



# Constitution and By-Laws of the International Repeater Group (the IRG)

With amendments to 28 April 2013

## CONSTITUTION OF THE INTERNATIONAL REPEATER GROUP

PREAMBLE: Being desirous to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio by furthering the interest in the use of amateur communications, gaining better co-operation among amateurs, developing individual proficiency, furthering the interest of Amateur Radio in the General Community and contributing our assistance to the best advantage in the event of an emergency, do hereby constitute ourselves as the “International Repeater Group” (which is hereinafter referred to as the IRG), and do enact this constitution as our governing law and here by replaced any previous Constitution and Bylaws.

### ARTICLE I

#### MEMBERSHIP:

All persons interested in the activities of the IRG may be eligible for membership as set forth in the By-Law 02.

### ARTICLE II

#### OFFICERS:

Section 1 – The officers of the IRG shall be President, Vice-President, Secretary-Treasurer, and IRG representatives to be chosen from the various areas covered by our repeaters.

Section 2 – The officers of the IRG shall be elected for a term of one year by ballot of members present, provided there is a quorum, at the Annual General Meeting and shall take office upon adjournment of this meeting. A quorum for this purpose is defined as set forth in the By-Law 03.

Section 3 – Vacancies occurring between elections must be filled at the first regular or special meeting at which the withdrawal or resignation is announced provided there be a quorum present.

Section 4 – Officers or IRG representatives may be removed by a 75% vote of the voting members present, be there a quorum as set forth in the By-Law 03. A proposal to ask for such a vote shall be made and seconded at a special or regular meeting, and the vote shall take place at the next following regular or special meeting.

### ARTICLE III

#### DUTIES OF OFFICERS:

Section 1 – The President shall preside at all meetings of the IRG, and conduct the same meeting according to the constitution and by-laws; decide all questions of order; sign all official documents that are adopted by the IRG; and none other; and perform all customary duties pertaining to the office of the president.

Section 2 – The Vice-President shall assume all the duties of the President in the latter's absence, as well as such other duties as may from time to time be assigned or delegated by the president.

Section 3 – The Secretary-Treasurer shall keep a record of the proceedings of all meetings; keep a roll of members; submit applications for membership; carry on all correspondence; read communications at each meeting; and when directed by the President shall mail notice of meetings or any special meeting, to each member.

The Secretary-Treasurer shall receive and receipt for all monies paid to the IRG; he/she shall keep an accurate account of all monies received and expended. At stated meetings he/she shall submit a verbal and itemized statement of disbursements and receipts. He/she shall have available an audited financial statement for the Annual General Meeting. For purposes of this section, an auditor may be appointed from among the IRG members, at the discretion of the President. At the end of his/her term, he/she shall turn over to his/her successor, all items belonging to the IRG.

ARTICLE IV

MEETINGS: The By-Laws shall provide for Annual, Regular and Special Meetings of the IRG, and shall meet as set forth in By-Law 03.

ARTICLE V

FINANCIAL: The “International Repeater Group” by a majority vote of members, may levy upon the membership such dues or assessments as shall be deemed necessary, for the business of the organization within its objects as set forth in the Preamble thereof, subject to By-Law 02.

ARTICLE VI

AMMENDMENTS: Constitution:

This Constitution may only be amended by a two third (2/3) majority vote at a meeting, as set forth in the By-Law 03. The membership must be informed by an officer, of the intent to amend the Constitution. Notification of intent to amend will be provided to the membership, as set in the By-Law 02, by mail or electronic mail.

By-Laws:

By-Laws may be adopted or amended as set forth in the By-Law 04 by a simple majority vote of those members present, provided there is a quorum. A quorum for this purpose is defined as set forth in the By-Law 03.

RULES:

Any proceedings of the IRG not specifically outlined in any part of this Constitution or By-Laws, shall be conducted in accord with the latest available edition of Roberts Rules of Order.

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Passed at the Annual Meeting of the International Repeater Group held 25 April 1999,  
and amended at the Annual Meeting held 28 April 2013.

