



AIA

Central Kentucky Chapter
American Institute of Architects

Policy Statements

Wednesday, December 14, 2011

Policy on Chapter Participation in Pro-Bono Services

Pre-Amble

Purpose for Policy Statement: On occasions the Chapter is requested to assist organizations or community groups with planning, design and architectural services. The Policy is intended to serve as a guide for the Chapter, to help decide when and how to become involved.

Limitations: The Policy statement is intended to guide the Chapter, and its Committees in its decision to engage in services. It is not intended to limit chapter members or firms to engage in pro bono services, community assistance projects, voicing personal opinions or otherwise engaging in public service for free or for marketing purposes. Such endeavors are guided by the below "References" published by the AIA.

Basic Questions: It is intended that the Policy answer the following basic questions:

- Why offer "free services"
- What type services, and to what extent
- To whom might we offer assistance?

References: This Policy Statement is based on the [2008 AIA Institute Guidelines to assist AIA member firms and components in undertaking Pro-Bono work](#); [2007 AIA Institutes Conflict of Interest Policy](#) and [2007 AIA Code of Ethics and Professional Conduct, E.S. 2.2-Public Interest Service](#).

Mission Statement

In the interest of public outreach and to further promote the role of the AIA-CKC Chapter as an educational source for the practice of architecture, The AIA-CKC intends to offer design assistance to organizations and groups that have specific needs, and whose projects are in the public interest by offering defined, limited services on a Pro Bono basis. It is through volunteer participation of the chapter members that the AIA-CKC can offer unique creative problem solving and management skills to qualified community organizations in an effort to help realize the appropriate courses of action necessary for their project initiative.

Definition of Pro-Bono Work

Pro-Bono work is defined under the [2008 AIA Institute Guidelines](#) as services of a professional nature provided by a licensed/registered architect without financial compensation. These services are provided by the AIA-CKC to qualified groups who would not otherwise be able to afford to pay for them.

Further Clarification:

There is a distinction to be drawn between providing Pro Bono Services, and volunteering time and expertise to a cause. The following hopes to define this.

Pro Bono Services are defined as Professional Services for which the Chapter takes a “leadership” role; or at least an Owner-Architect relationship, wherein the Chapter’s services and products are instrumental in the Owner making investments of time or money, and likely decisions to implement recommendations derived from the services. (See Agreement policy below.)

Volunteer Services may include providing time and expertise to a project which is organized, directed and otherwise under the Leadership of others. These policy guidelines are not intended to govern nor restrict members, or committees from attending meetings, offering opinions, participating in workshops, or otherwise becoming engaged with public causes in which the Chapter is NOT taking a lead role, and is not under a contract with the responsible organization (Owner).

Pre-Qualifications to receive AIA Assistance

Organizations or Individuals seeking Pro-Bono services from the AIA Central Kentucky Chapter will typically fall into the following four categories*:

- A. Non-Profit Community organization without project funding or resources
- B. Faith based organization without project funding or resources.
- C. Economically Disadvantage Individuals, Families or organizations who do not have the financial means to pay for professional services.
- D. “Start-up” organizations formed to provide a service to the community

The AIA-CKC Board of Directors reserves the right to establish additional qualifications per case if not defined here in this policy.

*Refer to the [2008 Institute Guidelines for Pro-Bono Services](#) for additional definitions of these qualifications.

Services to be Provided and Deliverables

The following Scope of services may be provided by the AIA-CKC. Services outside this defined scope must be approved by the Board of Directors prior to commitment and may require legal council. The scope of services may be amended on a case by case basis by the CKC Board of Directors.

- A. Pre-Design Services
 - Pre-Design Services are broad scoped and may include but not limited to the Master Planning, Land Use, Project Scoping, Preliminary budgeting, Design Charrettes and Marketing and Fund raising. Pre-Design services are oriented to assist the client in making decisions to establish priorities to execute the desired project. It will be required that requests for AIA-CKC Pro-Bono assistance be specifically defined. AIA-CKC will then consider providing services if approved by the Board of Directors.
- B. Deliverables
 - Project Deliverables are defined as products that may be produced through the practice of Architecture. Any deliverables produced through AIA-CKC member participation in Pro-bono work will be defined prior to participation and should be consider as to their use and distribution by the **qualified client**. It is not the practice of the AIA to engage in producing products that should be obtained under a compensation agreement.
 - In most cases, Project deliverables should be limited to recommendations in the form of a report to the Qualified client.

Agreement Required Between AIA Central Kentucky Chapter and Client (Owner):

As Pro Bono Services are defined as professional services with the Chapter being responsible for outcome, and acting in an Architect-Owner relationship, a formal written Agreement shall be executed between the Chapter and the Client.

The form and content of the Agreement shall be created by the CKC Board of Directors, following standard professional practices as to Scope of Services, Responsibilities, Compensation (e.g. Outside and Reimbursable Expenses) Deliverables, Schedule, and Terminations. Further, this Policy recommends that the Agreement shall include provision of a "Hold Harmless" agreement between the Chapter and the **qualified client** for Pro-Bono Services.

Conflict of Interest Statement

The AIA-CKC adopts the AIA Institutes "[2007 Conflict of Interest Policy](#)" as its guide for discerning member involvement in chapter Pro-Bono assistance.

Reimbursibles/Compensation

The concept of Pro Bono generally means that Services are donated. However, it is common practice to agree to Pro Bono Services with Reimbursable Expenses Covered. The concept of a Reduced or Discounted Fee for Services is not intended nor covered by this Policy.

The AIA-CKC Board of Directors will decide if any accrued expenses through Pro-Bono assistance will either be donated by the Chapter, reimbursed by the **qualified client** or funded through alternate means. The details of this aspect of assistance will be determined prior to AIA-CKC committing to Pro-Bono assistance. Items that may be considered as reimbursable include Printing costs, Postage, use of outside consultants, Travel, Lodging or other direct project costs.

Continued Services and the Close of Pro-Bono Services

The AIA-CKC Board of Directors will consider continued participation in the Pro-Bono assistance beyond the initial agreed upon scope of assistance with each recipient and issue a letter stating such involvement.

Member Eligibility to offer Contracted Services to qualified Pro-Bono Client

It is not the intention of this policy to preclude members from participating in projects that may be resultant of the efforts of CKC Pro-Bono services. The Board of Directors shall consider any conflict of interests prior to approving AIA-CKC engagement in Pro Bono services.

References & Resources

- [2008 AIA Institute Guidelines to assist AIA member firms and components in undertaking Pro-Bono work;](#)
- [2007 AIA Institutes Conflict of Interest Policy](#)
- [2007 AIA Code of Ethics and Professional Conduct, E.S. 2.2-Public Interest Service](#)

This Policy Statement was researched in cooperation with AIA Nationals General Council and the Community By Design Council for any known conflicts with AIA policies. It was determined that no particular conflicts exist with these policy guidelines and allowances.

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END OF POLICY STATEMENT
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