

223 Rickard, Greville  
New York

Much more Exp  
Pd 12-15-30  
Pd 12-15-30

must send

Rec'd

### Application for Membership

Dec 3, 1930

To the Secretary of The American Institute of Architects.

I hereby apply for Membership in The American Institute of Architects, and certify that the following statements are correct:

Name..... GREVILLE RICKARD

Address..... 10 East 40th St New York N.Y.

Place and date of birth..... Denver Colorado Dec 8 1889

Graduate in architecture..... Certificate Yale Art School from Richard Dana near lost

Holder of Scholarship in architecture.....

Passed the qualifying examinations of the Royal Institute of British Architects, or the examinations for the first class of the Ecolé des Beaux Arts.....

If your State has a Registration or License Law and you are not registered, state reasons.....

If practicing architect, firm name..... Greville Rickard

Have been in practice..... 6 1/2 years. If draughtsman, employed by.....

Collegiate and office training..... Yale Sheffield + Yale Art School - Offices - Carrere + Hastings  
Cass Gilbert H.T. Lindenberg York and Danvers  
Quincy & Sedgwick.

I have carefully examined the Constitution and By-Laws of the Institute and the circular of advice relative to "Principles of Professional Practice," and I agree, if elected, honorably to maintain them.

I further agree, if elected to membership in The American Institute of Architects, that if at any time my membership shall cease, either by my own resignation or by any action taken by the Institute, I will then, by that fact, relinquish all rights of any character that I may have acquired by reason of such membership in the property, real or personal, of The American Institute of Architects, and of the Chapter of the Institute of which I am then a member.

(1) Greville Rickard  
[Signature of Applicant.]

I hereby certify that the signer of this application was duly elected an Associate of the.....  
[For use when the applicant is an Associate.]

Chapter, A. I. A., on the following date..... (2) .....  
[Insert date of election to chapter.] [Signature of the Secretary of the chapter.]

If the applicant is not an Associate, the following acknowledgment must be signed:

Without endorsement I hereby take note on behalf of my chapter that this applicant is applying for Institute membership (3).....  
[Signature of President or Secretary of Chapter to which the applicant will be assigned if elected.]

We, the undersigned members of the American Institute of Architects, have carefully examined the foregoing statement by the applicant and believe it to be correct. We know the applicant personally, and consider that his work and practice warrant his admission to Membership.

Registration or License Number. (4) .....  
(Essential if Registered)

It is not mandatory that applicants from Registration or License law states be registered or licensed. But the current number of Registration or License must appear here if the applicant is registered or licensed.

(7) # 1795  
NUMBER

(5) Eugene J. Stern  
(6) R.H. Dana Jr.

[The signatures of three Institute members are here required even if the applicant has the unanimous endorsement of his Chapter, in which case certification to that effect should be made above by the Secretary. Unanimous endorsement is that endorsement in which each Institute member of the Chapter had an opportunity to express himself by letter ballot either for or against the applicant proposed, and in which there were no negative votes. No other form of unanimous endorsement will be accepted.]

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THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

December 10, 1930

Dear Mr. Rickard:

Permit me to acknowledge with gratification, and on behalf of the Secretary, your application for membership in The American Institute of Architects, received by reference from the Secretary of The New York Chapter.

In order to complete your application, the following requirements should receive your attention:

(1) The submission of the customary, routine exhibits, which should consist of photographs and working drawings of two executed buildings. These need not be specially prepared, but may be taken from your office files. They are carefully returned later.

(2) Payment of the Initiation Fee of \$25.00.

(3) Payment of the first year's Annual Dues in advance, in the amount of \$25.00. These dues are applied to the first twelve months following the date of election.

Within the next week or ten days a meeting of the Board of Examiners will be held for the consideration of such applications as are completed by that time, for submission to the Executive Committee at its February meeting for final action. If you can see your way clear to sending in exhibits, as described above, and your check for the necessary payments in time for this meeting, we hope you will do so.

Cordially yours,

Executive Secretary.

Mr. Greville Rickard,  
10 East 40th Street,  
New York, N. Y.

K/fhg

Copy to the Director, New York Division.

COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

GREVILLE RICKARD

*Architect*

10 EAST 40TH STREET  
NEW YORK, N. Y.

*Telephone Caledonia 1925*

December 13, 1930

Mr. E. C. Kemper, Executive Sec'y.,  
American Institute of Architects,  
The Octagon, Washington, D. C.