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Yvon Hachey VE1VON  
President

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Rick MacMillan VE9MTB  
Secretary-Treasurer

## BY-LAW 01

### A By-Law relating generally to the formation, composition And duties of an Executive Committee of the International Repeater Group

#### 1. COMPOSITION:

The Executive Committee shall be composed of the Officers of the IRG as defined in the constitution.

#### 2. MEETINGS OF THE COMMITTEE:

The Executive Committee shall meet at the discretion of the President.

#### 3. DUTIES OF THE COMMITTEE:

The Executive Committee shall deal with the normal house-keeping and administrative aspects of the IRG operation; offer direction to the IRG and prepare recommendations on such business as must come before the IRG at a general, special or annual meeting.

#### 4. POWERS OF COMMITTEE:

The Executive Committee shall manage all affairs of the IRG, exercise all powers and do all acts which may be done by the IRG and which are not By-Laws or by the Act expressly directed or required to be done by the IRG at a general, special or annual meeting of the members. The power of the Committee to spend IRG funds for new non-recurring expenses shall be limited to \$1,000.00 without approval of a general, special or annual meeting of the members. The Executive may appoint committees which shall be of such size and constitution and shall have such powers as the Executive may from time to time determine. Any member in good standing may serve on a committee as appointed.

#### 5. PROPERTY AND PUBLICATIONS:

The whole or any substantial part of the property or invested funds of the IRG, may be sold or disposed of only pursuant to the resolution of the Executive confirmed by an affirmative vote of a two-thirds (2/3) majority vote of the membership.

Every publication of the IRG and the copyright to the same shall be the property of the IRG. The executive shall have power to release the rights of the IRG in and to any such document.

An inventory of all IRG equipment shall be kept and verified annually.

BY-LAW 01

The disposal of surplus and obsolete equipment maybe sold or disposed of only pursuant to the resolution of the Executive Officers.

6. FINANCIAL AUTHORITIES:

The Executive Committee shall transact the banking business of the IRG with such bank, trust company or other firm or corporation carrying on a banking business as the Executive Committee may designate or authorize from time to time by resolution; and all such business or any part thereof, shall be transacted on the IRG's behalf by one or more of the President, Vice-President, Secretary -Treasurer as the Executive Committee may designate, direct or authorize from time to time by resolution, including the operation of the IRG's accounts; the making, signing, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring of any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money; the giving of receipts for and orders relating to any property of the IRG; the execution of any agreement relating to any banking business defining the rights and powers of the parties hereto; and the authorizing of any officer of such institution to do any act or thing on the IRG's behalf to facilitate such banking business.

7. REPORTING REQUIRMENTS:

The Committee shall report to the members at the soonest possible meeting, those actions taken by the Committee since the last report.

Passed at the Annual Meeting of the International Repeater Group held 25 April 1999 and amended at the Annual Meeting held 28 April 2013.

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Yvon Hachey VE1VON  
President

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Rick MacMillan VE9MTB  
Secretary-Treasurer

## BY-LAW 02

### A By-Law relating generally to membership Requirements and procedures of the International Repeater Group

#### 8. ELIGIBILITY:

All persons who meet the eligibility criteria outlined at Article I of the Constitution may be considered for membership in the International Repeater Group.

#### 9. APPLICATION:

New membership applications may be proposed by either the applicant or a member. Such application may be made at any regular or special meeting of the IRG, or may be submitted directly to the Executive Committee. A recommended membership application form is Appendix A to this By-Law.

#### 10. ACCEPTANCE:

New membership applications shall normally be handled by Executive Committee or at any regular or special meeting of the IRG. In either case a simple majority vote shall constitute approval.

