



**CLUB** POLICIES AND PROCEDURES  
*a guide on how to join, start or manage a campus club*

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## DEFINITIONS

**Active Club** – A Club that has been approved by the RRC Polytech Students' Association, is not on probation and has been annually renewed.

**Club** – A student group that consists minimum of 5 members including a minimum of 3 or a maximum of 4 Signing Officers.

**Club Member** - Any person (RRC Polytech student, staff, or alumni) who has been acknowledged by an active club.

**Club Advisor** – A Club Advisor is a person (RRC Polytech staff or alumni), who provides guidance and support in the facilitation of the club.

**Club Hub and Den** – These are student spaces provided by the RRC Polytech Students' Association located at the NDC (Notre Dame Campus) campus, which can be booked for Club and student use.

**Minutes** – A summarized record of the proceedings conducted at a Club meeting.

**Motion** – A formal proposal or action that Club members vote on.

**Probation** – A suspension period of the Club where they are not active and cannot carry on with Club activities.

**Renewal** – Clubs must renew their active status once by the end of the year to continue operating as normal for another year.

**RRCSA Executive Committee** – The RRC Polytech Students' Association Executive committee that consists of President, VP Internal, VP External Affairs, VP Academic and Executive Director.

**Signing Officers** – The Club President, Vice-President, Secretary, and Treasurer, who have the authority to provide signatures on the behalf of the club.

**Transfer** – Club Signing Officers can transfer their clubs and the Club funds to new individuals, i.e., new Signing Officers to continue the club.

## LAND ACKNOWLEDGEMENT

*We respectfully recognize that Red River College Polytechnic campuses are located on the original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene Peoples and on the homeland of the Metis Nation.*

## WHAT IS RRCSA?

Red River College Polytechnic Students' Association (RRCSA) is a non-profit organization formed in 1963, that acts primarily as an advocate for student needs and concerns and provides various services to make student life better.

## CAMPUS CLUBS

The RRCSA offers this opportunity to all its student members to create new clubs and/or join already existing clubs.

**Campus clubs are small groups that are formed by students who share similar interests and/or wish to participate in similar activities.**

All clubs are student-driven, volunteer-run, and operate on a non-profit basis. The college staff and alumni can also be Club members.

The RRCSA actively promotes and empowers students to develop clubs that provide a safe space for our students and the RRC Polytech community members, as well as support their activities. Clubs are a great way to connect with students across various programs, meet new people and enhance student life experience at RRC Polytech.

**The RRCSA sub-categorizes the student-led clubs into two categories, as follows:**

### **a. ACADEMIC CLUBS**

These 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.

### **b. NON-ACADEMIC CLUBS**

These 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.

## **BENEFITS OF RUNNING A CAMPUS CLUB**

The registered student clubs at RRCSA get a variety of benefits, including the ability to obtain valuable leadership and life skills.

Some of those benefits are listed below:

- **Identification with RRC Polytech**

Student clubs that are registered and approved earn the right to promote their activities and participate in college and community events.

- **Utilization of College Facilities and Equipment**

Upon receiving recognition and approval by the RRCSA, student clubs may reserve college facilities and equipment for meetings, programs, fundraisers, and campus events.

- **Student Club Financial Accounts**

The RRCSA creates a unique account for each student Club for managing and processing all the Club finances.

- **Fundraising Opportunities**

Registered student clubs enjoy the opportunity to plan, promote and conduct fundraisers within the college and in the community for organizational purposes like creating programs, holding campus events, etc.

- **'Create a Club' Incentive**

The RRCSA offers an incentive of \$150 to each new Club created by students that have not been recognized by the RRCSA earlier in any form.

- **Club Bursary Program**

The clubs are eligible to apply for the Club Bursary Program which offers up to \$200 to each Club per term for events and fundraising.

This document outlines important guidelines and procedures for managing the clubs and resources that are available to support you.

## JOIN AN EXISTING CLUB

There are several clubs (Academic or Non-Academic) already in existence that are open for all RRC Polytech students, staff, and alumni.