Dear Sir:-

I am informed that I am to send  
the blue prints and photographs of two jobs I  
have done, in connection with my application  
for membership in the American Institute of  
Architects, to you.

I am sending, under separate cover,  
blueprints and photographs as listed on the  
attached sheet.

Enclosed is my check for \$50.00  
for initiation fee and first year's dues.

Very truly yours,

*Greville Rickard*



*Rec'd*

GR:H

*500 12/15/30*

GREVILLE RICKARD

*Architect*

10 EAST 40TH STREET  
NEW YORK, N. Y.

*Telephone Caledonia 1925*

Sent via Parcel Post - December 13, 1930.

Dawson Bldg. 19 East 60th St., N. Y. City

2 reprints from "The Architectural Forum"  
1 blue print of details.  
1 blue print of front elevation  
2 blue prints of basement, first, second,  
third and fourth floors.

Eden Residence. Kings Point, L. I.

4 magazine plates published in "House & Garden"  
1 blueprint of elevations and of the first  
and second floor plans.

## MEMORANDUM

The A. I. A.  
The Octagon

## AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

Released by New York Chapter. See  
letter 1/14/31.

FHG

COMPLETE AND READY

FOR BOARD OF EXAMINERS

December 18, 1930

Dear Mr. Rickard:

Thank you very much for your letter of December 13th, transmitting your check for \$50.00 in payment of your Initiation Fee and first year's Annual Dues in advance, in connection with your application for membership in The American Institute of Architects.

We have also received the package of blueprints and photographs which were sent under another cover.

These have all been received in good time for the meeting of the Board of Examiners next week, and your application will be brought up for consideration at that time.

It is hoped that final action may be obtained at the February meeting of the Executive Committee, and as soon as we can do so, we will advise you of the action taken.

Sincerely yours,

Executive Secretary.

Mr. Greville Rickard,  
10 East 40th Street,  
New York, N. Y.

K/fhg

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COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

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

COPY

March 7, 1931

Dear Mr. Rickard:

Acting for the Secretary, I am pleased to advise you of your election to membership in The American Institute of Architects, effective March 7, 1931.

You have been assigned to the New York Chapter as an Institute Member in good standing therein, and the Secretary of the Chapter has been so advised.

A Membership Card for 1931 is enclosed herewith.

An engrossed Certificate of Membership in The American Institute of Architects will be sent to you in due course.

The exhibits which you sent to The Octagon, in connection with your application, are being returned to you under separate cover. If you do not receive them within a reasonable time please let us know.

May I take this opportunity to say that the office of the Secretary at The Octagon is for the service of every Institute Member? Should the occasion arise, we shall be glad to give you our best cooperation.

Cordially yours,

Executive Secretary.

Mr. Greville Rickard,  
10 East 40th Street,  
New York, N. Y.

K/FIG  
Enc.

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COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER

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*Mrs M.  
St. Louis  
Box 10  
Oct 19 1934  
Riv*

GREVILLE RICKARD

*Architect*

10 EAST 40TH STREET  
NEW YORK, N.Y.

*Telephone Caledonia 5-1925*



October 16, 1934.

American Institute of Architects,  
Washington, D. C.

Dear Sirs:-

Do you have, like certain clubs, suspension of membership? I have no money with which to meet my obligations to the Institute and do not wish to run further into debt, and would like therefore to resign with the idea of taking up membership later providing that that does not entail initiation fee.

Very truly yours,

*Greville Rickard*

GR:H

THE AMERICAN INSTITUTE OF ARCHITECTS

THE OCTAGON, WASHINGTON, D. C.

COPY

Copy to the Secretary,  
New York Chapter

*Doc  
Eric  
Comm*

October 30, 1934

Dear Mr. Richard:

Your letter of October 16th has come to my attention after a short absence from the city.

It is with much regret that we learn of your intention to resign. The Institute does not have an arrangement whereby a membership may remain in suspension without obligation for dues. However, if a member resigns in good standing, his reinstatement to membership, when he again wishes to resume such membership, is a simple procedure, as outlined in the attached excerpt from the By-laws.

This same excerpt will indicate the necessary procedure for submitting a resignation. As you will note, such resignation must come through the Chapter and with the Chapter's recommendation thereon, before it can be submitted to the Institute's Board of Directors or Executive Committee for final action.

Our records indicate that your indebtedness to the Institute is only \$10.00 for the year 1934. This amount should be paid before resignation according to the By-laws, and in that event perhaps you would be willing to retain your membership for a while longer in the hope that conditions will improve to such an extent as to make your 1934 and 1935 dues less burdensome.