#### 11. CLASSES OF MEMBERSHIP:

Members will be classified as:

- (a) A Charter Member is a qualified amateur radio operator who participated in the formation and establishment of the IRG. Charter Members shall have the same privileges as Full Members as set forth in the Constitution and By-Laws.
- (b) A Life Member is a qualified amateur radio operator to whom the distinction of life membership in the IRG has been extended and shall have the same privileges as Full Members as set forth in the constitution and By-Laws.
- (c) A full Member is a qualified amateur radio operator.
- (d) An Associate Member is either an individual with an interest in amateur radio but without the necessary qualifications or a qualified amateur radio operator who is an occasional user of the IRG repeaters residing outside the coverage area of the repeaters supported by the IRG.

BY-LAW 02

- (e) Honorary Membership may be bestowed on non-members who have made a significant contribution (monetary or otherwise) to the IRG by a majority of the membership present at stated meeting.

12. ANNUAL DUES:

Annual Dues for Full/Family Membership in the amount of Fifteen dollars (\$15), and for Associate Membership in the amount of Five dollars (\$5), are due and payable at the Annual Meeting in April of each year or immediately upon the acceptance of a membership application.

13. TERMINATION AND SUSPENSION OF MEMBERS:

A member shall be liable for suspension or expulsion from the IRG on conducting himself/herself in any of the following ways:

- (a) Using profane language or conducting him/herself in a disorderly manner, both on the air, and at any regular or special meeting of the IRG;
- (b) Conducting him/herself in a manner unbecoming of a member of the IRG or in any manner which reflects discredit upon the IRG or is inconsistent with the Aims and Objectives of the IRG;
- (c) Failure to abide by the rules and regulations governing the Amateur Radio service, as passed into law by The Government of Canada and United States of America.
- (d) Failure to pay annual dues within 60 days of the date specified at Para 4.

Suspension of membership shall be automatic under sub-para (c) above. Termination or suspension of membership under sub-para (a) or (b) shall normally be handled by the Executive Committee upon receiving a complaint except that a motion for termination or suspension may be made by a member at any regular or special meeting. A majority decision of the members present shall be binding.

In the event that a complaint is handled by the Executive Committee, the member whose conduct is under review, shall be invited and entitled to attend to make representation on his/her behalf, but shall not be present for any discussion or vote on the manner. A majority decision shall be binding.

Passed at the Annual Meeting of the International Repeater Group held 25 April 1999

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Yvon Hachey VE1VON  
President

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Rick MacMillan VE9MTB  
Secretary-Treasurer



**APPLICATION FOR MEMBERSHIP**  
**INTERNATIONAL REPEATER GROUP**

Please complete and return to the Secretary-Treasurer with your membership renewal. This will allow us to update records as required.

S.V.P. compléter et retourner au Secrétaire-Trésorier avec votre renouvellement de membres.

Ceci nous permettra de faire le jour à jour des registres tel que requis.

**Rick MacMillan VE9MTB**  
**17 Queensway**  
**St. Stephen, NB**  
**E3L 1L1**  
**(506) 466-8346**

**Membership per year: Full/Family \$15.00. Associate \$5.00.**

**Cotisations par année: Full/Famille \$15.00, Associé \$5.00.**

**Renewal Year (année de renouvellement): \_\_\_\_\_ Call (Letters d'Appel): \_\_\_\_\_**

**First Name (Prénom): \_\_\_\_\_ Last Name (Nom de Famille): \_\_\_\_\_**

**Street (Rue): \_\_\_\_\_ City (Ville): \_\_\_\_\_**

**Prov/State: \_\_\_\_\_**

**Postal (Code Postal): \_\_\_\_\_ Telephone (Téléphone): ( ) \_\_\_\_\_**

**Email Address (Adresse Email): \_\_\_\_\_**

**XYL/YL/OM Name (Nom du XYL/YL/OM): \_\_\_\_\_ Call (Lettre d'Appel): \_\_\_\_\_**

**Remarks (Commentaires): \_\_\_\_\_**

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### BY-LAW 03

#### A By-Law relating generally to the Conduct of meetings of the International Repeater Group

#### 14. MEETINGS:

Section 1 – An Annual General Meeting shall be held during the month of April in each year at such time and place as the Executive Committee may determine, for the purpose of hearing and receiving reports and statements as required by the Constitution. To elect officers of the IRG and to transact such other business as may properly be brought before the meeting. Notice of meeting shall be communicated to the membership at least fifteen (15) days prior to the meeting, including the date, time and location.