1. Go to <https://rrcsa.ca/clubs/> and find the Club that you are interested in.
2. If you are interested in joining an already existing club, fill out the form with the required information to join the club.
3. After reviewing your application, the Club Signing Officers add you to the Club and notify you.

## IMPORTANT

1. A person can join as many clubs as they want.
2. The clubs may add staff or alumni depending on the membership requirement stated in the **MEMBERSHIP** section of this document.

## REGISTER A NEW CLUB

If you do not see a Club of your interest in the list of existing campus clubs, you have an option to start your own club.

1. Should you hold an interest in starting your own new club, go to <https://rrcsa.ca/clubs/> and look into the clubs' directory to ensure that a similar Club doesn't already exist. 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) and may suggest you join the already existing Club with the similar purpose or start a different club.
2. It is crucial that you familiarize yourself with the Club Policies and Procedures. In case of any questions or concerns regarding this document, contact the RRCSA's VP Internal or VP External Affairs.
3. Determine the club's interest and demand among students. If you mention your Club idea to other students (classmates, friends, etc.) and no one looks interested, you might find it difficult to launch your Club and make it active.  
**You just need 5 student members to register the club.**
4. Once you are ready to start a club, go to <https://rrcsa.ca/clubs/> and fill out the Registration Form with the required information including the names of 5 members and the description of the club.
5. After reviewing your application, the RRCSA's VP Internal or VP External Affairs shall follow up within 2-3 business days with the next steps.

(Note: You must select the Club Signing Officers in the period of 30 days starting from when you receive the email, for which, refer to the **MEMBERSHIP** section of this document.)

6. The Club is active once its Signing Officers receive a Welcome email (the Welcome email is a digital package containing membership information, the Club Policies and Procedures, and other relevant information) sent by either the RRCSA's VP Internal or VP External Affairs.

## **CLUB NAME AND LOGO**

The name of the student Club must reflect the Club's use and/or activities.

1. The Club names must be approved by the RRCSA.
2. The RRCSA reserves the right to assign a Club name if deemed necessary by the VP Internal or VP External Affairs.
3. Clubs may use RRC Polytech and/or RRC Polytech Students' Association's name or acronym in their Club's name.
4. It is not mandatory; however, clubs are suggested to have a unique logo, which must also be approved by the RRCSA.
5. The clubs must not use RRC Polytech's and/or RRC Polytech Students' Association's name, acronym, or logo in their club's logo.

## **MEMBERSHIP**

1. The clubs must not restrict membership to any student. Every RRC Polytech student in good standing with RRC Polytech and RRCSA is welcome to join any Club of their choosing.
2. All campus clubs must have at least 5 Club members including a minimum of 3 or a maximum of 4 Signing Officers (President, Vice President, Secretary, and Treasurer).
3. At least 80% of the Club members must be current RRC Polytech students. The clubs may have RRC Polytech staff and alumni as their non-student members.  
(As an example, if your Club has 17 members, then at least 14 of them must be current RRC Polytech students, and the rest may be current RRC Polytech students, staff, or alumni)
4. The non-student members of the clubs may act in supporting roles such as Club Advisors.
5. The Club Signing Officers must be current RRC Polytech students.  
An RRC Polytech staff may be a Signing Officer (but only limited to one – Secretary or Treasurer) with the approval of Club members.
6. No one person can hold more than 1 position in Club Signing Officers.

7. No Signing Officer of one Club can hold a Signing Officer position in any other Club, however, may join any other Club as a regular member of the Club.
8. All members who sign up for a Club consent to having their contact information shared with the RRCSA and other students of the same club.