If you feel that you must resign, please submit your resignation through the Secretary of your Chapter, Mr. Eric Kibbon, 522 Fifth Avenue, New York City. The next meeting of the Institute's Executive Committee will be early in December, if you wish action to be taken at this time.

We hope, however, that you will reconsider your decision. The Institute needs the moral and financial support of all members of the profession during these trying times.

Sincerely yours,

Mr. Greville Richard,  
10 East 40th Street,  
New York, N. Y.

Executive Secretary.

K/g

COPY TO

FILES

PRESIDENT

SECRETARY

TREASURER



November 2, 1934

Extract from letter from the New York Chapter

In connection with the copies of your letters concerning the resignations offered by Greville Rickard and W. Irving Norris, it is my understanding that both of these men have withdrawn their resignations, and Mr. Norris has already paid his 1934 dues to the Chapter.

E. C. Com

November 15, 1934

Dear Miss Christie:

We wish to acknowledge and thank you for your letter of November 2nd, advising of the action taken by the Executive Committee of the New York Chapter in the following cases:

Merritt F. Farren: We have noted the approval of the Chapter on Mr. Farren's resignation, and it will be submitted to the December meeting of the Executive Committee for final action.

Messrs. Charles Leonardi and Emil C. Zimmerman: Dropped as Associates by the Chapter for non-payment of dues. We have arranged our records accordingly.

W. Irving Norris: Has withdrawn his resignation and is continuing with his Institute and Chapter Membership.

Greville Rickard: We have not heard from him to the effect that he wishes to withdraw his resignation. If the Chapter has received such advice, we would appreciate a copy of his letter for our files; otherwise, we will write to him again to ascertain his wishes. In the meantime, we are holding his resignation in suspense.

Messrs. William S. Post and H. Hobart Weekes: Are continued on our membership rolls, and no further action in their cases is required by the Institute. Any action by the Chapter in placing their names on its retired list is entirely within the province of the Chapter, of course; but they should understand that it does not apply to their Institute membership as well.

With the exception of the case of Mr. Rickard, we believe this will close all of the above cases - except also for further action on Mr. Farren's resignation.

Sincerely yours,

K/g

Executive Secretary.

Miss Marion Christie, Executive Secretary,  
New York Chapter, A.I.A.,  
522 Fifth Ave., New York, N.Y.

C O P Y

*Egan Com*



November 19, 1934

Mr. Greville Rickard  
10 East 40th Street  
New York City.

Dear Mr. Rickard:

Referring to a telephone conversation which we had not long ago, it was my understanding that you had decided to withdraw your resignation from the Institute.

In order that records, both here and at the Octagon, may be cleared, will you be good enough to write me to this effect.

Yours very truly,

Executive Secretary  
New York Chapter, A.I.A.

C O P Y

November 20, 1934  
10 East 40th St.  
New York, N.Y.

Miss Marion Christie  
New York Chapter, A.I.A.  
522 Fifth Avenue  
New York City:



Dear Miss Christie:

A few weeks ago I was attempting to resign from everything I belonged to, during a temporary depression or at least to get a suspension. Although the outlook in business is very blank and I do not see how I am going to pay my dues for some time, I have decided to let things go as they are, and not to resign from the Institute.

Very truly yours,

Greville Rickard (signed)

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

2-3  
COPY

Copy to the Executive Secretary,  
New York Chapter

November 23, 1934

Dear Mr. Rickard:

We are gratified to learn from the Executive Secretary of the New York Chapter that you wish to withdraw your resignation from membership in the Institute and the Chapter.

At this time a unified architectural profession is important. No one knows what the future holds for architecture and architects. Both will fare better if the architects act together in a nationwide movement, both offensive and defensive.

Therefore, your decision to continue your support of the profession and the Institute is most encouraging.

We all believe that times can be made better for the profession.

Sincerely yours,

Executive Secretary.

K/g

Mr. Greville Rickard, A.I.A.,  
10 East 40th Street,  
New York, N. Y.

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

2-3  
COPY

*Rickard*

January 30, 1942

Dear Mr. Hutchins:

The enclosed copy of letter of January 28 from Mr. Greville Rickard, corporate member assigned to the New York Chapter, is self-explanatory.

It will come before The Board at its meeting in Washington on March 19 with the suggestion that Mr. Rickard's Institute dues for 1941 be remitted, provided the Chapter approves and is willing to remit his Chapter dues for a like period if such dues are in arrears.

