERAL RESERVE AND ENDOWMENT FUNDS:

	Book Value at cost†	Market Value
Bonds		
U. S. Government.....	\$ 40,853.44	\$ 40,547.19
Utilities.....	130,184.15	119,933.75
Railroads.....	88,305.97	59,861.25
Industrials and Miscellaneous... ..	99,298.66	96,574.19
Municipal and Foreign Government.....	1,211.00	1,466.75
Total Bonds.....	\$399,853.22	318,383.13

<i>Stocks</i>		
Utilities	120,625.01	101,241.50
Railroads	3,774.01	3,953.00
Industrials and Miscellaneous	89,988.44	82,603.63
Total Stocks	214,387.46	187,798.13
Total Investment Securities in The General Reserve and Endowment Funds		
	\$574,240.68	\$506,181.26

THE TEMPORARY FUNDS:*

<i>Bonds</i>		
U. S. Government	\$ 1,010.00	\$ 1,000.00
Utilities	4,451.91	4,563.75
Industrials and Miscellaneous	10,250.00	10,575.00
Total Bonds	15,711.91	16,138.75

<i>Stocks</i>		
Utilities	13,403.17	12,875.00

Total Investment Securities in The Temporary Funds		
	29,115.08	29,013.75

Total of all Investment Securities in The Special Funds		
	\$603,355.76	\$535,195.01

* Exclusive of Waid Trust Fund No. 2, invested with Endowment Funds in General Investment account.

† Gifts at market value at time received.

The total income on all securities for the year aggregated \$39,411.72 and indicates a return of approximately 5.87% on the average amount invested in securities and cash available for investment in all funds during the year.

GIFTS AND BEQUESTS

A summary of gifts and of bequests received by The Institute under the will of Dan Everett Waid is appropriate at this time.

Receipts from the Waid Estate and the Waid Trust Funds from November 1, 1939 to December 31, 1941, were as follows:

From the Estate of Dan Everett Waid—Additions to the Waid Education Fund:

Cash	\$53,133.86*
Securities	86,684.17*
Real Estate	28,500.00
Mortgages and notes	27,561.25*
	\$195,879.28

Waid Trust Fund No. 1—For the Administration and Library Building and maintenance.

Cash	74,690.64
------------	-----------

Waid Trust Fund No. 2—For the general purposes of The Institute.

Cash	\$ 2,612.22
Securities	28,295.26

30,907.48

\$301,477.40

* Includes receipts of \$41,195.11 received from the Waid Estate during the year 1941.

For the Year 1941

Gifts and bequests received during the fiscal year 1941, were as follows:

1. Estate of Emma B. Brunner—for General Education Fund:
1/25th interest in \$12,000.00 distribution from Brunner Estate..... \$ 480.00
2. Payments on Administration Building subscriptions
3. Contributions to restoration of The Octagon as an Historic Monument..... 25.00

THE ADMINISTRATION BUILDING AND ENDOWMENT FUND

The Administration Building was completed and leased to the Department of State on July 1, 1941, at an annual rent of \$12,000.00. The deduction of taxes, insurance, and a small rehabilitation fund will leave a net annual income of \$8,700.00.

The subscriptions to The Administration Building and Endowment Fund are carried as one of the temporary funds of The Institute.

The total amount of subscriptions to this Fund, as of December 31, 1941, was \$112,435.00.

Efforts have been made to collect unpaid subscriptions, but due to the inability to pay by some subscribers, and the refusal to pay by other subscribers, the results have been wholly unsatisfactory.

The total receipts and disbursements on account of the new building from 1929 to December 31, 1941, have been as follows:

<i>Receipts</i>	
1. Total payments on subscriptions	\$ 86,099.00
2. Waid Trust Fund No. 1	74,690.64
3. Unexpended balance of gift from D. E. Waid for Octagon repairs	2,159.10
4. Earned on investment of this Fund	7,803.05
	\$170,751.79

Disbursements

1. Attorney's Fees	\$ 25.00
2. Preliminary Sketches	4,337.85
3. Scale Model	879.00
4. Subscription Expenses	210.32
5. Architects' Fees and Expenses	12,183.54
6. Miscellaneous Expenses	4,819.27
7. General overhead, taxes, fees, etc.	3,533.10
8. Project Administration	806.55
9. Construction Contract	142,776.24

Balance as of December 31, 1941	\$169,570.87
	1,180.92

\$170,751.79

Respectfully submitted,

JOHN R. FUGARD, *Treasurer.*

The Treasurer's Report, Parts I and II, was adopted by resolution of the seventy-fourth annual meeting.

TABLE 5
Balance Sheet—The Special Funds
As of December 31, 1941—with December 31, 1940 for comparison

	1	2	3	4	5	6
ASSETS	as of December 31, 1941		as of December 31, 1940	as of December 31, 1941		as of December 31, 1940
CASH:						
Principal	\$ 71,260.28				\$ 1,887.10	
Unexpended Income	17,190.25	\$ 88,450.53	\$ 83,455.04		47.42	\$ 71.06
ACCOUNTS RECEIVABLE		25.00	157.23			
DUE FROM BROKERS		2,264.02	21,497.07			
NOTES RECEIVABLE:				\$ 19,517.74		
From General Fund	17,500.00			20,000.00		
From Architectural League of New York	700.00			15,000.00		48,723.47
For Life Membership Fee	400.00	18,600.00	17,900.00		24,019.85	4,937.43
INVESTMENT SECURITIES						
Securities at cost:						
General Investment Account	490,811.51					
Special Investment Account No. 1 (a)	28,113.17					
Special Investment Account No. 2 (b)	1,001.91		588,855.64	621,476.44		
Waid Education Fund—Special Account	83,429.17	603,355.76		62,806.10		
MORTGAGES AND REAL ESTATE						
SALES CONTRACT RECEIVABLE						
—Waid Education Fund		13,053.31	26,592.52	1,405.92	683,688.46	731,263.99
REAL ESTATE—acquired from Waid Estate		28,500.00	28,500.00		17,190.25	11,061.75
THE OCTAGON LIBRARY		29,102.20	29,102.20			
TOTALS		\$783,350.82	\$796,057.70		\$783,350.82	\$796,057.70

(a) Carnegie Fund.
(b) Administration Building Fund.

TABLE 6
THE SPECIAL FUNDS—CHANGES IN FUND ACCOUNTS
For year beginning January 1 and ending December 31, 1941

