

Societies

GUIDE



WELCOME

This guide is for BPP students who want to set up their own societies or new presidents/committee members with questions about how to run a society.

Included you'll find information on funding, branding, events and more.

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Your Team



Alec Micklethwait
Clubs and Societies Officer
engage@bpp.com

I'm your go-to contact for all clubs and societies. Thinking of organising and event for your club/society?
Contact me!



Courtney Rolph-Mulvey
Events and Engagement Officer

Based in Manchester, my aim is to ensure you feel welcomed and happy within our BPP centres, through hosting a range of different events in-centre for students.



Daniel Odebode
Events and Engagement Officer

I look after all events in London and our Southern Centres. my aim is to ensure you feel welcomed and happy within our BPP centres.

Let's Stay Connected

-  BPP Community: The Virtual Campus
-  BPP University Students' Association
-  BPPStudentsAssociation
-  BPPStudentsAssociation
-  BPP Students' Association



Starting a new club or society

If you are a BPP Student, you are entitled to apply to start a club or society. You can do this by filling out an application form: [Set up a Club or Society](#) (bppstudents.com).

You should:

- Be confident that it will benefit BPP students
- Hold as many relevant activities as possible
- Find ways to fund yourselves where possible
- Always communicate with your Clubs and Societies Officer

You should not:

- Start a society for the benefit of your CV
- Run exclusive events just for your friends

What can you expect from your Students' Association

Establishing new societies:

In order to establish a new society, you can visit our website bppstudents.com and find the society application form. We will be in touch with the next steps within 3 working days, including recruiting members.

Organising events:

The clubs and societies officer is the go-to person for event planning. Students should contact engage@bpp.com with their proposals, and we will meet with you to discuss planning.

Help with engagement:

Your Clubs and Societies Officer will be available to help clubs and societies get students involved and maintain engagement throughout the academic year. This support can include social media activity, online/in-person promotion, and networking opportunities.

What we expect from you in return:

- 3 weeks minimum of notice for any requests (events, funding, cancellations, handovers etc...)
- Regular updates and content for our social media
- Run at least one event/session per term
- Maintain an active and open line of communication with your Clubs and Societies Officer – respond to emails in a timely manner
- Keep up your duties as a society president by attending events to promote your society such as society fairs for new intakes



Contacting Members:

You should:

- BCC your members' email addresses otherwise you are breaching data protection codes
- Contact members from a specific society email address
- Communicate via social media
- Pass on messages from the Student's Association when asked
- Contact your members at least once a month with ongoing activities

You should not:

- Use jargon – you should keep messages efficient and clear
- Overload members with messages and information – choose when and how you communicate considerately
- Communicate in a negative or dismissive way

Student Guidance

Each society is now required to have a nominated Student Guidance Officer. This can be you, or someone else. This student will be given free Mental Health First Aid Training that will equip them to provide signposting support to students that need assistance.



Data Protection

You are not allowed to share your members contact details with anyone else inside or outside BPP University. This is except for the Student's Association team.





Branding

You need to use the BPP Student's Association logo (and not the BPP logo) on all material you produce and share.

You should not authorise any external social media sites to repost your posts/content unless authorised by the BPP Student's Association

Contact engage@bpp.com if you need clarification on any of the above or anything concerning branding



Social Media

Social media is a great tool to stay in touch with your members and we actively encourage you to set up accounts for your society. It is a great way to advertise your society and stay in touch with you members.

However, it is integral that this is kept up-to-date alongside your page on the BPP Student's Association website. Please contact your Clubs and Societies Officer with regular updates.



Organising Events

As a club or society, one of your objectives should be to provide activities/events for students to attend. Therefore you will be organising events for BPP students to come and participate in.

In order to do this, you **MUST** let the Clubs and Societies Officer know (or someone else from the BPP Student's Association). They will be available to help you with planning, organising, promoting and potentially funding these events. This can include booking rooms, clearing guest speakers, authorising purchases and authorising social media promotion.

You will need to give at least 3 weeks' notice if you want any funding for any events or sessions.

