

**THE EUROPEAN INSTITUTE
OF
GOLF COURSE ARCHITECTS**

**CODE OF
PROFESSIONAL
CONDUCT
AND PRACTICE**

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CODE OF PROFESSIONAL CONDUCT AND PRACTICE

**Issued by the European Institute of Golf
Course Architects**

This Code of Professional Conduct and Practice
is to be read in conjunction with
the Articles of Association of the European
Institute of Golf Course Architects (“the
Institute”)

INTRODUCTION

This Code lays down standards of professional
conduct and practice expected of a member of
the Institute. It will be used as a guideline by
the Ethics Committee should it be necessary to
examine the conduct or practice of a member of
the Institute.

*The word “Golf Course Architect”, “Architect” or
“member” in this Code means a Fellow, Senior Member,
Associate Member, Graduate or Student of the Institute as
applicable.*

*Except as specifically provided, where the text refers to
the one gender it shall be read as including the other
gender, a word in the singular as a word in the plural and
vice versa.*

1. GENERAL

- 1.1 the objectives of the European Institute of Golf Course Architects are set out in the Memorandum of Association; they demand ethical and responsible professional conduct from its members in the practice of golf course architecture in the best interests of the members' clients and of the profession in general.
- 1.2 the objective of this Code of Professional Conduct and Practice is to promote the standard of professional conduct expected of members of the Institute.
- 1.3 members of the Institute are governed by this Code of Practice, the Memorandum of Association and Articles of Association of the Institute, with regard to their professional behaviour.
- 1.4 a member must conduct himself in a manner which upholds the principles of this Code both in the spirit as well as the precise terms of the Code and upholds the integrity of the profession.
- 1.5 a member must accept that any serious breach of this Code will result in disciplinary action by the Institute. Such disciplinary action could result in suspension or removal from membership of the Institute. The Disciplinary Rules and Procedures form part of this Code and may be amended from time to time by the Institute.
- 1.6 if a member of the Institute resigns or is removed from the Institute for any reason he must not imply in any form that he remains a member of the Institute.

2. PROFESSIONAL BEHAVIOUR OF A MEMBER

A member is expected to maintain and promote the highest standards of professional conduct and integrity. To this end he shall preserve his independence at all times and shall avoid any action or situation which is inconsistent with his professional obligations. A member shall not engage in conduct bringing or likely to bring the Institute into disrepute.

A member of the Institute undertakes:

- 2.1 to represent, at all times, the best interests of his client, in serving him as a professional golf course architect under contract to him, unless it conflicts with his own professional or ethical principles.
- 2.2 to have due regard, in meeting his contractual obligations, to protect, conserve and enhance the quality of the environment and its natural resources.
- 2.3 to respect the interests of anyone who may reasonably be expected to use or enjoy the products of his work.
- 2.4 to develop his understanding and professional knowledge of golf course architecture at all times both through familiarising himself with current legislation and publications and also by attending the Continuing Professional Development Seminars, Conferences, Study Tours and Workshops, run or promoted by the Institute. The Institute may require a member to attend a Continuing Professional Development Course or may at a future time promulgate rules requiring the membership to attend such courses.
- 2.5 not to make, support or acquiesce in any statement, written or otherwise, which is contrary to his own knowledge or bona fide professional opinion, or which he knows to be misleading, or unfair to others or otherwise discreditable to the profession, above all if he is acting (or purporting to act) in public in the name of the Institute.
- 2.6 to avoid situations which could inhibit his ability to conduct any task or project in a professional and /or independent manner.
- 2.7 members shall only be remunerated by fees and charges paid by their clients for services rendered. A Register of Interests is open at the Institute's offices. Members must record gifts on this register where gifts are benefits or benefits in kind whose individual value (or cumulative value in any twelve month period) exceeds 200 Euros from any one source. This obligation does not extend to expenses incurred directly out of the discharge of the member's contractual obligations to his client, such as reasonable travel and accommodation expenses. The register is not open to the public. It is for the use of the Ethics Committee and the Council only.
- 2.8 not to advertise or otherwise offer design and build services through his design company. If a member has a financial interest in a construction company he

must keep it entirely separate from his design company in terms of its legal framework, accountancy procedures and advertising/promotional activities.