1 ACCT. No.	2 SPECIAL FUNDS	3 ADDITIONS				7 GROSS ADDITIONS	8 TRANSFER TO GENERAL FUND		9 DEDUCTIONS	10 BALANCE OF NET INCOME		13 ACCUMULATED INCOME	14 ACCUMULATED CAPITAL
		Transfers from General or Reserve Fund	Gifts transferred to Capital	EARNED	Miscellaneous		for General Administration	from net Income for Purposes of Fund		Transferred to Income	Transferred to Capital		
F 1	FLUCTUATION RESERVE FUND.....	\$.....	\$.....	\$4,890.48	\$14,200.90 ¹	\$10,100.38	27.00	\$.....	\$.....	\$19,082.38	\$.....	\$24,010.85	
R 1	THE GENERAL RESERVE FUND.....	4,324.47	2,327.47	6,651.94	225.00	632.67	6,704.27	54,517.74	
R 2	General Reserve.....	4,324.47	1,609.26	5,934.27	400.00	5,794.27	19,517.74	
R 3	Emergency Loan.....	20,000.00	
R 4	Life Membership Reserve.....	717.67	717.67	85.00	632.67	15,000.00	
E 1	THE ENDOWMENT FUNDS	2,070.00	41,675.11	26,983.87	3,038.41	73,767.09	4887.87	11,642.37	290.00	46,701.36	17,190.25	621,476.44	
E 2	General Endowment.....	2,051.71	2,051.71	220.00	1,831.71	42,948.88	
E 3	Property Maintenance.....	3,466.16	3,466.16	303.00	3,163.16	72,612.37	
E 4	Recruiting.....	1,570.00	590.76	2,160.76	590.76	1,570.00	14,029.00	
E 5	Conservation.....	88.32	88.32	1,039.06	
E 6	*The Octagon Library.....	500.00	113.18	613.18	112.40	500.78	31,078.70 ⁴	
E 7	*General Scholarship.....	500.00	318.81	318.81	318.81	6,056.40	
E 8	*Wald Education.....	480.00	517.55	997.55	105.00	602.55	11,503.25	
E 8-1	*Wald Education Fund—Special.....	3,833.86	11,050.22	2,065.26 ¹	17,538.36	2,457.05	1,532.00	9,764.55	11,510.72	166,450.51 ¹	
E 9	*Henry Adams.....	37,361.25 ²	37,361.25	37,361.25	83,429.17 ⁶	
E 10	*Louis H. Sullivan.....	1,060.01	370.13 ³	1,430.14	220.00	404.78	605.36	27,320.65	
E 11	*Delano and Aldrich.....	93.73	3.00 ³	96.73	96.73	2,020.68	
E 12	Structural Service.....	1,625.80	1,625.80	340.00	1,285.80	35,353.67	
E 13	Honor Awards.....	26.82	26.82	26.82	580.83	
E 14	*Milton B. Meary Scholarship.....	2.57	2.57	2.57	43.32	
E 15	*Edward Lawley Scholarship.....	263.42	263.42	55.00	209.00	200.00	8.42	5,507.86	
E 16	*The Significance of the Fine Art.....	5,675.43	5,675.43	1,127.63	3,866.66	681.24	5,632.38	118,800.00	
T 1-0	THE TEMPORARY FUNDS.....	38.15	
T 2-0	Gifts:	5,320.00	5,790.61	181.34	11,221.95	841.30	1,900.00	105,864.74	8,980.58	64,212.02	
T 2-A-0	The Cassette Corporation.....	2,043.20 ³	3,040.64	1,000.00	4,000.00	2,040.64	29,578.22	
T 2-B-0	Administration Building and Fundament Fund and.....	
T 2-C-0	The Wald Trust Estate No 1.....	5,320.00	2,306.07	(31,661.05) ⁴	5,764.12	101.30	101,664.74	5,572.73	1,405.02 ⁵	
T 2-D-0	The Magazine of The Institute.....	100.00	
T 2-E-0	The Wald Trust Estate No 2 for general purposes of The Institute.....	1,517.19	1,517.19	150.00	1,367.19	33,127.88	
TOTALS.....	\$6,394.47	\$46,995.11	39,931.13	\$17,429.65	\$110,750.36	\$5,480.96	\$14,175.04	\$105,864.74	\$10,445.70	\$80,648.57	\$17,190.25	\$704,228.05

* Educational Funds.
¹ Rent \$1,500.00; interest on Mortgage Note \$1,165.28.
² Royalties.
³ Profit or loss on sale of securities.
⁴ \$29,102.20 of this is asset value of libraries.
⁵ \$13,063.31 of this is asset value of mortgages and notes and \$28,500.00 is asset value of real estate acquired from Dan Everett Wald Estate.
⁶ Securities acquired from Dan Everett Wald Estate in separate account until sold
⁷ Includes \$225.00 donations to Octagon as an Historic Monument.

Notice of Amendments—Resolutions

ADOPTED BY THE SEVENTY-FOURTH ANNUAL MEETING OF THE AMERICAN INSTITUTE OF ARCHITECTS

Amendments of the By-laws and Standards of Practice, and resolutions adopted by the seventy-fourth annual meeting held in Detroit, Michigan, June 23, 24, and 25, 1942, are recorded as follows. Motions of a routine or parliamentary nature are not included. The complete transcript of the proceedings of the annual meeting is available at The Octagon to any corporate member of The Institute who may desire to inspect it.

This publication of the amendments of the By-laws and Standards of Practice, said amendments being incorporated herein by references to the May 1942 OCTAGON, constitutes legal notice of their adoption.

CHARLES T. INGHAM, *Secretary.*

AMENDMENTS OF BY-LAWS

(1) Simplification of Procedure for Amending The By-laws.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of chapter XVII, article 1, section 1, paragraphs (a) and (b) of the by-laws of The Institute, relating to amendment procedure, as the said amendments appear in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly, effective as of the time of adoption of this resolution. (June 24, 1942)

(2) General Revision of The By-laws.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of the by-laws of The Institute contained in Part I of the notice to corporate members published in the May 1942 number of THE OCTAGON, by amending those by-laws, from Chapter I to Chapter XVII, inclusive, by deleting all chapters, articles, sections and paragraphs thereof, and substituting therefor the proposed text printed in amendment form in Part I in The Secretary's notice of amendments, dated May 23, 1942, and the said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(2-a) By-law Revision—Appreciation of Special Committee.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby expresses its appreciation to the Chairman of the special committee on revision of by-laws, Samuel E. Lunden, of the Southern California Chapter, and to the other members of that committee in recognition of their successful work in preparing the general revision of the by-laws as approved and adopted by this annual meeting.

(3) "Associateships."

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby deletes from

the by-laws of The Institute that provision entitled "(f) Branch Chapters" in chapter V, article 1, section 1; and substitutes for it the amendment of chapter V, article 1, section 1, entitled "(f) Associateships" as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and as further amended in accordance with the sense of this meeting; and said by-laws hereby are declared amended accordingly, effective June 26, 1942.

The amended paragraph will read as follows:

(f) *Associateships.*

Each chapter may establish chapter associates, junior associates, and/or student associates, and shall do so if The Board directs, under conditions established by The Board, which conditions shall be set out in the by-laws of the chapter if such classifications are established by it. Chapter associates shall apply for corporate membership in The Institute within three years from the date they begin their personal practice of architecture; provided, that a chapter may waive this requirement for good and sufficient reasons.

(4) Determining Number of State Delegates.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter VI, article 2, section 3, paragraph (a) of the by-laws of The Institute, with respect to determining the number of state delegates to annual meetings of The Institute, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(5) Casting Votes of State Association Members.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter VI, article 2, section 3, paragraph (c) of the by-laws of The Institute, relative to the votes

and the casting of votes of a state association member at annual meetings of The Institute, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(6) General Budget.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter X, article 8, section 1, paragraph (a) of the by-laws of The Institute, with respect to the adoption of annual budgets beyond the incoming fiscal year, as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(7) Real Property.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter X, article 2, section 2, of the by-laws of The Institute, by the insertion of a new paragraph relative to the real property of The Institute in Washington, D. C., as said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and the said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(8) Non-liability of Members of The Investment and Property Committee.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts an amendment of chapter X, article 3, section 3 of the by-laws of The Institute to relieve the members of The Investment and Property Committee of personal liability and the said by-laws are hereby declared amended accordingly, effective June 26, 1942.

(9) Shortening of Disciplinary Procedure.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendments of chapters XII and XIII of the by-laws of The Institute, with respect to the shortening of disciplinary procedure, the expediting of charges of unprofessional conduct, and the merger of The Judiciary Committee and The Committee on Professional Practices into a single committee called The Judiciary Committee, as such amendments appear in The Secretary's notice of amendments dated May 23, 1942, as further amended by this annual meeting, and the said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(10) The Committee on Awards and Scholarships.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts the amendment of chapter XII, article 2 of the by-laws of The Institute by inserting a new section creating The

Committee on Awards and Scholarships as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942 and said by-laws hereby are declared amended accordingly, effective June 26, 1942.

(10-a) Meetings of The Board.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts an amendment of the by-laws of The Institute by deleting therefrom section 1, article 5, of chapter VII, relating to regular meetings of The Board of Directors, and said section hereby is transferred to the Rules of The Board, effective June 26, 1942.

(11) Editing of By-laws.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby authorizes and directs The Secretary of The Institute to edit the by-laws of The Institute for the purpose of making the form and text thereof consistent in substance and in detail with all amendments and revisions of the said by-laws adopted by resolutions of the seventy-fourth annual meeting of The Institute.