This is the customary procedure and we know that The Board would appreciate the recommendation of the executive committee of the New York Chapter in this matter.

By direction of The Secretary.

Sincerely yours,

Executive Secretary

Mr. Robert S. Hutchins, Secretary  
New York Chapter, A.I.A.  
11 East 44th Street  
New York, New York

ECK:ER

Enclosure

818 Madison Avenue, New York, N. Y.

C O P Y

CIVILIAN CAMOUFLAGE COUNCIL

Temporarily at 210 N. Washington Road  
Alexandria, Virginia

January 28, 1942

Mr. E. C. Kemper  
1741 New York Avenue  
Washington, D. C.

Dear Mr. Kemper:

I am writing this almost under camp conditions as I am doing some research work down at Fort Belvoir in Camouflage for the rest of this month.

This is to ask if there is not some way in which I can be allowed a recess in paying of my A.I.A. dues, for the following general reason.

Last April I was made a chairman of this Council as well as another committee both on Camouflage. For all that time I have given it a good part of my time and for the last 3 or 4 months all of my time. This seems to be unavoidable as a stream of inquiries come in continually, and there seems to be no way out without chucking the whole thing. I look forward to a set-up by which an income may again be on the way but for the time being not a cent comes in on this work. Even so I think we have done a constructive work for the cause of defense. I shall appreciate whatever you can do to lighten my load in regard to dues.

Sincerely yours,

/s/ Greville Rickard

Temporarily at 210 N Washington Rd  
Alexandria Va

CIVILIAN CAMOUFLAGE COUNCIL

818 MADISON AVE., NEW YORK, N. Y.

GREVILLE RICKARD, CHAIRMAN  
ARCHITECT  
NEW YORK, N. Y.

JAMES C. BOUDREAU  
DIRECTOR, THE ART SCHOOL  
PRATT INSTITUTE  
BROOKLYN, N. Y.

A. F. BRINCKERHOFF  
LANDSCAPE ARCHITECT  
101 PARK AVENUE  
NEW YORK, N. Y.

ERNEST P. GOODRICH  
CONSULTING ENGINEER  
175 PARK AVENUE  
NEW YORK, N. Y.

CARL F. WEDELL  
HEAD, SCHOOL OF HORTICULTURE  
STATE INST. OF AGRICULTURE  
FARMINGDALE, LONG ISLAND

Jan 28 1942

Mr. E. C. Kemper  
1741 New York Ave  
Washington D.C.

Dear Mr. Kemper.

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think we have done a constructive work for the  
cause of defense. I shall appreciate whatever you can  
do to lighten my load in regard to dues.

Sincerely Yours  
Greville Rickard



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

COPY

January 30, 1942

Dear Mr. Rickards:

This will acknowledge your letter of January 28 with regard to Institute dues.

Your letter will come before The Board at its meeting in March. It will be submitted for consideration and we will write you again shortly after the meeting.

Meanwhile, the pending notice of suspension will be withheld.

Sincerely yours,

Executive Secretary

Mr. Greville Rickard, A.I.A.  
210 North Washington Road  
Alexandria, Virginia

ECK:ER

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COPY TO

FILES      PRESIDENT      SECRETARY      TREASURER

add # 72

72

NEW YORK CHAPTER, A. I. A.  
115 EAST 40th STREET  
NEW YORK CITY

THE AMERICAN  
INSTITUTE OF ARCHITECTS

1942 MAR 18 PM 1:15

WASHINGTON, D. C.

*Unpaid*

March 16, 1942.

Greville Rickard, Esq.  
818 Madison Avenue,  
New York City.

Dear Mr. Rickard:

We are in receipt of a communication from the Wash-  
ington office in regard to remitting your 1941 dues, owing  
to the work which you did at Fort Belvoir. The communica-  
tion was taken up at the last meeting of our Executive Com-  
mittee.

It was the feeling of the Committee that not only  
would the granting of your request establish a dangerous  
precedent, since we have other members engaged in volunteer  
war work, but also it would conflict with our By Laws, which  
provide that the dues of a member may be remitted when he  
is called into the service of his country. Regarding this  
latter there has been a recent recommendation made by the  
A.I.A. Board, that such remissions should apply only to  
those serving below the grade of commissioned officer since  
otherwise a hardship would be worked upon those members re-  
maining in civilian life and carrying the financial burden  
of the Institute.

