

**THE EUROPEAN INSTITUTE
OF
GOLF COURSE ARCHITECTS**

**CODE OF
PROFESSIONAL
CONDUCT
AND PRACTICE**

May 2001

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

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
Council should it be necessary to examine the
conduct or practice of a member of the Institute.

*For clarity of expression the word "Golf Course Architect" or
"Architect" in this Code means a Fellow, Member, Associate,
Graduate of the Institute.*

*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 E.I.G.C.A. are described in the Memorandum of Association; they demand ethical and responsible professional conduct amongst its members in the practice of golf course architecture in the best interests of the professional and of members' clients.
- 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 E.I.G.C.A.
- 1.4 a member must conduct himself in a manner which upholds the integrity and principles of this code both in the spirit as well as the precise terms of the code.
- 1.5 a member must accept that any serious breach of these codes may result in expulsion from the Institute.
- 1.6 if a member of the Institute at any time resigns or is removed from the Institute he should 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 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 of the Institute undertakes:

- 2.1 to have due regard, in meeting his obligations, to protect, conserve and enhance the quality of the environment and its natural resources, and to respect the interests of anyone who may reasonably be expected to use or enjoy the products of his work.
- 2.2 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 held by the Institute.
- 2.3 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.
- 2.4 to avoid situations which could inhibit his ability to conduct any task or project in a professional and /or independent manner.
- 2.5 not to accept unreasonable gifts or benefits from contractors, manufacturers or suppliers. Members shall only be remunerated by fees and charges paid by their clients for services rendered.
[For the benefit of clarity members must inform the Institute's offices if any gifts, benefits, including travel, hotel accommodation etc., exceed the total value of 150 Euros in any calendar year. A register will be open at the Institute's offices where all gifts etc. will be recorded.]
- 2.6 not to carry out or purport to carry out the independent functions of an architect or any similar independent functions in relation to a contract in which he or his employer is the contractor, or where the architectural practice and the contractor's firm are under substantially the same management or control.
[For purposes of clarity, it is acceptable for members of the Institute to work with contractors when asked directly to do so. However the member must separate his fees from the profits of the contractor and the distinction must be made clear to the client.]
- 2.7 not to purport to be an independent consultant and simultaneously have a financial interest in a firm which engages in the supply of goods or services or in any similar firm which might jeopardise the independence of the member.
If a member has a financial interest in any other company that supplies other services or goods to the same client, the member must make the client aware of his interests, financial or otherwise, in the firm.
- 2.8 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 responsibilities. The

- conditions of engagement, scope of services should be based on the formal type of contract issued by the Institute.
- 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 not to evade his obligations by abandoning a commission except in the case of the client's failure to comply with the contract other than where the Golf Course Architect feels that his architectural or professional judgement would be prejudiced by continuing with the commission.
 - 3.6 to observe this code wherever he works, unless local law or reputable bodies rule differently.

4. ADVERTISING

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

A member of the Institute undertakes:-

- 4.1 to avoid misleading or self laudatory 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.
- 4.3 to ensure that where reference is made to membership of the Institute, that it is clear that this membership refers to the specific member and not to the company he may be employed .

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.
- 5.2 not to review the work of another member without that member's knowledge.
- 5.3 not to succeed any member in a project without assurances that the engagement has been formally terminated, and that all fees payable to the said member have been duly paid.
- 5.4 not to criticise or undermine the reputation of another member whether in public or in private.
- 5.5 to comply with the Institute's competition policy.
- 5.6 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.

All matters relating to interpretation of these rules shall be determined by a duly convened meeting of the Council whose decision shall be final.

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