**AMENDMENTS OF STANDARDS OF PRACTICE
SCHEDULE OF PROPER CHARGES**

(12) Amendment of Standards of Practice.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby amends the Standards of Practice of The American Institute of Architects, A.I.A. Document No. 300, by deleting therefrom all of Part III relating to the architect's services; the architect's fee; and the architect's contract, and directs The Board to issue such amended Standards of Practice with such editing of its text and accompanying interpretations as may be necessary.

(13) Adoption of Schedule of Proper Charges.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby adopts as a document of The Institute the statement issued to the corporate membership in The Secretary's Notice of May 23, 1942, published in THE OCTAGON, entitled "Schedule of Proper Minimum Charges, A Statement of Details of Services to be Rendered, and Proper Minimum Charges Complying with Good Practice and Custom" as amended by this annual meeting, and directs that such statement be issued as a separate document for the use and information of the profession and the public.

**(13-a) Schedule of Proper Charges—Appreciation of
Special Committee.**

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby expresses its appreciation to the Chairman of the special committee on Schedule of Proper Charges, George Bain Cummings, of

the Central New York Chapter, and to the other members of that committee, in recognition of their successful work in preparing the Schedule of Proper Charges as approved and adopted by this annual meeting.

MISCELLANEOUS RESOLUTIONS

(14) Resolutions—Procedure.

Resolved, By the seventy-fourth annual meeting of The American Institute of Architects, that The President be and hereby is authorized to appoint a Committee on Resolutions; and that all resolutions or items of new business concerning matters of policy—except resolutions proposed in the May number of THE OCTAGON and resolutions of a parliamentary nature offered from the floor—shall be referred to the Committee on Resolutions by the presiding officer, for consideration by that committee and subsequent report to the annual meeting; provided, that an exception to this general rule may be made by a majority vote of the annual meeting.

(15) Unification.

* *Resolved*, That the seventy-fourth annual meeting of The American Institute of Architects declares the following as a matter of general policy:

- 1—That we are in favor of complete unification of the profession;
- 2—That all architects of good character and competent to practice lawfully are eligible and are invited to corporate membership in The Institute;
- 3—*That for those architects not prepared to assume the obligation of corporate membership there be set up a class to be known as "Institute Associates";
- 4—*That membership as an Institute Associate be limited to three years, after which he is to apply for corporate membership in The Institute, except that for good and sufficient reasons the chapter to which such Institute Associate is assigned, approves a continuance of such term;
- 5—That by acceptance to membership of all qualified architects, the present by-law provisions relating to state association membership will require revision.

(15-a) State Association Director—Appreciation of Work.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects extends its thanks to Matthew W. Del Gaudio for the work which he has done and the results which he has accomplished as State Association Director.

* Subsequent to the adoption of this resolution the annual meeting rejected the proposed by-law amendment for the creation of "Institute Associates" as published in the May number of THE OCTAGON. That should be considered with respect to paragraphs 3 and 4 of this resolution. See resolution number (22) hereof.

(16) Washington Representative.

Whereas, The work carried out in Washington by The Institute Representative and by others has proven advantageous to the interests of the architectural profession; and

Whereas, It appears that such work is about to be curtailed for certain reasons; be it

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects, directs the continuance of these activities under the auspices of The Institute.

(This resolution was offered on behalf of the conference of state associations)

(17) Dues Waived—Members in Military Service.

Resolved, By the seventy-fourth annual meeting of The American Institute of Architects that for the duration of the war The Institute dues of those corporate members of The Institute serving in the military and naval forces of the United States of America be waived, on the recommendation of the chapters to which said members are assigned, provided their chapter dues have been waived by their respective chapters for the same reason.

(18) Uniform Registration Requirements and Reciprocity.

Whereas, There exists considerable variation in the standards and requirements for registration of architects in the registration laws covering the practice of architecture in different states; and

Whereas, It would be desirable to facilitate nation-wide reciprocity of registration between states; and

Whereas, The National Council of Architectural Registration Boards has these two objects among its primary aims; therefore be it

Resolved, By the seventy-fourth annual meeting of The American Institute of Architects, That The Institute through the appropriate committee aid and assist the National Council of Architectural Registration Boards in its effort to attain these two ends, and that the committee report thereon to The Board of Directors of The Institute.

(19) Uniform Building Code Requirements.

Whereas, There exist wide discrepancies and contradictions in the permitted uses of structural materials and in the allowable design of mechanical installations and provisions for safety as defined in the building codes now in force in the various states and sub-divisions thereof; therefore, be it

Resolved, By the seventy-fourth annual meeting of The American Institute of Architects, That The Institute through appropriate action in cooperation with local building code authorities seek to bring about the adoption of uniform provisions which express accepted standards of safe practice.

(20) Public Relations.

Resolved, By the seventy-fourth annual meeting of The American Institute of Architects that in order to promote present and future needs of the architectural profession

the appropriate committee of The Institute be charged with the preparation of a comprehensive and long-range public relations program; and further, that it prepare and submit to The Board of Directors a report on the feasibility of the execution of that program.

(21) Dues of New Corporate Members.

Whereas, It is the sense of the seventy-fourth annual meeting of The American Institute of Architects that new members should be encouraged by every possible means, and that an effective means to that end would be the establishment of lower dues; therefore, be it

Resolved, That in accordance with chapter 1, article 2, section 1 of the by-laws of The Institute the delegates at this annual meeting hereby establish and fix the annual Institute dues of corporate members elected subsequent to July 1, 1942, as follows: five dollars for the first year of membership; five dollars for the second year; and ten dollars for the third year; and be it further

Resolved, That any part of sections 2 and 3 of article 2 of chapter I of the by-laws in conflict herewith be amended to conform to the meaning and intent of this resolution.

(22) Expansion of Institute Membership.

Whereas, The seventy-fourth annual meeting of The American Institute of Architects voted against the adoption of a proposed change in the by-laws to authorize a new type of membership originally suggested by the state associations; and

Whereas, It was obviously the sense and purpose of the annual meeting in so rejecting said proposed change to encourage the accession as full corporate members of all qualified architects; therefore, be it

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects authorizes The Board of Directors to employ all suitable means within its power to implement a policy of expansion of membership; and urges all chapters of The Institute to cooperate in carrying out this policy.

(23) Subscriptions to THE OCTAGON for Chapter Associates, Junior Associates and Student Associates.

Resolved, As the sense of the meeting of the seventy-fourth annual meeting of The American Institute of Architects, That the chapters of The Institute be required to provide in their chapter dues a sufficient sum to furnish an annual subscription to THE OCTAGON to each of their chapter associates, junior associates, and student associates.

(24) Post-War Reconstruction.

Whereas, The termination of this war will leave our country in need of a great rebuilding and new-building program; and

Whereas, The building industry, to produce a successful program must be guided by wise counsel; therefore, be it

Resolved, That the seventy-fourth annual meeting of

The American Institute of Architects approves the continuous cooperation of The Institute with other national groups in the initiation of a nation-wide effort implemented by local bodies to study the problems of post-war reconstruction as may be determined to best effectuate a wise national program.

(25) Council of Planners.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects directs The Executive Committee of The Institute to consider the creation of a Council of Planners by inviting qualified professional organizations to send official representatives to constitute such a Council in association with representatives of The Institute to be selected by The President of The Institute.

(26) Message to Hawaii Chapter.

Whereas, Our colleagues in the Territory of Hawaii have suffered severely under the impact of actual conflict; now, therefore, be it

Resolved, That The American Institute of Architects, in seventy-fourth annual meeting assembled, extends its affection, respect and best wishes to the members and chapter in Hawaii.

(27) Work of the Officers, Directors, and Committees.

Whereas, The seventy-fourth annual meeting of The American Institute of Architects has been well conducted with results of great promise for The Institute and the entire architectural profession; and

Whereas, The delegates, members and guests of this annual meeting desire to recognize the zeal and enthusiastic efforts of the officers, members of The Board of Directors, and members of the committees of The Institute; therefore, be it

Resolved, That this seventy-fourth annual meeting expresses to these unselfish workers for the welfare of their chosen profession its appreciation and its gratitude—with respect to their splendid contribution to the traditions, the accomplishments and the future of the profession and The Institute.