Yours very sincerely,

*JW.*

Executive Secretary,

Copy sent to Mr. Kemper.

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

2-3  
COPY

*File*

April 6, 1942

Dear Mr. Rickards:

With further reference to your letter of January 28 with regard to Institute dues:

The matter of remission of your dues was before The Board of Directors at its meeting March 19-22, inclusive, together with a copy of the letter of March 16 from the executive secretary of the New York Chapter advising you of the action of the chapter with regard thereto.

Action by The Board of Directors customarily is taken with consideration of the chapter recommendation; and, also, provided that similar action in remitting chapter dues is taken by the chapter.

Also, as you were advised, The Board has adopted the policy of remitting Institute dues of those of its members who are serving in any of the military branches of the United States Government under the grade of a commissioned officer, only.

Accordingly, The Board of Directors regrets that in view of the policy previously adopted, it cannot consistently grant remission of your dues to The Institute, as requested.

The Board hopes you will understand its action in view of the difficulties of so many of its members practicing in civilian life whose work virtually has been terminated, and its efforts to be fair to all.

By direction of The Secretary.

Sincerely yours,

Mr. Greville Rickard, A.I.A.  
210 North Washington Road  
Alexandria, Virginia

Executive Secretary

K/g

2-3  
NEW YORK CHAPTER, A. I. A.

115 EAST 40th STREET  
NEW YORK CITY

THE AMERICAN  
INSTITUTE OF ARCHITECTS

May 13, 1942  
1942 MAY 14 AM 9:28

WASHINGTON, D. C.

Greville Rickard, Esq.  
1507 M. Street, N. W.  
Washington, D. C.

Dear Mr. Rickard:

Thank you very much for your letter of May 14th enclosing a check for \$7.50 in payment of the balance of your 1941 dues to the New York Chapter.

Your request that an "absentee" membership be arranged for you is a little difficult to cope with. We do not have a so called absentee membership, we do however have a provision in our By Laws that any member called into the Armed Forces may have his dues remitted during that period. As I have already written you the question was brought up before our Executive Committee at its last meeting, and I believe your status was definitely established at that time, i.e. you are not serving with the Armed Forces, nor are you absent from the United States, or its possessions, (these being the two reasons in our By Laws for remission of dues).

While we are very loathe to loose any of our good members, at the same time we feel that in some cases the wiser course is for a member to resign, providing of course he is in good standing, for the time being since it is always possible to join again later on when the situation has eased up.

In your letter of March 19th you refer to the Institute as having remitted your last year's dues. This however is not quite clear to me, as since that time I have received a copy of their notice to you of suspension of your membership, which would naturally prevent your resignation being accepted by them.

We would like to help you as much as possible and we do not want to make this sound difficult or complicated. It is for you to decide whether you wish to carry on with your membership with the dues accumulating as they are bound to, or to clear the slates up to the present, in order to make a resignation possible.

May we hear from you as soon as you have made your decision?

Yours sincerely,

Executive Secretary

CC: Mr. Kemper

# THE AMERICAN INSTITUTE OF ARCHITECTS

1741 New York Avenue, N. W.

Washington 6, D. C.

## THE OCTAGON

*Inter-Office Communication*

September 9, 1944

### CONCERNING YOUR ADDRESS

To the Corporate Member of The Institute  
whose name and address appear below:

The Journal of the A.I.A. and other communications sent to you are returned as undeliverable.

We hope that this letter, under first class mail, will reach you.

We ask that you correct *or* confirm the address below and return this letter, so that Institute communications may reach you promptly and safely.

Please insert zone number if you have one.

A stamped self-addressed envelope is enclosed for your convenience.

Sincerely yours,

*Executive Secretary.*

Mr. Greville Rickard  
1507 M. Street, N.W.  
Washington, D.C.

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

2-3

COPY

*Rickard*

THE AMERICAN  
INSTITUTE OF ARCHITECTS

1947 JAN 13 PM 1:08

WASHINGTON, D. C.

*File*

January 13, 1947

Dear Mr. Perkins:

Re: NCARB No. 1034 - Rickard

Receipt is hereby acknowledged of your letter of January 7th with enclosures, addressed to Mr. E. C. Kemper, Executive Director, which was forwarded to this office.

We are attaching the photographic copies to Mr. Rickard's filled-in questionnaire, which is on file with this office, for the Architects' Roster and/or Register of Architects Qualified for Federal Public Works.

Thanking you for your courtesy in forwarding these, I am

Yours sincerely,

*Edmund R. Perry*

Director of Public and (a.m.)  
Professional Relations, A.I.A.