## **IMPORTANT**

1. The Club Signing Officers or the RRCSA's Executive Committee may remove an individual Club member (including the Signing Officer) for the following:
  - a. Violated an RRC Polytech, RRCSA, or any Club Policy;
  - b. Discredited the Club or its members;
  - c. Not participating in any of the Club activities for over 2 years.
2. The Club must note the removal of an individual Club member along with the reason for removal and inform the RRCSA's VP Internal or VP External Affairs by sending an email containing any important information pertaining that. The Club may note the removal in its meeting minutes as well.
3. The VP Internal or VP External Affairs may ask for the updated membership spreadsheet anytime.
4. The clubs which do not meet the minimum membership requirement shall be placed on probation for 30 days. Clubs cannot operate as normal during the probation period. Said 30 days are granted to the Club to give the Signing Officers the opportunity to find more Club members to fulfill the minimum requirement.
5. Clubs on probation for longer than 30 days shall be terminated by the RRCSA.
6. The RRCSA reserves the right to terminate any Club with notice of 30 days with reasons submitted.
7. If the position of any Signing Officer becomes vacant, is removed, or quits, then the duties of that Signing Officer shall be divided among other Signing Officers.
8. A new Signing Officer must be assigned, only if the Club does not have a minimum of 3 Signing Officers after the removal of the Signing Officer.
  - a. A Club meeting must be held within 30 days to assign a new Signing Officer for the Club.
  - b. In the Club meeting, a two-thirds majority of the Club members must be present to assign new Signing Officers and the attendance must be noted in meeting minutes. The meeting minutes, where it is voted 51% percent or more in favor of assigning that Signing Officer must be sent to the RRCSA's VP Internal or VP External Affairs for the database records.
  - c. The RRCSA's VP Internal or VP External Affairs may be invited to attend the meeting to support and assist elect or appoint a new Signing Officer for the club.



If the Club meets the minimum requirement of 3 Signing Officers after the removal and still wishes to assign the 4<sup>th</sup> Signing Officer, that may be done at any time throughout the year with the same process.

9. Should the Club decide to assign an RRC Polytech staff as a Signing Officer, that may be done at any time throughout the year with the same process.
10. The Signing Officers must hold at least one 1 Club meeting each term (Winter and Fall) open to all Club members.

## **ANNUALLY MEETING THE RRCSA EXECUTIVES**

The Club Signing Officers must meet the RRCSA's Executives (VP Internal or VP External Affairs) once every year (date and time decided by the SA Executives).

1. This meeting is conducted and chaired by the RRCSA's VP Internal or VP External Affairs.
2. At least 3 Club Signing Officers, including the Club President must be present at the meeting.
3. During this meeting-
  - i. Introduction of the Club Signing officers and the RRCSA's Executives shall take place.
  - ii. The Club President shall provide a report about the club's future plans and goals.
  - iii. The meeting minutes shall be taken in which all the important information must be recorded.
4. Notice of this meeting to the Club Signing Officers shall be given no later than 10 business days before the meeting through an official email from the RRCSA's VP Internal or VP External Affairs.
5. The Club Signing Officers shall provide notice to the RRCSA's VP Internal or VP External Affairs no later than 3 business days, should they not be available to attend the meeting.
6. If the Signing Officers fail to attend this meeting without notice, the Club shall be placed on probation for 30 days and a Club meeting must be held to elect new Signing Officers.

## **ANNUALLY RENEWING THE CLUB**

The Club Signing Officers from all clubs must renew their club's 'Active Status' by the end of the Winter term every year.

1. To renew your club, contact the RRCSA's VP Internal or VP External Affairs via email.
2. The Renewal entails the updated Club membership spreadsheet proving that the Club still meets the minimum membership requirement.

Refer to the **MEMBERSHIP** section of this document.

3. After reviewing your renewal application, the RRCSA's VP Internal or VP External Affairs shall follow up within 2-3 business days to confirm if the Club is successfully renewed or not.
4. If your renewal is approved, your Club is ready to operate for another year.

### **IMPORTANT**

1. The Club shall be put on probation if the Signing Officers do not renew their Club status annually.
2. A renewal reminder email shall be sent by the VP Internal or VP External Affairs to the Signing Officers 30 days after the end of the Winter term.
3. If no response is received after the reminder email, the Club shall be terminated by the RRCSA as of June 30th to align with the RRCSA's fiscal year's end.

