

IBPSA-Ireland Charter

Updated 21th September 2015

IBPSA-Ireland Scope and Mandate

As building simulation is still a relatively rare practice in Ireland, and mainly confined to the research sector, IBPSA-Ireland's primary objective is to promote building performance simulation as a means to improve buildings. IBPSA-Ireland will do this by providing a contact point for interested parties to get involved with organisations that are in the area of building performance. IBPSA-Ireland is founded to advance and promote the science and technology of building performance simulation in order to improve the design, construction, operation, maintenance and refurbishment of buildings.

IBPSA-Ireland Organisation

IBPSA-Ireland is the Irish regional affiliate of the world-wide acting *International Building Performance Simulation Association* (www.ibpsa.org) and is linked to this association but acts as an independent organisation. The association is founded with the name "IBPSA-Ireland". IBPSA-Ireland operates as a network of volunteers and will expand the facility to hold and administer finances if required, including the appointment of a treasurer to the Board. IBPSA-Ireland will operate a website at www.nuigalway.ie/ibpsa as the main contact point for the affiliate organisation.

Modus Operandi of the Association - The Board

The Association operates through the member meetings and the Board. The Board controls the policies and procedures of IBPSA-Ireland. It is anticipated that IBPSA-Ireland's charter will evolve over time in response to the needs of the membership. The Board of the association will approve all changes to this governing charter if in accordance with IBPSA-Ireland's objectives.

- The Board will meet half yearly.
- The Board will be composed of a President, Vice President, Secretary and up to six committee members.
- The Board will be elected from members for a two year period, renewable for multiple terms.
- The Board will have the power to co-opt up to two members on a temporary basis for a specific purpose.
- Board members should normally be involved in building energy/environmental simulation in some capacity and preferably have attended at least one or more IBPSA World conferences.
- The Board will strive to reach decisions by consensus. Where this is not possible, decisions will require a two-thirds majority vote.
- Attendance, in person or remotely, by half of the Board members will be required to establish a quorum for voting.
- In the case of a voting tie a decision is made by the President at the Board meeting.

President, Vice President and Secretary

- The Board will elect a President, Vice President and Secretary from amongst its membership.
- The President, Vice President and Secretary positions will be for a two year term, renewable for multiple terms.
- The President (or Vice President in the President's absence) will head the Board meetings.
- The President and Vice President will actively participate in the meetings to realise the mandate of the organisation.
- Ideally the Affiliate or 2nd Affiliate would represent IBPSA-Ireland at any IBPSA-World meetings, however, in cases where this is not possible, this role may be fulfilled by any Board Member (e.g. Secretary or Committee Member).

Membership

- Any individual with an interest in the field of building simulation can become an individual member of IBPSA-Ireland.
- Any organisation based in Ireland and active in the field of building simulation can become a corporate member of IBPSA-Ireland. Organisations are allowed to specify up to three individuals for joining a members meeting.
- The Board has the final say on membership of IBPSA-Ireland and the right to refuse membership.
- Membership will be registered and maintained by the Board. The membership list will be accessible to all members. A mailing list will also be provided and maintained by the Board.
- All corporate members have the possibility to list their organisations building simulation services on the IBPSA-Ireland's web site, subject to the policies established by the Board.
- There will be no membership fee.
- Members can withdraw their membership at any time. In this case, the member's data are removed from the membership list and the mailing list.
- In the event of cogent causes, the Committee can vote for the exclusion of a member. This may be the case if the member infringes the rules of the organisation.

General Meetings of the Members

- The general meeting of members will take place not later than every two years and will be normally part of a relevant event.
- Proposals for the agenda have to be submitted in writing to the Board at least four weeks before the meeting.
- The Board can call an extraordinary member meeting at any time giving four-weeks' notice. In this case the agenda shall be submitted at the same time. The Board must call for an extraordinary member meeting if more than 30% of all members vote for this. Usually, a call is made using electronic media.
- The member meeting is able to constitute a quorum independent from the number of participating or represented members.
- The format of the general meeting shall be protocolled. The minutes are to be signed by the secretary who shall keep a record.
- Each member has a single vote. A member can represent at most one other member or not more than one organisation. Authorisation must be approved by written power of attorney.
- Organisations will have one vote.

- During the voting a member cannot act as an individual member and as an organisation representative at the same time. In this situation the member shall announce his/her position prior to the voting.
- Decisions of the member meeting are established by simple majority. In the case of a voting tie at first a second vote shall take place before a request is regarded as rejected.
- Proposals with respect to alterations in the articles or to the liquidation of the association must be handed in at least eight weeks before a member meeting and must be evident from the agenda.
- In order to constitute a quorum for alterations in the articles or for the liquidation of the association, a majority of $\frac{3}{4}$ of the members at the meeting.

Events

Due to the size of the country and the limited number of building performance practitioners, it is not the intention of IBPSA-Ireland to hold an annual event at this time.

IBPSA-Ireland Board

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