



IBPSA-USA

Dear Colleague:

Thank you for your interest in forming a regional chapter of the USA affiliate of the International Building Performance Simulation Association (IBPSA-USA). The Board of Directors (BoD) of IBPSA-USA is very excited about the prospect of regional chapters and is in the process of amending its By-laws and developing chapter guidelines to make this possible. Creation of these documents may be a lengthy process and the BoD does not wish to unduly delay you in beginning your activities as an IBPSA-USA chapter.

The BoD has expedited the creation of the first steps in becoming a regional chapter. These are the steps that will designate your organization as a Provisional Chapter of IBPSA-USA. Being a Provisional Chapter allows you to start having meetings and other activities identified as an IBPSA association while completing the remaining steps for becoming a full chapter.

To apply to become a Provisional Chapter, the following information needs to be provided to the IBPSA-USA Secretary:

1. A list of the members of the regional organizing committee which identifies the primary contact
2. A schedule of planned meetings (include any meetings that you have already conducted)
3. A timeline for completion of the steps for becoming a full chapter (this requirement is waived until the BoD has approved the steps for becoming a full chapter)

Once the BoD has received the information, it will vote on whether to approve the application. In cases that multiple applications from a similar geographic region have been received, the BoD may suggest that the groups combine to form a single chapter. Upon approval by the BoD the Provisional Chapter will receive from the BoD the following:

1. An official letter from the BoD formally announcing the approval as a Provisional Chapter of IBPSA-USA
2. An electronic version of the IBPSA-USA logo to use in correspondence and announcements
3. A primary contact at IBPSA-USA that can help the chapter with questions on the process of becoming a full chapter
4. Guideline and By-laws for becoming a full IBPSA-USA chapter (once these are completed and approved by the BoD)

Provisional Chapters should refrain from raising and accumulating funds until they have become incorporated in their State of operation and recognized as a full chapter.

Sincerely,

Shanta Tucker
IBPSA-USA Vice-President