(28) Hospitality of The Michigan Architects.

Whereas, The seventy-fourth annual meeting of The American Institute of Architects, held under the difficult conditions of war, has proved to be a notable gathering of the architectural profession; and

Whereas, The success of this meeting has so largely resulted from the thoughtful cooperation and the individual work of the members of the Detroit Chapter of The Institute and of the Michigan Society of Architects; therefore, be it

Resolved, That this annual meeting expresses its cordial appreciation of the perfect hospitality it has enjoyed in Detroit, hospitality which has been so generously extended on so many occasions and in such gracious manner.

Chapter, Junior, and Student Associates—Notice

NOTICE TO THE MEMBERS AND CHAPTERS OF
THE AMERICAN INSTITUTE OF ARCHITECTS:

THE proposed amendment of the by-laws of The Institute, for the creation of a new class of membership to be known as "Institute Associates" as stated in The Secretary's notice, Part II, page 45, of the May 1942 number of THE OCTAGON, was not adopted by the 1942 annual meeting.

There was full discussion of this amendment, which had been proposed by The Board of Directors.

It was the opinion of a large majority of the delegates that under present conditions The Institute should continue the affiliations known as "Associates," "Junior Associates," and "Student Associates" as heretofore described in the by-laws of The Institute, with certain modifications.

The annual meeting adopted the general revision of the by-laws proposed by The Board in Part I of The Secretary's notice in the May number of THE OCTAGON, and thereby deleted from the by-laws all of chapter V, article 4, section 3 (on pages 18, 19, and 20 of the 1941 edition of the by-laws) which section 3 provides for Associates, Junior Associates, and Student Associates.

The annual meeting then adopted the following resolution:

Associateships.

Resolved, That the seventy-fourth annual meeting of The American Institute of Architects hereby deletes from

the by-laws of The Institute that provision entitled "(f) Branch Chapters" in chapter V, article 1, section 1; and substitutes for it the amendment of chapter V, article 1, section 1, entitled "(f) Associateships" as the said amendment appears in The Secretary's notice of amendments dated May 23, 1942, and as further amended in accordance with the sense of this meeting; and said by-laws hereby are declared amended accordingly, effective June 26, 1942.

Under the above resolution, the new provision of the revised by-laws will read as follows:

(f) *Associateships.* Each chapter may establish chapter associates, junior associates, and/or student associates, and shall do so if The Board directs, under conditions established by The Board, which conditions shall be set out in the by-laws of the chapter if such classifications are established by it. Chapter associates shall apply for corporate membership in The Institute within three years from the date they begin their personal practice of architecture; provided, that a chapter may waive this requirement for good and sufficient reasons.

Subsequently, at the organization meeting of The Board on June 26, The Board adopted as a part of the Rules of The Board all of chapter V, article 4, section 3, entitled "Optional Provisions of Chapter By-laws" relating to the associateship classes, as heretofore included in the by-laws of The Institute.

As Rules of The Board section 3, "Optional Provisions of Chapter By-laws" remains in full force and effect, subject to such modifications as are stated above.

CHARLES T. INGHAM, *Secretary.*

Dues—Reductions and Waivers—Notice

NOTICE TO THE MEMBERS AND CHAPTERS OF
THE AMERICAN INSTITUTE OF ARCHITECTS:

Dues Reduced for New Members.

The 1942 annual meeting of The Institute went on record to the effect that the admission of new corporate members should be encouraged by every possible means, and that an effective means to that end would be the establishment of lower dues.

The Board of Directors of The Institute at its organization meeting in Detroit on June 26, 1942, took action as follows:

Resolved, That The Board interprets the action of the 1942 annual meeting, and now notes that the dues of newly elected corporate members shall be \$5.00 for the first year of membership following the date of election; \$5.00 for the second year; and \$10.00 for the third year; and directs that this scale of dues becomes effective July 1, 1942. (252-B-6-42)

Under the above resolution the dues of newly elected corporate members will be \$5.00 for the first twelve months following the date of election.

This action by the annual meeting of The Institute and by The Board nullifies the notice given on page 12 of the April, 1942 number of THE OCTAGON

to the effect that on July 1, 1942 the dues of newly admitted corporate members would be increased from \$5.00 to \$10.00 for the first year of membership.

No change was made in the admission fee, which remains at \$5.00.

Dues Waived for Members in Military Service.

The 1942 annual meeting of The Institute adopted a resolution to the effect that for the duration of the war The Institute dues of those corporate members serving in the military and naval forces of the United States of America shall be waived—on the recommendation of the chapters to which said members are assigned, provided their chapter dues have been waived by their respective chapters for the same reason.

These provisions became effective as of July 1, 1942.

Waiver of Institute dues in a given case will be made by The Secretary, for and on behalf of The Board—immediately upon receipt of a statement from the secretary of the member's chapter containing the following:

1. The full name of the corporate member;
2. His rank in the service, and address if known;

3. Certification that the chapter has formally waived the chapter dues of the member for the duration of the war;

4. Recommendation that Institute dues be waived.

This procedure is *not* retroactive, and does not apply to any period of military or naval service prior to July 1, 1942.

For example, a corporate member who has been in active service since January 1, 1942 may have his Institute dues waived for the last half of 1942 and for the period of his war service thereafter—provided the chapter has taken similar action.

The Institute must depend upon the secretaries of the chapters for guidance and information in the case of each individual. Therefore, the record submitted by the chapter secretary should be definite in every respect.

Please bear in mind that this waiver of dues is not a general one and that each case must be acted upon by The Institute on its merits—subsequent to the receipt of the required information from the secretary of the member's chapter.

CHARLES T. INGHAM, *Secretary*.

Rules of the Board—Notice of Adoption

NOTICE TO THE MEMBERS AND CHAPTERS OF

THE AMERICAN INSTITUTE OF ARCHITECTS:

The 1942 annual meeting of The Institute abridged and simplified the by-laws of The Institute by adopting the general revision proposed by The Board in the May 1942 number of THE OCTAGON, pages 15 to 44, inclusive.

Notice is hereby given that The Board of Directors, at its organization meeting in Detroit, under authority vested in it by the Membership Corporations Law of the State of New York, adopted as "Rules of The Board", becoming effective on June 26, 1942, all chapters or parts of chapters, articles, sections, and paragraphs previously contained in the

by-laws of The Institute which were deleted from those by-laws by action of the 1942 annual meeting.

The new Rules of The Board are binding upon the chapters and members of The Institute.

The Board has the power to amend the Rules or make new ones as circumstances may require, without waiting for an annual meeting of The Institute; but formal notices of any amendments of the Rules or of the adoption of new Rules which directly concern members or chapters will be transmitted to every member and chapter.

The adoption of the general revision of the by-laws by the 1942 annual meeting made it unnecessary to take action on certain *specific* by-law amendments which were proposed in Part II of The Secretary's

notice in the May number of *THE OCTAGON* (page 44). At its organization meeting on June 26, 1942, The Board adopted those proposed by-law amendments as amendments of the Rules of The Board, with minor modifications, or took other action with respect to them as hereinafter stated.

In due course, and when funds permit, a complete codification of the Rules of The Board will be printed in a single document and distributed to all chapters and state association members, and to corporate members upon request.

In completion of this notice, the attention of every member is called to the following amendments of the newly adopted Rules of The Board, effective June 26, 1942.

CHARLES T. INGHAM, *Secretary*.

Qualifications for Student Associateship.

The Rules of The Board are amended by inserting a new paragraph reading as follows:

Qualifications for Student Associateship. Any architectural draftsman who is not eligible for admission as a Junior Associate because the periods of his employment aggregate less than the number of years prescribed elsewhere in this section; and any undergraduate or post-graduate student in a school of architecture recognized by The Institute and located within the territory of a chapter, may be admitted by the executive committee of that chapter to Student Associateship as a Student Associate.