- 2.9 not to purport to carry out the independent functions of an architect, or any similar independent functions in relation to a contract where he or his employer is also carrying out construction work or supplying goods to the Client or where the architectural practice and the constructor/supplier are under substantially the same management or control. Where a member has an interest in a construction or supply firm which might be involved with a project where he is offering design services he must declare his interest to the Client before he is formally appointed. In all cases, the design fees must be clearly and accurately separated from the construction costs, including all fees for site inspections during construction. The cost of artistic shaping is to be included in construction costs.
- 2.10 not to carry out work for which appropriate professional indemnity insurance is not held.

3. RELATIONSHIP WITH CLIENT

A member shall serve his clients with integrity, diligence and to the best of his knowledge and creative ability.

A member of the Institute undertakes:-

- 3.1 to observe the confidentiality of his client's affairs and shall not disclose confidential information without prior consent of the client or other lawful authority.
- 3.2 when formalising a contract between himself and the client to record with the client the Terms of Engagement, the Scope of Services and individual responsibilities of each party. In his Terms of Engagement, the member must indicate clearly that a complaints procedure exists in the Institute to which reference may be made by the client.
- 3.3 only to undertake professional work for which he is able to provide adequate professional and technical competence and resources. The Golf Course Architect shall ensure that he or his firm have appropriate and effective internal procedures for quality control and sufficient suitably qualified employees who can be supervised.
- 3.4 that where work is carried out on behalf of a member or under his company responsibility, by an employee or by anyone else acting under the Golf Course Architect's direct control, the Golf Course Architect is responsible for ensuring that the person is competent to perform the task and, if necessary, is adequately supervised.
- 3.5 the member shall not without good reason withdraw from a contract with a client.
- 3.6 the member shall at all times adhere to this Code in the discharge of his professional obligations.

4. ADVERTISING

A member shall only promote his professional service in a truthful, accurate and responsible manner.

A member of the Institute undertakes:-

- 4.1 to avoid misleading advertising or publicity.
- 4.2 to mention at all times, in his own publicity or advertising, that he is a member of the Institute. In all advertising the member must make it clear in which category he is classified (Fellow, Senior Member, Associate Member, Graduate, Student).
- 4.3 to ensure that where reference is made to membership of the Institute, that it is clear that this membership refers to the individual member and not to the company by which he may be employed.
- 4.4 if he has a financial interest (direct or indirect) in a construction company, the two companies' services (design and construction) must be advertised separately.

5. RELATIONS WITH OTHER MEMBERS OF THE INSTITUTE

A member shall in all circumstances remain respectful and courteous to other members of the Institute.

A member of the Institute undertakes:-

- 5.1 not to injure the reputation or employment prospects of another member by reckless, derogatory or adverse comment.
- 5.2 not to review the work of another member without that member's knowledge.
- 5.3 not to succeed or attempt to succeed any member in a project without assurances that the engagement has been formally terminated.
- 5.4 to comply with the Institute's competition policy if adopted by the client.
- 5.5 that if, for any reason, he succeeds to a project where another member was formerly involved and the whole or part of the original design work is subsequently included in the final scheme, the member who develops the project must recognize and state (on the final plan or in the final report) the contribution of the original member, subject to the agreement of that member.

6. ETHICS COMMITTEE

All matters relating to interpretation of the rules of the Code of Professional Conduct and Practice shall be determined by a duly convened meeting of the Ethics Committee who will then put their recommendations to the Council. The Ethics Committee will follow the Disciplinary Rules and Procedures set out by the Institute in reaching any such recommendation.

The membership of the Ethics Committee shall be decided by nomination by the Chairman of the Council in his absolute and unfettered discretion.

This Code will be used by members of the Ethics Committee and Council when determining whether a member has fallen short of the principles set in the Code.

The Disciplinary Rules and Procedures are expressly incorporated herein.

The Disciplinary Rules may from time to time be amended. Such amendments will take effect one calendar month after they are published on the website.