Section 2 – A Regular Meeting shall be held during the month of September in each year at such time and place as the Executive Committee may determine, for the purpose of hearing and receiving reports and statements as required by the Constitution. To transact such other business as may properly be brought before the meeting. Notice of meeting shall be communicated to the membership at least fifteen (15) days prior to the meeting, including the date, time and location.

Section 3 – Special meetings may be called at the discretion of the Executive or on request by a quorum of members who so desire.

Section 4 – A Quorum must be present to properly transact business.

#### 15. ORDER OF BUSINESS:

At each Annual/General Meeting of the IRG, the order of business shall be as follows;

- (a) Roll call of members and determination of a quorum;
- (b) Check for any Silent Key's, and if so their names and calls shall be read, and a minutes silence shall be observed:
- (c) Reading and consideration of the minutes of the last annual/semi-annual general general meeting and any minutes not previously dealt with:
- (d) Business arising from the minutes:
- (e) Report from the Executive Committee:
- (f) The Auditors report:
- (g) Reports from applicable committees:
- (h) Unfinished (old) business:
- (i) New Business:

BY-LAW 03

- (j) Election of officers:
- (k) Adjournment:

16. RATIFICATION OF MOTIONS ON EXPENDITURES:

Any matter which comes before a general, annual or special meeting and which includes the expenditure of IRG funds in excess of \$1000.00 for new or non recurring purposes, shall require a notice of motion for the next general, annual or special meeting.

17. SUMMARY OF EXECUTIVE COMMITTEE DECISIONS:

All decisions made or actions taken by the Executive Committee shall be summarized and tabled at the next available meeting of the IRG. The exception to the above are those items or discussion or actions which could cause embarrassment to an individual member or to the IRG in general.

18. PERSONS ENTITLED TO VOTE:

All persons who are Full/Family Members of the IRG, who have not been suspended or terminated as outlined in By-Law 02 and are present, are the only persons allowed to vote on the business of the IRG.

19. QUORUMS FOR MEETINGS OF THE IRG:

Quorums for all meetings and circumstances shall be ten percent (10%) of the Full Membership plus Officers, present at a meeting shall constitute a quorum.

20. VOTING:

At all meetings of the IRG, every question shall be decided by a show of hands with a simple majority carrying unless otherwise specified in the Constitution. The result of the vote as directed by the Chairperson shall be recorded in the minutes and shall constitute facie evidence of the fact without further proof.

Passed at the Annual Meeting of the International Repeater Group held 25 April 1999

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Yvon Hachey VE1VON  
President

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Rick MacMillan VE9MTB  
Secretary-Treasurer

BY-LAW 04

A By-Law relating generally to the By-Laws Enactment,  
Amendment or repeal  
International Repeater Group

21. BY-LAWS ENACTMENT, AMMENDMENT OR REPEAL:

- (a) These by-laws may be enacted, amended or repealed by the Executive of the IRG with the ratification and approval of the voting members in good standing expressed at an annual meeting or a special meeting called for such purposes, by a simple majority vote.
- (b) These By-Laws shall be reviewed and amended, on an annual basis or as deemed necessary.
- (c) All proposed amendments to any By-Laws of the IRG shall be submitted in writing to the Secretary-Treasurer of the IRG at least sixty (60) days in advance of any annual or special meeting of the IRG. All proposed amendments must accompany the notification of meeting sent to members.

INTERPRETATION:

In this and all other By-Laws of the IRG where the context so requires, the singular shall include the plural; the plural shall include the singular; the masculine shall include the feminine; the feminine shall include the masculine; and the word "person" shall include firms, corporations, companies and bodies corporate.

Passed at the Annual Meeting of the International Repeater Group held 25 April 1999  
and amended at the Annual Meeting held 28 April 2013.

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Yvon Hachey VE1VON  
President

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