Securities and Investments.

The Rules of The Board are amended by deleting the words "high grade" as a mandatory limitation on securities purchased by The Institute.

The Investment and Property Committee found this mandatory limitation difficult of interpretation when applied to current securities. A like difficulty was found by Institute Counsel, who advised that the limiting words be deleted and that the selection of securities be left to the judgment of The Board or The Investment and Property Committee.

Use of Dues Heretofore Transferred to General Reserve Fund.

The Rules of The Board are amended as follows: All monies received by The Institute from members on account of their current annual dues for the fiscal years 1942, 1943 and 1944 shall be available for the general purposes of The Institute, and

during the three-year period named herein the 5% of such dues heretofore transferred to the General Reserve Fund will not be so transferred.

Use of Delinquent Dues.

The Rules of The Board are amended as follows: All monies received in the fiscal years 1942, 1943 and 1944, by The Institute from members on account of dues in default, shall be available for the general purposes of The Institute, and during the three-year period mentioned herein such dues shall not be transferred to the General Reserve Fund.

Use of Admission Fees.

The Rules of The Board are amended as follows: Each fee for admission or re-admission to membership in The Institute received during the fiscal years 1942, 1943 and 1944 may be appropriated by The Board for the general purposes of The Institute. Heretofore, these fees have been transferred to the Recruiting Fund.

Elimination of Interest on Loans from Emergency Loan Fund.

The Rules of The Board are amended as follows: Loans from the Emergency Loan Fund shall not bear interest. The Board is of the opinion that an internal loan of this type should *not* pay 5% or other interest, as heretofore.

Purposes of the Henry Adams Fund.

Proposed restatement of purposes left in abeyance. The Board directed that the proposed restatement of the purposes of the Henry Adams Fund be discussed with representatives of the donors prior to further action in the matter, and that for the present the purposes of the Fund remain as carried over to the Rules from the by-laws.

Awards of Honor—Simplification of Procedure.

The Rules of The Board are amended as follows: The awards of the Gold Medal, the Fine Arts Medal and the Craftsmanship Medal may be made at the same meeting of The Board at which nominations of recipients are submitted.

The Board thus removed the previous requirement that proposals for the making of these awards must be offered at some meeting of The Board *prior* to that meeting at which the award is voted.

Regular Meetings of The Board.

The Rules of The Board are amended as follows: Unless the finances of The Institute will not permit, The Board shall hold a regular semi-annual meeting each year, a regular annual meeting immediately prior to the opening of the annual conven-

tion, and a regular organization meeting within ten days following the adjournment of the annual convention.

The Board removed the previous requirement that the semi-annual meeting be held in Washington, D. C. in November or December of each year.

**SCHEDULE OF PROPER CHARGES
A STATEMENT OF DETAILS OF SERVICE TO BE RENDERED, AND
PROPER CHARGES COMPLYING WITH GOOD PRACTICE AND CUSTOM**

1. The Architect's professional services consist of the necessary conferences, the preparation of preliminary studies, working drawings, specifications, large scale and full size detail drawings; the structural and mechanical design for the contract drawings and specifications; the drafting of forms of proposals; the taking of bids and the preparing of contracts; the checking of shop drawings; the inspection of models; the issuance of certificates of payment; the keeping of accounts; the general administration of the business and supervision of the work.

Proper charges for service are as follows:

(a) Structures requiring special and prolonged study in their design and detail; or where the production cost to the Architect is high in proportion to the project cost, such as monumental and residential work, decorative and cabinet work, landscape features and alterations and additions to existing buildings. On all such work a proper fee should be higher than the minimum fee named in paragraph (b);

(b) Structures of conventional character requiring usual skill and care which make up the common run of architectural practice. On such work a proper minimum commission for complete service, based on the total cost of the work, is six per cent (6%);

(c) For certain types of work essentially repetitive in character and of such magnitude as to warrant it, a different basis of charges than that stated above is proper, such basis to depend on the particular circumstances under which the work is conducted.

2. The Architect is entitled to compensation for articles purchased under his direction, even though not designed by him.

3. For special services, where the Architect is not otherwise retained, consultation fees for professional

advice are to be charged in proportion to the importance of the question involved and services rendered.

4. The Architect, in addition to his fee, is entitled to reimbursement for costs of transportation and living incurred by him and his assistants while traveling in discharge of duties connected with the work, for the cost of telegrams and long distance telephone calls made in the interest of the Owner or to expedite the work, for the cost of blue printing in excess of the customary or reasonable amount, and for the costs to the Architect of the services of consultants where such services are required.

5. The rate of percentage arising from Article 1, i. e., the basic rate, applies when all of the work is let under one contract or the customary major contracts. Should the Owner determine to have other portions of the work executed under separate contracts, thereby increasing the Architect's burden of service, expense and responsibility, the Architect shall charge a rate in connection with such portions of the work greater than the basic rate.

6. If, after a definite scheme has been approved, the Owner makes a decision which, for its proper execution, involves extra services and expense for changes in or additions to the drawings, specifications or other documents; or if a contract be let by cost of labor and materials plus a percentage or fixed sum; or if the Architect be put to labor or expense by delays caused by the Owner or a contractor, or by the delinquency or insolvency of either, or as a result of damage by fire or other casualty, the Architect is to be equitably paid by the Owner for such extra service and expense.

7. Payments to the Architect on his fee are to be made as follows:

Upon completion of the preliminary studies, a sum equal to twenty per cent (20%) of the basic

rate computed upon a reasonable estimated cost.

Upon completion of specifications and general working drawings (exclusive of details) a sum sufficient to increase payments on the fee to seventy-five per cent (75%) of the rate or rates of commission agreed upon, computed upon a reasonable cost estimated on such completed specifications and drawings, or if bids have been received, then computed upon the lowest bona fide bid or bids.

During the preparation of the preliminary studies and of the specifications and general working drawings, it is proper that payments on account be made at monthly or other intervals, in proportion to the progress of the Architect's service.

From time to time during the execution of the work and in proportion to the amount of service rendered by the Architect, payments are made until the aggregate of all payments made on account of the fee under this Article reaches a sum equal to the rate or rates of commission agreed upon computed upon the final cost of the work.

Payments to the Architect, other than those on his fee, fall due from time to time as such extra work is done or as costs are incurred.

No deduction is made from the Architect's fee on account of cost reduction due to the use of old materials, penalty, liquidated damages or other sums withheld from payments to contractors.

The words "the cost of the work" as used in Article 1 and 7 hereof, are ordinarily to be interpreted as meaning the total cost to the Owner for the execution of the work not including Architect's and Consultants' fees or the salary of the clerk-of-the-works.

8. Should the execution of any work designed or specified by the Architect or any part of such work

be abandoned or suspended, the Architect is to be paid in accordance with or in proportion to the terms of Article 7 of this schedule for the service rendered, up to the time of such abandonment or suspension.

9. The Owner shall be required to furnish at his own expense for the information of the Architect a complete and accurate survey of the building site, giving the grades and lines of streets, pavements and adjoining properties; the rights, restrictions, easements, boundaries, and contours of the building site; full information as to sewer, water, gas and electrical services; test borings or pits and chemical, mechanical or other tests, when required.

10. The Architect endeavors to guard the Owner against defects and deficiencies in the work of contractors, but does not guarantee the performance of their contracts. The supervision of an Architect is such as he deems necessary to ascertain whether the work is being executed in conformity with his working drawings or specifications or directions, and is to be distinguished from the continuous personal superintendence to be obtained by the employment of a clerk-of-the-works.

When authorized by the Owner, a clerk-of-the-works, acceptable to both Owner and Architect, will be employed by the Architect at a salary satisfactory to the Owner and at the Owner's expense.

11. When requested to do so, the Architect will furnish preliminary estimates on the cost of the work, but he does not guarantee the accuracy of such estimates.

12. Drawings or specifications, as instruments of service, are the property of the Architect, whether the work for which they are made be executed or not.