ERP/M

cc: Mr. E. C. Kemper ✓  
Executive Director, A.I.A.

Mr. Greville Rickard, A.I.A.

Mr. William L. Perkins, Secretary  
National Council of Architectural  
Registration Boards  
Chariton, Iowa

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

COPY

2-3  
Rickard

March 27, 1952

Dear Mr. Rickard:

This will acknowledge and thank you for your check in the amount of \$15.00, dated February 21, 1952 - with the notation "on account."

According to our records, however, your dues for 1951 remain unpaid in the amount of \$40.00, and unless the full amount for 1951 is paid your membership will be suspended.

We have credited the \$15.00 to your 1951 dues, leaving a balance of \$25.00 due thereon, and hope that we will here further from you concerning this balance. A statement is enclosed herewith for your reference in the event the certificate thereon is applicable in your case.

Sincerely yours,

*Edmund R. Purvis*  
Assistant Treasurer.

P:R:p  
Enclosure

Mr. Greville Rickard, A.I.A.  
157 East 42nd Street  
New York, New York

members



THE AMERICAN INSTITUTE OF ARCHITECTS  
THE OCTAGON, WASHINGTON 6, D. C.  
Office of The Secretary

NOTICE OF SUSPENSION OF MEMBERSHIP

March 1, 1953

To: Mr. Greville Rickard  
320 E. 42nd Street  
The Woodstock Tower  
New York, New York

It is with much regret that we send to you, and to your chapter secretary, this notice of the suspension of your corporate membership in The Institute, and in its component organizations to which you are assigned—because of non-payment of Institute dues.

This suspension is effective as of December 31, 1952. The sending of this notice has been delayed with the earnest wish that you might take some action in the matter.

The purpose of The Institute in permitting a membership to be suspended at the end of the year for default of dues rather than terminated forthwith is to enable the member in default to restore his membership within the period of suspension, without applying therefor and without paying a readmission fee. The period of grace terminates on December 31 of the year next following the date of suspension: in your case, on December 31 of the current year.

At any time during the period of suspension you may restore your membership to good standing by paying to The Institute your defaulted dues.

We sincerely hope that circumstances will make it convenient for you to meet your present obligation to The Institute before December 31, 1953.

The Institute values and needs your active support. The other Officers join with me in the hope that your membership may soon be restored to good standing.

Sincerely yours,

*Clair W. Ditchy*  
Secretary

Copy of this notice as "Notice" to the following:

- Mr. Richard A. Kimball....., Secretary
- New York.....Chapter, A.I.A
- Mr. J. W. Briggs....., Secretary
- New York State Ass'n of State Organization Member  
Archts.

This copy of notice to the corporate member named herein is official notice of the suspension of his membership in The Institute and in the chapter to which he is assigned. Please note on your records accordingly.

Until you receive notification of the restoration of membership or of its termination, the member named should be carried on your rolls as a *suspended* Institute member. You will be advised if and when his membership is restored to good standing.

CLAIR W. DITCHY, Secretary





*file*  
*members*  
*Rickard, Greville*

THE AMERICAN INSTITUTE OF ARCHITECTS  
THE OCTAGON, WASHINGTON 6, D. C.  
Office of The Secretary

NOTICE OF RESTORATION OF MEMBERSHIP

To Mr. Greville Rickard, A.I.A.  
320 East 42nd Street  
The Woodstock Tower  
New York, New York

Payment for your indebtedness for dues to The Institute has been received, and your suspension has been lifted as of the date of this notice. The Board is gratified that you have been able to do this and assures you of its continued good wishes.

Notice of the restoration of your membership has been given to the chapters of which you are a member.

Date June 23, 1953

*George Bain Cummings*  
Secretary.

Copy of this notice as "Notice" to the following:

Mr. Richard A. Kimball, Secretary  
115 East 40th Street, New York 16, N. Y. Chapter, A.I.A.  
New York

Mr. J. W. Briggs, Secretary  
311 Alexander Street, Rochester 4, N. Y.  
New York State Assoc. of Archts. State Organization Member



*Mrs m*

MEMORANDUM

To: Mr. J. W. Rankin, Administrative Secretary

Date October 6, 1953

*Do he paid up  
this year?  
or  
over for 1953  
50  
LHM*

From: New York Chapter A.I.A.

For your information.

Margot A. Henkel

*Elected  
1931*

NEW YORK CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS  
115 EAST 40th STREET, NEW YORK 16, N. Y.