## **CLUB TRANSFER**

Clubs can be transferred by current Club Signing Officers to new Club Signing Officers at any time of the year.

1. A Club meeting must be held for the transfer.
  - a. In the Club meeting, a two-thirds majority of the Club members must be present to assign new Signing Officers and the attendance must be noted in meeting minutes. The meeting minutes, where it is voted 51% percent or more in favor of assigning the new Signing Officers must be sent to the RRCSA's VP Internal or VP External Affairs for the database records.
  - b. All the current Club Signing Officers must be present at this meeting.
  - c. The VP Internal or VP External Affairs may be invited to attend the meeting to support, and assist transfer the Club to the new Signing Officers.
2. The Club Transfer Form (can be at <https://rrcsa.ca/clubs/>) with the names of the current Club Signing Officers and the new Club Signing Officers must be filled out and submitted after the meeting.
3. After reviewing the Club Transfer Form, the RRCSA's VP Internal or VP External Affairs shall follow up within 2-3 business days to approve the transfer.

### **IMPORTANT**

1. The Signing Officers who wish to transfer the ownership of the Club can also transfer funds to the next year's Club account with a motion outlined in the Club meeting minutes.

2. It is advised that the Club President should provide a transition binder for the new Signing Officers and hold a Club meeting to introduce the new Signing Officers to all Club members.
3. The new Club Signing Officers must familiarize themselves with the Club Policies and procedures.

## **CLOSING A CAMPUS CLUB**

Should a Club wish to close, that may be done at any time of the year.

1. A Club meeting must be held before Club Closure.
  - a. In the Club meeting, a two-thirds majority of the Club members must be present to close the club and the attendance must be noted in meeting minutes. The meeting minutes, where it is voted 51% percent or more in favor of closing the Club must be sent to the RRCSA's VP Internal or VP External Affairs for the database records.
  - b. All the Signing Officers must be present at this meeting.
  - c. The RRCSA's VP Internal or VP External Affairs may be invited to attend the meeting to support and or assist with closing the club.
2. After reviewing the Club meeting minutes with the motion to close the Club and Club account, the RRCSA's VP Internal or VP External Affairs shall follow up within 2-3 business days to approve the closure.

## **IMPORTANT**

1. The meeting to close a Club must also include a motion to disburse the Club funds with Club members' approval.
2. The RRCSA requires a copy of the Club meeting minutes including members present with an approved motion to issue any final Club financial disbursement. The final Club Closure Cheque may take up to 2 weeks to be issued to ensure all accounting is reconciled.
3. The final Club disbursement is to be distributed to all Club members evenly. The final Club cheques shall be issued to every Club member registered with the Club as of the last Club meeting within 30 days of receiving the meeting minutes.

## **CLUB FUNDING**

The RRCSA creates a unique bank account for each registered Club to manage Club finances.

1. 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.

2. All Club event or fundraising money, receipts, or payments must be reconciled no more than 2 weeks after the event.
3. To **deposit money** in the Club account, Club Deposit form must be filled with all the required information, including the amount to be deposited to the Club account and signed by a minimum of one Club Signing Officers.
4. Submit the form and the money (cash or cheque) at either of the RRCSA's Offices (Notre Dame Campus, Room CM20 or Exchange District Campus, Room P110).
5. The money shall be deposited within 5 business days with the approval of the RRCSA's VP Internal or VP External Affairs and the confirmation shall be sent to the Club Signing Officers.
6. To **get the money reimbursed/ paid**, go to <https://rrcsa.ca/clubs/> and fill the Club Cheque Request Form with all the required information.  
The additional documents, i.e., receipt or invoice must be uploaded to the Cheque Request Form.
7. The money shall be reimbursed by cheque with the approval of at least 2 RRCSA Executives within 5 business days.
8. The cheque shall be mailed at the address given in the Club Cheque Request Form and the confirmation shall be sent to the Club Signing Officers.  
The Club Signing Officers may request to collect the cheque from the RRCSA Office.