The Conservation of Critical Materials

In an effort to cooperate with the War Production Board, in planning for the conservation of critical materials and the use of alternate materials and methods of construction, the Cooperating Committees of The American Institute of Architects and The Producers' Council, Inc. have issued *A Progress Memorandum to the Construction Industry*.

Copies of this Memorandum were distributed at the annual meeting in Detroit, to those members

of The Institute and The Council attending.

Any other members of The Institute desiring a copy may obtain the same upon request to The Department of Technical Services of The Institute at The Octagon.

HARRY ROYDEN DOWSWELL, *Chairman*
Committee on Conservation
of Critical Materials

Tribute to Albert Kahn

AT a brilliant and inspiring ceremony, before more than four hundred fifty architects and guests of the seventy-fourth annual meeting of The Institute, a special medal and citation were awarded to Albert Kahn, distinguished architect and Fellow of The Institute.

The occasion was the Annual Dinner of The Institute, held in the Grand Ballroom of the Hotel Statler in Detroit, Michigan, on the evening of Wednesday, June twenty-fourth.

At the speakers' table, dominating the great room, Mr. Kahn, flanked on either side by a distinguished company including Lieutenant General William S. Knudsen, President R. H. Shreve, Past Presidents Charles D. Maginnis, E. J. Russell, and C. Herrick Hammond, and their ladies, looked out upon a distinguished gathering of architects, prominent citizens of Detroit, representatives of the press, and many others identified with the cultural and scientific life of Detroit and the nation, all gathered to pay honor to him for his accomplishments.

Those present at the dinner will long remember the drama of the moment when General Knudsen arose to tell of his lifelong friendship with Mr. Kahn and to review his life and work. Sirens wailed—a practice blackout had begun in Detroit. The brilliant lights of the Ballroom were gradually dimmed making an unforgettable picture of the heroic figure of General Knudsen in the reflected light of the shaded lamp before him.

In concluding his inspiring address General Knudsen said:

"... This" (the war effort) "has got to go on to a finish. This land is ours, and it is always going to be ours. This land is free, and it is always going to be free. It is going to be free because the individual in this land has a chance. That is what freedom brings. I think of Mr. Kahn, who is hewing his own road and who, through his own efforts, has become a success. . . ."

"So I am proud of the privilege of speaking to you about Mr. Kahn. I consider it an honor to have been asked to do so, and I can only finish by saying—"by the grace of God, here goes a man!"

CITATION.

The Secretary, Charles T. Ingham, then read the citation which follows:

ALBERT KAHN

Exponent of organized efficiency, of disciplined energy, of broad visioned planning, he has notably contributed to the expansion of the field of architectural practice.

Master of concrete and of steel, master of space and of time, he stands today at the forefront of our profession in meeting the colossal demands of a government in its hour of need.

PRESENTATION OF MEDAL.

President Shreve presented the medal to Mr. Kahn with the following words:

It is the privilege of The Institute this evening to mark a most unusual and significant occasion.

Our country is engaged in a worldwide struggle which for all time will affect the pattern of our international relationships, of our national economy and of our mode of life. In the all-embracing influence of this world phenomenon, we are met at a great world center of industry whose output goes to the ends of the earth and over the uttermost seas to influence the fateful decision now in the making. Within and about this city and elsewhere in the nation, vital manufacturing processes are housed in envelopes of steel and glass whose structural expression is more alive, more sincere, more responsive to its motivating principles than much of what the world has recognized as notable architecture. All of us can sense that here is organic realism in building form as vital as in the airplane or the ship. There are few creations of the architect so unaffected, so honest, so meritorious.

This Annual Meeting of The Institute is attuned to this environment. It honors you, Mr. Kahn, as the master interpreter of the imperative demands of our country in the field of architecture.

No traditional medal of accustomed award seemed to us fitted to express the spirit of the honor we pay you here this evening.

And so from the steel mills which have been your companions in accomplishment we have taken one of the family of the ingot, the billet and the rolled section, a structural member still bearing the scale and the bloom of its origin and the marks of its fabrication. On this steel in enduring bronze we have placed the seal of The Institute; the union is sym-

bolic of the tribute we pay you. In all the history of honor awards made by The Institute none more completely marks the fortunate coincidence of the opportunity, the man, and the unerring response.

In your hands, sir, I place this expression of the honor and tribute which your fellow architects bring you tonight.

ACCEPTANCE.

Mr. Kahn, in concluding his eloquent speech of acceptance, said:

“. . . In conclusion, may I say this to you officers

and members of The American Institute of Architects: You have greatly honored me today but that is not all. You have refreshed in me the desire to serve our profession, the finest of all professions, to the fullest. Ours is indeed an important task in peace as well as in war. May we be equal to the work at hand and ahead and ready to render the service which is ours. Surely no profession offers greater opportunity than that of architecture. Let us not fail in proving our worth to the community and to our Government in the present crisis, and later in the re-establishment of peace and good will. . . .”

Tribute to George Gough Booth

The amphitheatre of the Cranbrook Academy of Art at Bloomfield Hills, Michigan, was the scene of the afternoon session of the seventy-fourth annual meeting of The Institute on Thursday, June twenty-fifth, President Shreve presiding.

The semi-circular tiers of stone benches, surrounded by a curtain of stately evergreens, afforded a delightfully restful change from the accustomed meeting-room at the Statler, for this session devoted to architectural education and for the ceremony in honor of George Gough Booth, distinguished citizen of Michigan, philanthropist and founder and donor of Cranbrook.

Through the open colonnade at the rear of the stage could be seen a long, clear pool, smooth and dark with the reflections of surrounding trees, lending a sense of coolness and quiet dignity to this unusual setting.

After an address by Professor Emil Lorch of Ann Arbor, in which he spoke of the life and accomplishments of Mr. Booth, The Secretary, Charles T. Ingham, arose and read the citation, which follows:

GEORGE GOUGH BOOTH

Honorary Member of The American Institute of Architects since 1926, has for more than half a century, in spite of exacting demands of great business enterprises, evidenced a continuing and enthusiastic devotion to the arts.

A discriminating and inspiring collaborator, he has given unstinted support to worthy public and private art projects.

As founder and donor of the group of educational institutions at Cranbrook, Michigan, he has made possible the understanding and enjoyment of art as an integral part of education.

His lofty aims and distinguished achievements evoke the admiration and acclaim of all who are concerned with the upbuilding of our national culture; Wherefore, The American Institute of Architects, assembled at Cranbrook this 25th day of June, 1942, for its seventy-fourth Annual Meeting, hereby extends to him its heartfelt congratulations.

In acknowledging the citation Mr. Booth reviewed the history of the beginnings of Cranbrook and generously gave credit to the many persons identified with the arts and crafts through whose untiring efforts the venture was accomplished.

Following Mr. Booth's address Mr. Howard T. Clinch, Acting Chairman of The Institute's Committee on Education, spoke concerning the work of the Committee and introduced Past President Charles D. Maginnis whose stirring address closed the Cranbrook session of the seventy-fourth annual meeting.

Honorary and Honorary Corresponding Members

At the session of the annual meeting of The Institute on the evening of Tuesday, June twenty-third, the election of Honorary and Honorary Corresponding Members was announced as follows:

WILLIAM H. ANSELL—Honorary Corresponding Member:

Distinguished English architect, president of the Royal Institute of British Architects for three consecutive terms. His work in England is outstanding in the design of country houses, churches, and institutional buildings. He has made notable contribution of time and talent to his chosen profession and to his country.

DONALD H. MCNEAL—Honorary Member:

A public official who in the conduct of his office in the Home Owners' Loan Corporation has made an important contribution to the welfare of our communities.

He has notably advanced the profession of architecture through his sympathetic understanding of the problems involved in the reconditioning, design and financing of American homes.

In acknowledgment of these services, The American Institute of Architects has elected him to Honorary Membership.

ELIZABETH WERLEIN—Honorary Member:

A courageous leader in the cause of preserving for posterity the treasures of architecture of old New Orleans, Mrs. Werlein successfully challenged political indifference and obstruction and secured through popular acceptance and legal process the concept of preservation of the historic Quarter of New Orleans. For this service to the profession, which holds dear the Vieux Carre of New Orleans, The American Institute of Architects has elected her to Honorary Membership.

