

Bylaws

1. Scope

- "IBPSA-Switzerland" is an association according to Swiss law and is abbreviated as IBPSA-CH
- IBPSA-CH is the Swiss regional affiliation of the world-wide acting International Building Performance Simulation Association (www.ibpsa.org).
- IBPSA-CH is founded to develop and promote the science and technology of building simulation in order to improve the design, construction, operation, maintenance of new and existing buildings.
- IBPSA-CH's objective is to provide a forum for the exchange of information between researchers, developers and practitioners acting on the topic of building performance simulation and related issues.
- IBPSA-CH will strive to achieve these objectives through recurring meetings and conferences at a national level, an interactive web site, and e-mail discussion lists.

2. Geographic territory and Language of operation

- The geographic territory covered by IBPSA-CH is Switzerland.
- IBPSA-CH official language for the board is English which is also the reference language in case of disagreement. All the relevant documents and information that should be disseminated will be translated in German, French and Italian.
- Each of the three linguistic zones is represented at least by one board member. The latter will act as the local representative and is in charge of the translation of the documents into the local language.

3. Organizational framework

- IBPSA-CH is hosted by the national network BRENET (Building and Renewable Energies Network of Technology) that groups scientific institutions in building and renewable energies in Switzerland (www.brenet.ch). One of the objectives of BRENET is to support the development of assessment methods, such as simulation, in order to improve the building performance evaluation.



4. Organs of the association and boards

- IBPSA-CH operates as a network of volunteers.
- The board will be composed of a president, a vice-president and a minimum of three ordinary members. The affiliate representative is by default the president and may be replaced by the vice-president when necessary.
- The board controls the policies and procedures of IBPSA-CH.
- The board members must be actively involved in the field of building simulation.
- Any new board member must already have participated at an international IBPSA conference and must be based in Switzerland.
- The majority of the board members must be employed by a brenet member organisation.
- The board will strive to reach decisions by unanimity. Where this is not possible, decisions will require a simple majority vote. Attendance of half the board members will be required to establish a quorum for voting. In case of a voting tie, the decision is made by the president's vote.
- The board will select a president and a vice-president from amongst its members.
- The president and vice-president positions will be for a two-year term, renewable for multiple terms.
- The president (or the vice-president in the president's absence) will chair the board meetings..

5. Membership

- Any individual with an interest in the field of building simulation can become an individual member of IBPSA-CH.
- Any organization based in the Switzerland and active in the field of building simulation can become a corporate member of IBPSA-CH for free and must specify its representative.
- Membership will be registered via IBPSA-CH's web site.
- All individual members will have access to the restricted area at IBPSA-CH's web site and participate at general e-mail lists and will receive announcements of upcoming events and activities.
- All corporate members have the possibility to list their organisation's building simulation services on the IBPSA-CH web site, subject to the policies established by the board.



6. End of membership

- All board positions are for an unspecified term. A board member can retire any time, but can be dismissed by vote by the board members (unanimity minus one), all of who must be present.
- Membership can be cancelled by members at any time. In this case, the member's data are removed from the e-mail discussion lists and from the affiliate's homepage.
- In the event of cogent causes, the board can vote for the exclusion of a member. This may be the case, if the member infringes the rules of the organisation. This decision can be reversed at the GA meeting.

7. Member meetings

- Ordinary member meetings are held annually.
- Proposals for the agenda have to be submitted to the board in written form 2 weeks before the meeting.
- The board can call for an extraordinary member meeting. 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 decides about changes of the by-laws, applications of the board and of the members, the election of board members and the liquidation of the association.
- The member meeting is able to constitute a quorum independent from the number of participating or represented members.
- The hearing of the member meeting shall be laid down. The minutes are to be signed by the record keeper.
- Each member has a simple vote.
- Organisations can be represented by one representative each. Representatives have a simple vote.
- A member can represent at most one other member or at most one organisation. Authorisation must be approved by a signed document.
- Decisions of the member meeting are established by simple majority. In case of a voting tie at first a second election shall take place before a request is regarded as rejected.
- In order to constitute a quorum for alterations in the articles or for the liquidation of the association, a majority of 3/4 of the participating members is required