

### **IREM<sup>®</sup> Dallas Industry Partner Program**

The Industry Partners of IREM Dallas is an affiliate program of Professional Service Providers who are invited to join and sponsor the Dallas Chapter. Industry Partners are not referred to as “members” and should be referenced as participants in IREM Dallas, Industry Partner Program or Partners. IREM<sup>®</sup> is a credentialing organization in which our members are real estate professionals only. Partners are vendors who join our program for a fee.

### **Categories and Approval Process**

- The VP of Industry Partners is responsible for the Industry Partner Committee/Taskforce keeping within the Partners IREM Policies and Procedures.
- The Committee has the autonomy to approve all applicants which fall into provider categories which service property managers in the Real Estate industry.
- This Program is limited to four Service Providers within the same category. Except for the following categories which may have up to six Service Providers within the same category: Elevator Providers, Janitorial Services, Landscape Services, Restoration & Mitigation and Roofing Providers.

### **IREM Dallas Industry Partners Service on Committees**

- Industry Partners are invited to serve on IREM Dallas committees. Industry Partners, in accordance with the Institute’s Bylaws, shall not serve as the Vice President, Chair, or Co-Chair.
- Committee service terms are limited to one year serving on a specific committee, unless there is not another Partner interested in participating on the committee. If interest is limited, the same Partner(s) may participate in one or more committees at the same time. If a Partner Committee Member attends fewer than half of the planned committee meetings or does not actively participate on their selected committee (as documented by the Chair of each Committee), the Partner may be dropped from the committee. Should a Partner Committee Member leave a committee for any reason, that position can be filled by another Partner. The new Partner Committee Member may serve out the remainder of the previous Partner’s term and will be eligible for consideration to continue their service for the following year.
- The VP of Industry Partners/Committee of the Partner’s Program will distribute call for committee volunteers, soliciting requests by Partners for service on the various committees by December 1<sup>st</sup> each year.

### Visiting Vendors and Industry Partners in Waiting

- Interested vendors may attend one event, if sponsored by the Industry Partners Committee, Staff, or an IREM member. They must contact IREM Staff, show clear interest in the program, and be approved by the Committee/Staff or Executive Committee, before attending luncheon/event. Guest vendors cannot distribute company materials, but may network. Non-member pricing and late fees apply. Registration is through the IREM Office. Attendance is limited to one event and tracked by IREM.
- Prospective *Industry Partners In Waiting* pay \$250 (non-refundable) to be placed on the Industry Partner In Waiting list. The “*wait list*” is different from a “*prospect list*” and is tracked separately. The “*wait list*” is for those approved to move to Industry Partner status once an eligible business category becomes available.
- *Industry Partner In-Waiting* openings are determined by availability, therefore, a vendor whose category has openings may move ahead of a Vendor who has been on the list longer. Industry Partners In Waiting whose categories remain full, must wait until there is an opening in their category.
- *Industry Partners in Waiting* will be offered opportunities for sponsorship of IREM Dallas programs and events after all existing Industry Partners have had first right of refusal. As a specific program/event sponsor, *Industry Partners in Waiting* receive the benefits and participation opportunities of their designated sponsorship regardless of partner program status.
- The Committee annually verifies waiting list companies' interest and status. Unreachable, defunct, or renamed companies are removed from the list.

### Point of Contact

- Partners must provide and update contact information for main, designated, and billing contacts, which include email addresses and phone numbers, to IREM Staff and VP of Industry Partners. Updates should be emailed to [info@iremdallas.org](mailto:info@iremdallas.org). Failure to update within 30 days of changes may result in partnership termination.

### Sponsor Opportunities

- Partners will receive first right of refusal for all sponsor opportunities. Partners will also receive the exclusive opportunity to identify their areas of interest and participation in advance to bundle their sponsorships into one annual payment. Notification of sponsorship bundles will be distributed to all Partners for consideration for the coming year. Opportunities for non-Industry Partner sponsorships are open to outside vendors after 30 days of initial sponsorship availability.

### Events

- The ratio of IREM Dallas Industry Partners to IREM Dallas Members at events shall be no more than 1/3 Partners to 2/3 members, at regular lunch and breakfast meetings to give Partners more exposure to our members who use their services.
- Partners are limited to two people attending a luncheon/breakfast unless they sponsor the event.

### IREM Industry Partner Logo

- IREM Dallas provides a special logo for our Partners in good standing. The Industry Partner logo is to identify an affiliation with IREM®. The Industry Partner logo is IREM HQ intellectual property and is not authorized for use by former or non-Industry Partner entities. Any unauthorized use will be reported to IREM HQ and the proper enforcing authorities.

### Billing and Late Fees

- The Industry Partner Program has an annual fee of \$2,500.00. This fee covers membership from January 1st to December 31st. If you join after January 1st, the fee will be prorated for the remaining months of the year. Membership renewal occurs annually at the start of each calendar year.
- Billing shall go out prior to the anniversary date. Program dues are due on the 1<sup>st</sup> day of the month and considered late by the end of the second week of the month due and the late fee will apply. **A late fee of 6% will be assessed 15 days after the first day of the due date.** An additional 3% credit card fee will be applied to the balance on top of the 6% late fee.
- ACH/Wire Transfer and Credit Card payments are accepted.

### Renewals

- Renewal fees are due within 30 days. Partners unpaid by day 45, will be dropped. To continue, pay all fees (including 6% late fee; 3% credit card fee) within 5 days. Reinstatement requires a 6-month wait, category availability, and payment of prior balances.
- Non-payment, non-renewal or termination will result in dropping the company from all IREM Dallas correspondence, the website and newsletters.

### Termination

- The Board of Directors reserves the right to terminate Partnership at any time during the year with or without cause.
- Terminated Partners will be reimbursed on a prorated basis for the remaining months from the month they joined, should the company be disqualified for any reason by the IREM Dallas Board of Directors. Late fees and credit card processing fees will NOT be reimbursed.
- The company must remove the IREM Partners IREM logo or anything indicating the affiliation with IREM Dallas from all their correspondence and business materials immediately.