All students facing events need to be added to our Website and the Virtual Campus. Please contact Clubs and Societies Officer for support in doing this.

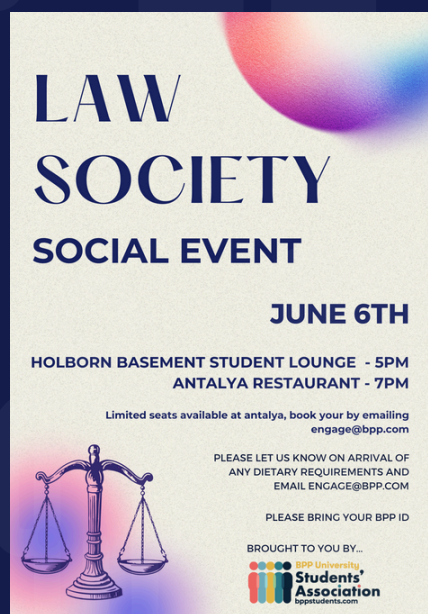


Promoting your event

There are several ways to promote your society:

- Ask us to promote on our socials and on screens
- Advertise on your own social media page
- Post the event on the Virtual Campus feed
- Ask your lecturers to promote and make hub/VLE announcements

Please note that we cannot send out mass emails to students



Funding



The Students Association is funded by an annual budget allocation from BPP University. We offer an unspecified amount of funding to help your society with things like running events, promoting your society and enhancing the experience of your members.

The amount we offer will vary based on the level of engagement your society garners and other variables. To give a rough expectation, around £600 per academic term can potentially be allocated to each society depending on the aforementioned variables. **You need to give us 3 weeks notice minimum for any funding requests.**

Methods of payment

We can either pay for things directly once approved, or we can reimburse those who made the purchase.

Reimbursements are usually made at the end of each month, and there is a cutoff date usually around the middle of the month before payments get deferred to the following month. For more information, please contact your Clubs and Societies Officer.



You can receive this money by requesting funding support in an Event Proposal Form (which will have been sent to you, if not please request one) if it is approved by your Clubs and Societies Officer.

Please do not commit to paying money/reimbursing anyone without explicit permission from your Clubs and Societies Officer.



External Donations

Any money that is donated to your club or society from an external source (an individual or an organisation) must be officially declared. You can do this by emailing the team at engage@bpp.com. A decision must then be made as to whether it is ethical to accept this donation.

Donations must be declared to the Student Engagement team before any of it is spent.



Clubs with a charitable aim

We encourage students to get involved with charitable activities and we will support any such clubs or societies.

You cannot open a bank account in the name of BPP University or using any campus addresses.

If you need to set up a separate bank account for your society, you must email engage@bpp.com, we will discuss your options.



Handovers and Elections

If you leave BPP or decide to step down from your role it is your responsibility to ensure that a new committee members is available to take your position upon your departure.



We suggest in running elections to uphold democracy where possible, and if it is not possible you can work out a plan with the Clubs and Societies Officer.

Please inform the Clubs and Societies Officer and engage@bpp.com of all changes to your committee to ensure records are kept up-to-date.

If you encounter any challenges, please email engage@bpp.com and we will assist you.

Code of Conduct

As a president of a society, you are an ambassador for BPP, and the Student's Association and you are expected to behave as such. You must remember to act in accordance with the Student Charter and with the information in this handbook at all times.

If the Student's Association should, at any point, feel that your behaviour or conduct is inappropriate, you may be asked to step down from your position

Furthermore, if you are neglecting your responsibilities as president and you have not explained the reason from this to Alec Micklethwait - your Clubs and Societies Officer, you will be given a written warning via email. It will be explained to you how you are expected to act going forward.

If we do not see a change in behaviour within 1 month of the warning email, you will be removed from your club/society position and the club/society will either be dissolved or a new president elected.



Sign below:



Society Presidents are expected to conduct themselves in a professional and courteous manner at all times. They should treat all members of staff and students with respect and refrain from engaging in any behaviour that could be considered harassing or discriminatory.

Any violations of this code of conduct may result in concluding the Student Content Creators role.