## **IMPORTANT**

1. Club funds may be suspended if accounts other than the RRC Polytech Students' Association's Club account are found.
2. Payment requests require at least 5 business days' notice.
3. Any reimbursed money shall come out of the club's account up to what they have in the account.  
Clubs should not go into debt.
4. Reimbursement shall be allocated first to companies/businesses, then RRC Polytech, then the Signing Officers, and finally to the individual members of the club.
5. The VP Internal or VP External Affairs may veto any Cheque Request Form with documented reasons.  
Appeals for cheque request denial decision may be sent to the RRCSA's President for review. The RRCSA's President may consult with the Students' Association's Finance committee to review, confirm, or deny the appeal.  
The decision of the President shall be final.
6. The RRCSA may aid with facilitating Club fundraising events on campus.
7. Any fundraising done on campus cannot be used for personal profit gain. This includes but is not limited to gambling and investing.
8. The RRCSA does not take any responsibility for Club members' financial or economic risk, or income/loss, because of Club members' actions.

9. Club members and the Signing Officers are responsible for ensuring accurate fiscal management or accounting that they receive from the VP Internal or VP External Affairs.

## **‘CREATE A CLUB’ INCENTIVE**

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.

1. After getting approved, once a Club achieves an Active status by fulfilling the minimum membership requirement, the RRCSA adds \$150 funds into the Club account.
2. These Funds can be used for the purposes like Club promotion and advertisement, conducting fundraisers, etc. but not for any Club member’s personal benefit.

### **IMPORTANT**

1. The funds can be accessed by filling the Cheque Request form with all the required information.  
Refer to the **CLUB FUNDING** section of this document to know everything regarding managing funds in the Club account.

## **CLUB SUPPORT BURSARY**

The RRCSA offers up to \$200 to each Club per term for events and fundraising through its Club Bursary Program.

1. To apply for the Club Support Bursary, go to <https://rrcsa.ca/clubs/> and fill out the Club Bursary Request Form with all the required information, including the amount requested (up to \$200) and the details for its usage, at least 10 business days prior to the event or fundraiser.
2. If approved by the RRCSA’s VP Internal or VP External Affairs, an email shall be sent to the Club Signing Officers with the confirmation within 3 to 5 business days.
3. The funds shall be transferred to the Club account within 5 days from the approval.

### **IMPORTANT**

1. It is the responsibility of the Club Signing Officers to check the status of funds in the account prior to the event.
2. Cash requests for the bursary funds shall not be approved.

## TABLE BOOKING

The clubs can book tables for their events and fundraisers from the RRCSA at any time of the year.

1. Only a Signing Officer may book or cancel hall tables. The name of the Club and the name of its Signing Officer are required for bookings.
2. Table booking requests for either NDC (Notre Dame Campus) or EDC (Exchange District Campus) require submission of a completed Hallway Vendors Table Request Form available online at [www.rrcsa.ca/advet](http://www.rrcsa.ca/advet) at least a week prior to the event.
3. Confirmation of the booking shall be sent by the RRCSA's Operations Director within 5 business days of receiving the online request form.

### IMPORTANT

1. Every Club gets free table booking for its events and promotions.
2. Restrictions or limits on table bookings may be implemented at the discretion of the RRCSA.
3. The Signing Officer must provide proof of ID when booking the tables if required.

## SPACE BOOKING

The clubs can book the RRCSA Spaces for their events at any time of the year.

1. Only a Signing Officer may book or cancel a Space. The name of the Club and the name of its Signing Officer are required for bookings.
2. The Club Hub and The Den at NDC (Notre Dame Campus) are free to book on a first come, first-serve basis. Bookings for spaces require submission of an online request at [www.rrcsa.ca/booking](http://www.rrcsa.ca/booking) at least a week prior to the event.
3. Confirmation of the booking shall be sent by the RRCSA's Operations Director within 5 business days of receiving the online request form.