Citations of Members Advanced to Fellowship

THE American Institute of Architects, at its seventy-fourth annual meeting on June 23, 1942, advanced ten of its members to the distinguished honor of fellowship.

Our profession has been well served by these men. Their contributions to design, research, literature, education and public service fulfill the exacting criteria of a vital architecture.

DAVID ADLER—Chicago Chapter.

Admitted to The Institute in 1926. Has been advanced to Fellowship in The American Institute of Architects for his long record of achievement in design, distinguished by interest and refinement in the use of color and materials, the uniform high quality of executed work and his rigid adherence to the high ideals of The American Institute of Architects.

WILLIAM HAMBLIN CROWELL—Oregon Chapter.

Admitted to The Institute in 1928. A leader in public affairs in the community in which he lives; held in high esteem by his fellow architects for his

professional integrity. Has been advanced to Fellowship in The American Institute of Architects for his constructive and unusual service to his Chapter, sincere devotion to the high ideals of The Institute, for the continued high standard of his architectural practice and excellence of executed work.

RALPH CARLIN FLEWELLING—Southern California Chapter.

Admitted to The Institute in 1927. Has been advanced to Fellowship in The American Institute of Architects for his long record of architectural practice, distinguished for excellence of design, individual and pleasing character of his executed work and for his unselfish contribution of time and effort in the interest of the profession, and constructive activity in public affairs related to architectural design.

LOUIS J. GILL—San Diego Chapter.

Admitted to The Institute in 1929. A charter member of the San Diego Chapter, serving as its

president and secretary. Held in affection and esteem by his colleagues. Has been advanced to Fellowship in The American Institute of Architects in recognition of the high quality of his architectural work, for his unselfish service in the interests of the San Diego Chapter, his constructive activity in civic affairs and for his loyalty to The Institute and rigid adherence to the high standards for which it stands.

ARTHUR B. HEATON—*Washington, D. C. Chapter.*

Admitted to The Institute in 1901. A long record of performance in work conspicuous for interest, refinement and scholarship; constructive activity in chapter and civic affairs; continued adherence to the highest ideals of the profession, entitle Mr. Heaton to Fellowship in The American Institute of Architects.

ELECTUS DARWIN LITCHFIELD—*New York Chapter.*

Admitted to The Institute in 1906 and nominated by a distinguished group of fellow practitioners, it is with honor to ourselves that he is advanced to Fellowship in The American Institute of Architects which recognition, deserved for a considerable period of time, is but partial evidence of the high regard in which he is held by the profession at large.

Architect of national repute, his ability as a designer is reflected in executed works of both monumental and domestic character together with notable contributions to the field of town planning. Untiring efforts in the furtherance of Institute and chapter objectives, genuine devotion to public service and the fine arts combined with a fineness of character and high order of ideals make his record an outstanding one of broad and unusual achievement.

ROBERT HALL ORR—*Southern California Chapter.*

Admitted to The Institute in 1912. For his long record of service to the profession, his contribution of time and effort to the organization of the State Association of California Architects, his service to The Institute in initiating and organizing the first

pre-convention meeting of state societies at San Antonio, Texas; and for his counsel and guidance in directing the development of an acceptable program for the unification of the entire architectural profession Mr. Orr is entitled to Fellowship in The American Institute of Architects.

GEORGE BIGELOW ROGERS—*Alabama Chapter.*

Admitted to The Institute in 1914. Has been advanced to Fellowship in The American Institute of Architects for achievement in design, public service and planning. Educated in two of our leading technical schools, augmented by graduate work in Ateliers of Paris, he is recognized as a pioneer in the development of reinforced concrete, though more widely known as author of a considerable number of highly considered buildings and other kindred projects. The well known Bellingrath Gardens were his conception and intimate association with city park planning and zoning activities has brought him increased recognition by those with whom his contacts are closest, and is satisfying evidence of the standing of leading members of our profession in the Southern States.

JOHN F. STAUB—*South Texas Chapter.*

Admitted to The Institute in 1921. For service to The Institute, the uniform high quality of his architectural work, and his inflexible maintenance of high ideals towards the public and his fellow practitioners, Mr. Staub is awarded Fellowship in The American Institute of Architects.

LAWRENCE WOLFE—*Pittsburgh Chapter.*

Admitted to The Institute in 1921. For the record of excellence in architectural practice, dignity and clear thinking of executive work, unselfish contributions of time and effort in the interest of the profession, and the esteem in which he is held by his fellow architects and the community, Mr. Wolfe is awarded Fellowship in The American Institute of Architects, with which title he can reflect additional credit on our professional society.

Informational Bulletins on Post-War Reconstruction

AT THE session of the seventy-fourth annual meeting of The Institute held on the afternoon of Wednesday, June twenty-fourth, at which Vice-President Walter R. MacCornack, Chairman of the Committee on Post-War Reconstruction presided, three definite post-war programs were offered:

1. The Hansen-Greer Plan
2. The Urban Land Institute Plan
3. The F.H.A. Handbook Plan

Many inquiries have been received from architects who attended the session for more definite information on the three plans listed above. Sources where that information can be obtained are set forth below:

The Hansen-Greer Plan.

A pamphlet outlining this plan may be obtained from the National Planning Association, 800 21st St. N. W., Washington, at 25¢ per copy.

Urban Land Institute Plan.

There are two bulletins of interest

1. A Proposal for Rebuilding Blighted City Areas.
2. Outline for a Legislative Program to Rebuild Our Cities.

These pamphlets can be obtained from the Urban Land Institute, 1737 K St. N. W., Washington.

F.H.A. Handbook Plan.

A Handbook on Urban Redevelopment for Cities in the United States (November, 1941) F.H.A. Form No. 2389.

This Handbook can be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C. at 15¢ per copy.

The Standard Filing System and Alphabetical Index—1942 Edition

A revised 1942 edition of the *AIA Standard Filing System and Alphabetical Index*, which in format and contents marks a distinct advance over previous editions, is now available and may be obtained from the office of The Institute, The Octagon, Washington, D. C.

While the new edition has been materially expanded the price remains the same as for previous issues, \$1.00 per copy, postage paid.

Since the publication of the 1937 edition new products have widened the field of building materials, appliances and equipment requiring the adding

of new classifications and file numbers. In the interest of simplicity in filing, certain classifications have been combined and sub-file numbers deleted.

The *Alphabetical Index* of classifications has been considerably expanded to facilitate the locating of appropriate file numbers, for material not pre-marked.

As an increasing number of the producers of building materials, etc., pre-mark their literature with AIA File Numbers, architects, and others employing the Standard Filing System for filing purposes, should check their files with the classifications and file numbers of the 1942 edition.

The Producers' Council

The following have recently been elected to membership in The Council:

Evans Products Company, Fullerton at Greenfield, Detroit, Michigan. Mr. R. B. Evans, Vice-

President, Official Representative.

E. L. Bruce Company, Memphis, Tennessee.

Mr. C. A. Bruce, Vice-President, Official Representative. Mr. McEwen Ransom, Alternate.

The Department of Technical Services—Notes

BY THEODORE IRVING COE, TECHNICAL SECRETARY

National Bureau of Standards Research on Building Materials and Structures.

To the list of reports mentioned in previous issues of *THE OCTAGON* the following have been added and may be obtained from the Government Printing Office, Washington, at the price indicated:

- BMS78—Structural, Heat-Transfer, and Water Permeability Properties of Five Earth-Wall Constructions. 20¢.
 BMS79—Water Distributing Systems for Buildings. 15¢.
 BMS80—Performance Test of Floor Coverings for Use in Low-Cost Housing: Part 4. 15¢.
 BMS82—Water Permeability of Walls Built of Masonry Units. 20¢.
 BMS83—Strength of Sleeve Joints in Copper Tubing Made With Various Lead-Base Solders. 10¢.
 BMS84—Survey of Roofing Materials in the South Central States. 15¢.

