



FREQUENTLY ASKED QUESTIONS

Refer to **Club Policies and Procedures for details.*

1. Who should I contact if I have any questions regarding Clubs?

You may contact the RRCSA's VP Internal (sa_internal@rrc.ca) or VP External Affairs (sa_external@rrc.ca) in case of any questions regarding Campus Clubs.

2. What type of Club can I start?

The RRCSA sub-categorizes the student-led clubs into two categories, i.e., Academic Club and Non-Academic Club.

Academic clubs consist of a group of students with a common academic, course, or class interest. Clubs like 'Data Science Club', and 'Fundraising for Graduation' fall under this category.

Non-Academic clubs consist of a group of students with a common interest in extra-curriculum activities. Clubs like 'Dance Club', 'Movies Club', 'Indian Cultural Club', and 'Health and Wellness Club' fall under this category.

You can start any Club which falls under one of the above Categories.

3. Who can join a Club?

Every student who is in good standing with RRC Polytech or RRC Polytech Students' Association can join any Club. The RRCSA also offers this opportunity to **RRC Polytech staff and alumni** to join Clubs as non-student members.

80% of the membership must be current RRC Polytech students, and the remaining may be RRC Polytech students, staff, or alumni.

4. How many members can a Club have?

A Club may have **any number of members**, 80% of which must be current RRC Polytech students, and the remaining may be RRC Polytech students, staff, or alumni. Every Club must have a minimum of 3 or a maximum of 4 Signing Officers (President, Vice-President, Secretary, and Treasurer). Only one Signing Officer may not be a current RRC Polytech student.

5. How many clubs can I join?

You can join **as many clubs as you want**.

If you are a Signing Officer of one Club, you cannot hold a Signing Officer position in any other Club, however, they may join any other club as a regular member of that club.

6. What if I wish to start a club that already exists?

If the purposes, commodities, or services of your club are too similar to those of another club or your club recognition application is too identical, the **RRCSA may refuse it** at the discretion of the Executives (VP Internal or VP External Affairs).

You may join the other similar club which is already in existence.

7. How many members do I need to start a new Club?

To start and register a Club, you just **need 5 student members**.

8. Can RRC Polytech or RRCSA be used in Club's Name or Logo?

The Clubs **may use** the RRC Polytech's or the RRCSA's Name, but not the Logo in their Club Name or Logo. **The Name and Logo of the Club must be approved by the RRCSA's Executives.**

9. How many RRC Polytech staff and alumni can be members of a club?

The RRC Polytech staff and alumni must only constitute a maximum of **20% of the total club membership**.

As an example, if the Club has 17 total members, 3 of them can be non-student members (staff or alumni).

10. Can an RRC Polytech staff or alumni be a Signing Officer?

Yes, an RRC Polytech staff member can be a Signing Officer (**but only limited to 1** – Secretary or Treasurer) with the approval of club members. However, an alumni member must not be assigned any Signing Officer position.

Non-student members may act in supporting roles such as Club Advisors.

11. What if a club falls under the minimum membership?

If a Club falls under the minimum required membership (which is, it must have at least 5 club members; 80% of the total membership as current RRC Polytech students), it shall be placed on **probation**. Clubs cannot operate as normal during the probation period. This gives the Signing Officers the opportunity to find more club members to fulfill the minimum requirement. Clubs on probation for longer than 30 days shall be terminated by the RRCSA.

12. What if my club gets terminated?

If your club has been terminated (turned Inactive) for any reason, the club may return within the period of 2-years from getting terminated. Such clubs are called **the returning clubs**. The clubs must contact the RRCSA's VP Internal or VP External Affairs to discuss what is needed to start up again or get funds returned.

13. What if a Signing Officer's position becomes vacant?

If the position of any Signing Officer becomes vacant for any reason, the **duties of that Signing Officer shall be divided among other Signing Officers**. A **new Signing Officer must be assigned** as soon as possible.

14. How many times do the Club Signing Officers need to meet the SA Executives?

The Club signing Officers must meet the SA Executives (VP Internal or VP External Affairs) **once a year** to inform them of any updates (date and time decided by the SA Executives).

15. Does a club need to be renewed each year?

Yes, the Club Signing Officers from all clubs must renew their club's 'Active Status' by the **end of the winter term** every year.

16. Are the clubs charged any printing and posting fees by the RRCSA?

No, the clubs are not charged any poster printing and posting fees by the RRCSA. Clubs are responsible for designing their posters themselves. Clubs may use [Canva](#) for that purpose. Clubs are required to get an SA Club Stamp on all their posters from the SA office.

17. Are the clubs charged anything for booking tables for events and fundraisers, by the RRCSA?

Every club gets **1 free table booking per term**.

Additional bookings for tables in the same term may be charged at a reduced student rate.

18. Which RRCSA spaces are available for clubs to book for their events and meetings?

The Club Hub and The Den (spaces managed by RRCSA) at **NDC** - Notre Dame Campus are free to book on a first come, first serve basis. There is **no RRCSA-managed space at EDC** - Exchange District Campus. The SA will help clubs look for and book college rooms on any campus.

19. How do the clubs manage their funds?

The RRCSA oversees all club finances. The SA **creates a unique bank account** that gets audited each year for each registered club to manage their club finances.

All club finances must get deposited, paid, and processed through the club account.

No separate club account outside the RRCSA shall be acknowledged, supported, or approved.

20. Is there any funding support provided by the RRCSA for clubs?

Yes, the RRCSA provides funding support to clubs for their operational purposes.

The RRCSA offers an **incentive of \$150 to each new club** created by students, that was not recognized by the RRCSA earlier in any form. The RRCSA offers up to **\$200 to each club per term** for events and fundraising through its **Club Bursary Program** with conditions applied.