### IMPORTANT

1. Restrictions or limits on rental bookings or spaces may be implemented at the discretion of the RRCSA.
2. The Signing Officer must provide proof of ID when booking the RRCSA Spaces and signing out keys if required.

## POSTERS

The clubs can put up posters on the RRCSA's Bulletin Boards for advertising their upcoming events and programs that are held on campus, after the approval of the RRCSA's VP Internal or VP External Affairs.

1. The clubs must follow RRC Polytech Students' Association's Poster Guidelines available at [www.rrcsa.ca/posters](http://www.rrcsa.ca/posters).  
The clubs must design their own posters (may use [Canva](#), etc.) and send them via email directly to the RRCSA's Operations Director at [mmeijer@rrc.ca](mailto:mmeijer@rrc.ca) 5 business days before when they are required to be displayed.  
The email should include the name of the Club member who is requesting the print, the name of the Club, the number of posters required, the date by which the Club needs to display the posters, and any additional information.
2. Once approved, the RRCSA shall print and stamp the posters and send a confirmation.
3. The RRCSA's Poster Coordinator is responsible for putting up and taking down the posters at the required time.

### IMPORTANT

1. Clubs are not charged the printing and posting fee by the RRCSA for posters of Club events held on campus.
2. Posters may not contain any statements or images derogatory towards any group of people.
3. Restrictions or limits on the number of posters to be printed may be implemented at the discretion of the RRCSA.

Some other club supports includes Button/ Pin making, Social Media Promotion, Fundraising Opportunities, etc. The Clubs may contact the RRCSA's VP Internal or VP External Affairs about their additional needs and seek their help/ support.

## **ADDITIONAL IMPORTANT INFORMATION**

1. Clubs must recognize that RRC Polytech Students' Association Club status does not make the group an agent of the RRC Polytech Students' Association authorized to speak on the Students' Association's behalf.
2. Clubs may not advocate issues or promote concerns assuming the support of the RRC Polytech Students' Association or RRC Polytech through any media, communication vehicles, or persons.
3. All groups must agree to carry on their activities in a manner that does not infringe upon federal, provincial, or municipal laws, RRC Polytech's regulations, or the spirit of these guidelines.

Failure to abide by these regulations may result in probation or termination of the Club as deemed by the RRC Polytech Students' Association.

4. Club members may not solicit, recruit, lobby, or evangelize outside of approved campus locations.
5. The approved site to advertise and/or solicit Club interests is located only at designated locations on campus.
6. Any material used for advertising Club activities, which is not approved shall be removed and/or confiscated by the RRCSA which may jeopardize the Club's membership and active status.
7. The Signing Officers must practice Roberts' Rule of Order during their Club Meetings.



[rrcsa.ca/clubs/](http://rrcsa.ca/clubs/)

## **CONTACT**

### **VP Internal**

[sa\\_internal@rrc.ca](mailto:sa_internal@rrc.ca) | 204-632-2480 | CM20, Notre Dame Campus

### **VP External Affairs**

[sa\\_external@rrc.ca](mailto:sa_external@rrc.ca) | 204-949-8466 | P110, Exchange District Campus

### **Operations Director**

[mmeijer@rrc.ca](mailto:mmeijer@rrc.ca) | 204-632-3964 | CM20, Notre Dame Campus

### **Events and Social Media Support**

[jignacio@rrc.ca](mailto:jignacio@rrc.ca) | Notre Dame Campus

[sa\\_eventsedc@rrc.ca](mailto:sa_eventsedc@rrc.ca) | Exchange District Campus

### **SA Office - Notre Dame Campus**

[sa\\_adminassistant@rrc.ca](mailto:sa_adminassistant@rrc.ca) | 204-632-2375 | CM20, Notre Dame Campus

### **SA Office – Exchange District Campus**

[sareception@rrc.ca](mailto:sareception@rrc.ca) | 204-949-8475 | P110, Exchange District Campus