Simplified Practice Recommendations.

The following recently formulated or revised Simplified Practice Recommendations as issued by the U. S. Department of Commerce, through the National Bureau of Standards, are available from the Superintendent of Documents, Washington.

- R3-41 (Supersedes R3-36)—Metal Lath. 5¢.
 R29-42 (Supersedes R29-39)—Eaves Trough, Conductor Pipe, and Fittings, and Ridge Rolls. 5¢.
 R30-42 (Supersedes R30-37)—Roofing Terns. 5¢.
 R144-42 (Supersedes R144-37)—Paints, Varnishes, and Related Products (Colors, Shades and Containers). 5¢.
 R174-41—Large-Tube Cast-Iron Radiators. 10¢.
 R182-41—Food Service Equipment. 5¢.
 R185-42—Pipe Fittings (Gray Cast Iron, Malleable Iron, and Brass or Bronze). 10¢.

Index to ASA Standards—1942.

A new Index to ASA Standards for 1942 is now available.

Nearly 500 American Standards are listed in a wide variety of industrial fields, and in the fields of industrial and public safety.

Copies may be had from the American Standards Association, 29 West 39th Street, New York, N. Y.

Historical American Buildings.

The National Park Service has published a catalogue of the measured drawings and photographs of the Survey of Historical American Buildings now filed in the Library of Congress.

This Survey aims to create a permanent graphic record of the existing architectural remains of early dwellers in this country, and the catalogue illustrates many examples of the drawings and photographs forming the Survey.

Copies may be obtained from the U. S. Government Printing Office at \$1.25 each.

Air Raid Warning Devices.

The National Bureau of Standards has made many tests, during recent months, to determine the suitability of commercially available devices for giving air raid warning signals.

Sirens operated by electricity, steam and compressed air; air horns; whistles; and other appliances have been studied.

While no complete report can be published at this time data is available concerning the devices tested, and has been incorporated in a Letter Circular, LC685, entitled "Devices for Air Raid Warnings".

The supply is limited but as long as copies are available they will be sent free to those interested in providing signal systems for their communities, upon request to the Sound Section, National Bureau of Standards, Washington, D. C.

Dead Storage of Automobiles.

The possibility that many passenger automobiles will be placed in dead storage, due to the scarcity of tires and gasoline, raises questions as to the best procedure to conserve such cars when not in use.

Information which it is hoped will be useful to car owners and will tend to conserve automobiles for satisfactory use later has been compiled in a short Letter Circular, LC684, copies of which may be obtained from the Automotive Power Plant Section, National Bureau of Standards, Washington.

Corporate Members Elected, Effective July 11, 1942

<i>Chapter</i>	<i>Name</i>	<i>Chapter</i>	<i>Name</i>
BALTIMORE	Lawrence Ashton Menefee H. S. Taylor White, Jr.	GRAND RAPIDS	George Register Page
CENTRAL ILLINOIS	Wilbert George Knoebel, Charles Blakely Spencer	INDIANA	Leslie F. Ayres, Joseph Rudolph Fallon Louis Lee Johnson, Raymond Stone Kastendieck John G. C. Sohn, Alvin Max Strauss Ernest William Young
CHICAGO	John Parker Daniel Jarvis William John Ryan, *K. M. Vitzthum	IOWA	*Karl Keffer
COLUMBUS	Fayne Feibel Freshwater, Bruce Guthrie Robert Stemple Harsh, William E. Linch John P. Schooley	KENTUCKY	Foster Reid Phillips
DAYTON	Charles William Brant, Ferdinand Ernst Freytag Robert Bruce Grannis, Ralph Herbert Harman William Lawrence Jaekle, William Franklin Jensen Max George Mercer, Henry Ernst Reuther William K. Shilling, Jr., George Siebenthaler John Fred Surmann, Howard M. Templin George Richard Walker	NEW JERSEY	Charles John Stump
DETROIT	Clarence Elmer Day, Jonathan Anton Taylor Lloyd Wilson Worden	NEW YORK	Chauncey W. Riley
EASTERN OHIO	*Clarence Andrew Kissinger	NORTHWESTERN PENNSYLVANIA	Frederic H. Fairweather
FLORIDA NORTH	Sanford Williams Goin	SAINT LOUIS	Charles Woodrow Lorenz Harvey James Pearce
FLORIDA SOUTH	Gouverneur Medwin Peek Charles Searle Symonds, Earl Vinson Wolfe	SOUTHERN CALIFORNIA	George Boggs Allison
		UTAH	Arnold H. Ehlers, Henry Peter Fetzer James Lawrence Mullen, Lowell Elwood Parrish Theodore R. Pope, Lloyd Ashley Rasmussen Ross Lloyd Snedaker, William Fredrick Thomas Danquart Andrew Weggeland, Roger Shaw Woods George Cannon Young
		WISCONSIN	Walter George Memmler, Howard M. Nelson Frederick William Raeuber, Edgar Albert Stubenrauch

* Reinstatement.

Necrology

As reported to The Institute from December 19, 1941 to July 27, 1942.

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Executive Secretary: Talmage C. Hughes, 120 Madison Ave., Detroit.

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Secretary: Paul Wiegell, Kansas State College, Manhattan, Kansas.

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Secretary: Roy N. Thorshov, Midland Bank Bldg., Minneapolis.

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Secretary: Clement W. Fairweather, Metuchen, N. J.

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Secretary: Eugene J. Gilbert, 1301 Whitney Bldg., New Orleans, La.

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Secretary: Robert S. Hutchins, 11 E. 44th St., New York, N. Y.
Chapter Headquarters: 115 East 40th Street, New York, N. Y.
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 Secretary: Leonard H. Bailey, Colcord Bldg., Oklahoma City, Okla.

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 Secretary: Clarence H. Wick, 423 Railway Exchange Bldg., Portland, Ore.

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 Secretary: Walter P. Marshall, 228 E. 51st St., Savannah, Ga.

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Secretary: Rowland H. Crawford, 3757 Wilshire Blvd., Los Angeles, Calif.	THE MISSOURI ASSOCIATION OF ARCHITECTS 1941
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Secretary, Northern Section: Andrew T. Haas, 557 Market St., San Francisco, Cal.	Secretary: Austin H. Welch, P.O. Box 52, Jefferson City, Mo.
Official Headquarters: 557 Market St., San Francisco, Cal.	NEW HAMPSHIRE SOCIETY OF ARCHITECTS 1940
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Secretary, Southern Section: Rowland H. Crawford, 3757 Wilshire Blvd., Los Angeles, Calif.	Secretary: Harry G. Forrest, 20 Pleasant Street, Concord, N. H.
Official Headquarters: 3757 Wilshire Boulevard, Los Angeles, Cal.	THE NEW YORK STATE ASSOCIATION OF ARCHITECTS 1941
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Secretary: John L. McDermott, 65 Blue Grass Ave., Ft. Thomas, Ky.	THE TEXAS SOCIETY OF ARCHITECTS 1940
MARYLAND SOCIETY OF ARCHITECTS 1940	President: W. G. Clarkon, 610 First Nat'l Bank Bldg., Ft. Worth, Texas.
President: John J. Zink, 2323 Overland Ave., Baltimore, Md.	Secretary: R. Max Brooks, P. O. Box 889 Austin, Texas.
Secretary: Fred'k L. W. Mochle, Professional Bldg., Baltimore, Md.	THE VIRGINIA SOCIETY OF ARCHITECTS 1940
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President: C. William Palmer, 243 Congress St., W., Detroit, Mich.	Secretary: E. Tucker Carlton, Builders Exchange Bldg., Richmond, Va.
Secretary: Earl W. Pellarin, 16855 La Salle Blvd., Detroit, Mich.	THE STATE ASSOCIATION OF WISCONSIN ARCHITECTS 1940
	President: Arthur L. Seidenschwartz, 2104 N. 64th St., Wauwatosa, Wis.
	Secretary: Leigh Hunt, 152 W. Wisconsin Ave., Milwaukee, Wis.

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