



## American Inns of Court Artificial Intelligence (AI) Use Policy

Effective Date: July 2026

### Purpose

The American Inns of Court (AIC) uses artificial intelligence (AI) tools to effectively support its [mission](#) and to better serve its members. AIC supports the responsible use of AI to improve efficiency, enhance member value, and strengthen operations, while maintaining human judgment, protecting data, and preserving trust.

This policy establishes guidelines for staff internally, as well as staff interactions and work with the Board of Trustees and Committees, to ensure AI is used responsibly, securely, and in alignment with our values and obligations to members and other constituencies.

This policy will be reviewed as needed, and updates will be made to reflect changes in technology, legal or regulatory developments, and/or organizational needs. At a minimum, it will be reviewed annually.

### Scope of Use

This policy applies to all uses of AI tools in connection with:

- Organizational data
- Member communications
- Events and education
- Operations and internal workflows
- Grant applications and fundraising
- Research and strategic planning
- Writing and publishing articles and other materials

AIC adopts a balanced approach to AI use, in that the organization encourages appropriate experimentation with AI internally within the defined safeguards of this policy. Any AI-related questions should be brought to the Director of Finance and Administration.

### Approved AI Tools

Staff may use the following AI tools, subject to this policy:

- Generally available large language models (i.e., ChatGPT, Microsoft CoPilot, Google Gemini, Claude, and Zoom's notetaking tool)
- AMS platform AI features (i.e., iMIS)

Use of AI tools not listed must be submitted to the Director of Finance and Administration for review before adoption.

### Acceptable Use

AI tools may be used to assist with:

- Drafting communications (e.g., emails, newsletters, social media posts).
- Summarizing internal meetings, reports, and research, including Board and Committee meetings in accordance with the relevant charter.
- Brainstorming ideas and fundraising campaign strategies.
- Creating outlines for presentations, content, or programs.
- Analyzing general trends and publicly available information.

AI should be used to *support* staff work; it does *not* replace professional judgment.

### **Restricted and Prohibited Use**

To protect AIC and those we serve:

- Do not input confidential, proprietary, or personally identifiable information (PII) into public AI tools.
- Do not upload member data, financial data, or internal documents into public AI tools.
- Do not publish AI-generated content without human review and approval.
- Do not use AI to make final legal, financial, or policy decisions.
- Do not represent AI-generated content as fully human-created without review.

### **Data Privacy and Security**

AIC is committed to protecting the data of its members.

- AI use must comply with existing data privacy and security policies.
- Sensitive data may only be used in AI tools that meet organizational security standards.
- Staff should default to caution when handling member or proprietary information.

### **Transparency and Disclosure**

Staff should understand and disclose when AI is being used in their work. Disclosure of AI use should be considered for public-facing content, research or policy materials, and situations where trust or accuracy is critical. AI-assisted content must be reviewed and edited to align with the association’s voice.

### **Human Oversight and Accountability**

AI is a support tool; the final responsibility for accuracy rests with AIC staff. Therefore, all AI outputs must be reviewed for accuracy, tone, and appropriateness. Bottom line: Staff are accountable for decisions informed by AI.

Additionally, leadership oversight is required for:

- High-visibility communications
- Public statements on behalf of the organization
- Published material (e.g., *The Bench*, Inn reference materials, etc.)

### **Training and Guidance**

While each staff member is responsible for remaining informed about effective and appropriate use of AI tools and any privacy concerns associated with using AI tools, AIC may provide general guidance on responsible AI use as needed.

### **Acknowledgment**

All applicable individuals must acknowledge and adhere to this policy as part of their role with AIC.

*By my signature below, I acknowledge, understand, and agree to comply with this policy. I understand this policy is a general guide to the goals, policies, practices, benefits, and expectations of the American Inns of Court, and that I am accountable for how I use AI in the workplace.*

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(Employee Signature)

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(Date)