COPY

FRANCIS KEALLY AND HOWARD S. PATTERSON  
ASSOCIATED ARCHITECTS

July 1, 1953

Mr. Hugh Ferriss, President  
N.Y. Chapter, A. I. A.  
115 East 40th Street  
New York 16, N.Y.

Dear Mr. Ferriss:

I understand that Mr. Greville Rickard, one of our older members, is planning to send a check to the Chapter to take care of his arrears in dues. Those of you who know Mr. Rickard are, I am sure, as fully aware as I am of his deep sense of responsibility toward his financial commitments.

As you probably know, owing to his long illness, Rickard has found it necessary to borrow funds in order to keep himself going. Although he has been making a little money recently by designing Christmas cards, I can assure you he is in no position to pay dues to his Chapter at this time. However, when he regains his health, which we all hope will not be too far off, I feel sure he will take care of his Chapter obligations.

Under the circumstances, I earnestly urge upon the Executive Committee that it consider waiving his present obligations until a later date.

Sincerely yours,

Francis Keally

---

EXCERPTS

Executive Committee Meeting  
July 7, 1953  
Chapter Headquarters

Dues Waived: In view of the recent illness of Mr. Greville Rickard which has resulted in a temporary physical incapacitation, a motion was made and carried to waive Mr. Rickard's dues to the Chapter for the amount now in arrears and for the coming fiscal year, October 1, 1953 to September 30, 1954 and to return to Mr. Rickard his check covering his indebtedness to the Chapter. The President to advise Mr. Rickard.

Miss Gervasi

*By EY*

Administration Building  
1735 New York Avenue, N.W.

October 14, 1953

Miss Margot A. Henkel  
Assistant to Executive Secretary  
New York Chapter, A.I.A.  
115 East 40th Street  
New York 16, New York

Dear Miss Henkel:

We have your Memorandum of October 6th and accompanying copy of letter concerning the status of Mr. Greville Rickard, A.I.A.

We are very sorry to learn of his long illness, and it occurs to us that he may be eligible for election as a Member Emeritus.

However, as the Chapter did not recommend this we hesitate to take it up directly with Mr. Rickard.

Your office is familiar with this procedure, and in case you have use for it, we are forwarding an application form in duplicate.

The next meeting of The Board of Examiners will be held on November 3rd, and unless we hear from you to the contrary, the Chapter's request that Mr. Rickard's A.I.A. dues for 1953 and 1954 be remitted will be submitted to that Board for action.

Sincerely yours,

  
J. W. Rankin  
Administrative Secretary

JWR/fng  
Enclosure

Copy to Mr. Keally

Nº APR

Dated 19 .

Received 19 .

Granted 19 .

Nº M

(Do not fill in above dates)



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

APPLICATION FOR MEMBERSHIP EMERITUS

TO BOARD OF DIRECTORS,  
THE AMERICAN INSTITUTE OF ARCHITECTS:

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

- a. I am more than 70 years of age.
- b. I am unable to engage in any gainful vocation.

64  
at present but hope in  
New York chapter

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

Write in name of chapter.

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

Respectfully,

*Gerrill Rickard*

Signature

Date 19 .

The applicant may supplement the above reasons in writing below or on sheets which he shall attach to this application. Under exceptional conditions and circumstances, The Board of Directors may lessen the period of good standing but neither of requirements a or b.

Had a stroke last September 15 1952  
and was in hospital 4 months  
Although I am improving am still  
unable to move left arm as freely as  
would be desirable which prevents same  
activity as was enjoyed before  
Thus no architectural business.  
*Gerrill Rickard*

*Bd Ey*

Administration Building  
1735 New York Avenue, N.W.

October 28, 1953

Mr. Greville Rickard, A.I.A.  
320 East 42nd Street  
The Woodstock Tower  
New York, New York

Dear Mr. Rickard:

We are in receipt of your request to be made a Member Emeritus of The Institute, which we shall be pleased to refer to The Board of Examiners at its meeting next week.

When action has been taken, further advice will be sent to you.

Sincerely yours,



(Miss) Florence H. Gervais  
Secretary to The Board of Examiners, A.I.A.

Copy to the Executive Secretary  
New York Chapter, A.I.A.



