



INTERNATIONAL REAL ESTATE SOCIETY

Policies and Procedures

- I. Board of Directors Voting Procedures
 - a. Voting members of the IRES Board of Directors consists of:
 - i. Three representatives designated by each of the regional societies
 - ii. Two IRES Board of Directors appointed industry representatives
 - iii. IRES president
 - iv. IRES president-elect
 - v. IRES secretary
 - vi. IRES treasurer
 - vii. IRES executive director
 - viii. IRES associate executive director
 - ix. Immediate past-president
 - x. Previous past-president
 - xi. If a member holds two or more voting positions on the Board, he or she shall be limited to one vote on matters before the Board and will be counted as one member in determining the total on which a quorum is calculated.
 - b. QUORUM: Three officers shall constitute a quorum for the transaction of business at any meeting of the Board unless a member of the Board who is unable to attend the meeting objects at least 5 days in advance. If a member of the Board objects in accordance with this provision, then fifty percent of the total voting membership of the Board of Directors, rounded up to the nearest whole number, shall constitute a quorum for the transaction of business at that meeting of the Board. (updated 2017)

- II. Travel grant procedures
 - a. IRES may fund travel grants to any member of a regional society to attend a regional conference.
 - i. Applications for travel grants should be made in writing to the IRES Executive Director indicating
 - 1. which meeting the recipient will attend
 - 2. how the recipient will participate in the meeting
 - 3. recipient's level of financial need and use of alternative funding sources
 - 4. recipient's level of participation in his/her home regional society
 - ii. The decision to provide a travel grant and the amount of the grant will be determined by a majority vote of the Executive Committee.
 - 1. Members of the Executive Committee are: the president, president-elect, secretary, treasurer, executive director and past president.
 - iii. Priority for funding will consider:
 - 1. Member of AfRES or LARES or from a developing country
 - 2. level of ongoing participation in home regional society
 - a. leadership position or conference organizer position
 - 3. attendance at conference at which IRES Board meeting is being held
 - 4. whether applicant has received prior IRES travel grants
 - 5. participation in program or board meeting at conference for which grant is requested
 - 6. faculty member or industry professional
 - a. doctoral student if doctoral student funding unavailable from other sources.
 - 7. attendance at a sister society conference other than the applicant's home society conference.
 - iv. The amount of funding will be determined by the Executive Committee
 - 1. Past awards have ranged from US\$500 to \$2500, but typically are in the US\$500 to \$1000 range.
 - v. The award amounts, recipients, and meetings they attend with the awards will be reported to the Board of Directors at its annual meeting.
 - vi. Funding
 - 1. The treasurer will work with each recipient to determine the most cost effective way of delivering the funds once travel has commenced.
 - 2. The recipient will provide documentation of travel expenses that total the amount of the award at a minimum.
 - vii. Records
 - 1. A list of grant recipients will be maintained in the IRES official records.
 - b. IRES president can apply for \$500 travel grant
 - i. Priority
 - 1. Fund attendance at a conferences held by LARES or AfRES.
 - 2. Fund a president whose home society is LARES or AfRES to attend the IRES board of directors meeting held at any regional society meeting.
 - ii. The president must justify a need for funding

- III. Awards procedures
 - a. AWARDS COMMITTEE consists of:
 - i. The past president (chair)
 - ii. one appointed board member from each of the regional real estate societies
 - iii. one industry representative
 - b. Nominations
 - i. All regional society members are eligible to make nominations
 - ii. Nominations will be solicited via email, newsletter, and website announcements
 - iii. Nominations will consist of
 - 1. A letter or email detailing why the nominee deserves the award
 - 2. A professional CV is optional
 - c. Process
 - i. Past president (chair) will prepare call for nominations with assistance of Executive Director
 - ii. Secretary will distribute call at least 2 times to each regional society for distribution to members
 - iii. Past president (chair) will collect nominations, notify any nominators of additional necessary materials
 - iv. Past president (chair) will distribute nominations to the committee, collect the votes, and report the results to the President and Executive Committee
 - v. The past president (chair) will report the results to the Board of Directors at the IRES Board of Directors meeting
 - d. Voting
 - i. Each regional society and industry committee member has one vote with the chair serving as a tie breaker
 - ii. An award is determined by a simple majority of the votes cast
 - e. If the committee does not select any recipient, the award will not be given in that year.
 - f. Presentation
 - i. The awards will be announced to the public at the awards ceremony at the regional society meeting where the IRES Board of Directors meeting is held
 - ii. If the recipient is not present to receive his/her award, the presentation will be made at the recipient's home society meeting
 - g. Eligibility for awards.
 - i. As of 2016, IRES has three awards
 - 1. Service award for outstanding service to IRES or any member regional society.
 - 2. Achievement award for outstanding achievements in international research, education, and service.
 - 3. Corporate leadership award for outstanding service to international education and research.
 - ii. Service award
 - 1. Member of a regional society who is not:
 - a. IRES current elected officers

- b. IRES immediate past president
 - c. IRES award committee member
- iii. Achievement award
 - 1. Member of a regional society who is not an IRES award committee member
- iv. IRES corporate leadership award
 - 1. Government agency, nonprofit organization, or for-profit company whose representative not IRES award committee member

(updated 2018)