No APR

THE AMERICAN INSTITUTE OF ARCHITECTS  
THE OCTAGON, WASHINGTON 6, D. C.  
The Board of Examiners

REPORT ON APPLICATION FOR ELECTION AS MEMBER EMERITUS

TO THE SECRETARY  
THE AMERICAN INSTITUTE OF ARCHITECTS:

Name of Applicant Greville Rickard, A.I.A.  
Date of Application Oct., 1953 Received by The Board of Examiners Nov. 3, 1953  
Applicant Admitted to Institute 1931  
Applicant has been in good standing in Institute from 1931 to December 31, 1952

Reason for Application:

- (a) ~~More than 70 years of age.~~
- (b) Incapacitated and unable to engage in any vocation.

A.I.A. Dues paid to December 31, 1952  
Chapter Dues Paid to Chapter dues waived  
Suggested Effective Date January 1, 1953

RECOMMENDATION:

On the record above submitted The Board of Examiners recommends that Greville Rickard, A.I.A., be - elected a Member Emeritus of The American Institute of Architects effective January 1, 1953.

THE BOARD OF EXAMINERS

*Thomas W. Dunnic*

Date November 3, 1953

*David N. Yerkes*  
Chairman

CERTIFICATION OF ELECTION AS A MEMBER EMERITUS

I, Secretary of The American Institute of Architects, hereby certify that, under authority vested in me by The Board of Directors, I have this day elected Greville Rickard, A.I.A., a Member Emeritus of The Institute, effective January 1, 1953.

Date November 16, 1953

*George Bain Cummings*  
Secretary

*Members  
Richard, Greville Miss Gerovics*

*March Bd*



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

NOTICE OF ELECTION—MEMBER EMERITUS

TO Mr. Greville Rickard, A.I.A.  
320 East 42nd Street, The Woodstock Tower  
New York, New York

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

MEMBER EMERITUS

of The American Institute of Architects and of its component organizations of which you are  
a member, exempting you from the payment of annual dues to The Institute and such  
organizations, effective **January 1, 1953**.

Date **November 16, 1953**.

*George Bain Cummings*  
Secretary

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56.

517.  
514

## **GREVILLE RICKARD, ARCHITECT HERE, 66**

Greville Rickard, New York architect, died in El Paso, Tex., yesterday after an illness of several years. His age was 66.

Mr. Rickard was establishing his residence at the home of his niece, Mrs. Wyndham K. White, when at his death. In New York, he had lately resided at 554 West 110th Street.

For the twelve years after his graduation from Yale, in 1912, and the Yale Architectural School, he was employed by architectural companies in Denver, his birth place, and New York. In 1923 he established his own practice.

In World War I Mr. Rickard served with the Army Engineers. He was Chief of the Camouflage Unit of the Office of Civilian Defense in World War II. In 1941 he was chairman of the New York Civilian Camouflage Council, and for the two years following, secretary of the Camouflage Commission, Washington.

He received the Architectural Gold Medal Award of the Fifth Avenue Association in 1926 for the best alteration of the year, and a similar award in 1931 from the Greenwich (Conn.) Real Estate Board for the best residence.

Rickard, Greville

members  
Richard, Greville



*[Handwritten signature]*

FILE COPY - PLEASE RETURN

# THE AMERICAN INSTITUTE OF ARCHITECTS

1735 New York Avenue, N.W.  
Washington 6, D. C.

May 10, 1956

To the Secretary of the New York  
The American Institute of Architects

Chapter

Dear Mr. Goldstones:

We were very sorry to learn of the death of GREVILLE RICKARD  
a corporate member of The Institute since 1931 • (emeritus)

We would appreciate it very much if you would have two copies of  
the enclosed Baldwin Memorial Archive forms filled in and returned  
to The Institute for its files. The third copy is for your files.

Sincerely yours,

Edmund R. Purves  
Executive Director

P:R:h  
Encls. 3  
cc: Treasurer's Office  
2/55

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NEW YORK CHAPTER



AMERICAN INSTITUTE OF ARCHITECTS

FILE COPY - PLEASE RETURN

*Member's  
Rickard, Greville*

May 11, 1956

Mr. Edmund R. Purves  
Executive Director  
The American Institute of Architects  
1735 New York Avenue, N. W.  
Washington 6, D. C.

Dear Mr. Purves:

I am returning to you the Baldwin Memorial Archive blanks,  
which you requested be filled out for Greville Rickard.  
Mr. Rickard has no surviving wife and I would not know to  
whom to forward these blanks for execution.

Sincerely yours,

*Margot A. Henkel*

Margot A. Henkel  
Executive Secretary

MAH:rr  
Enclosures