

CLUBS AND SOCIETIES

# PRESIDENT'S GUIDE

## Clubs and Societies President's Guide

This guide is for BPP students who want to set up their own societies or new presidents with questions about the running of a student-led society at BPP University!

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

It's important that you read this through thoroughly to get a proper understanding of how to run a club or society and how the BPP Students' Association works.

Please note that you must have completed the application form to register your society before it can be recognised and treated as an official club or society.

If you have questions after reading this guide, please email the Events and Engagement Manager at [engage@bpp.com](mailto:engage@bpp.com)

# CONTENTS

1.

## BPP Students' Association

2.

## Starting a New Club or Society

Are you starting a society for the right reasons?.....

What can you expect from the Student Engagement team?.....

How we help promote your club/society.....

What we expect in return...

What club and society members expect from you.....

Social Media.....

Branding.....

Who can be a member?.....

National Approach.....

3.

## Data protection

Contacting Members....

4.

## Organising Events

Event Organising Tips....

How to promote your event....

Guest Speakers....

5.

## Funding

Handling Money and Applying for Budget....

How do I pay for things?.....

Money Raised by the Club/Society....

Please Spend Responsibly....

External Donations....

Clubs/Societies with Charitable Aims....

Budget Proposal Help....

Funding Criteria 2021/22....

6.

## Handover and Elections

7.

## President Code of Conduct

8.

## President's Contract

BPP's Students' Association team can be broken into three sections: Independent Advice, Student Voice and Student Engagement.

Independent Advice, involves providing students with independent academic advice, managing the crisis fund, and providing guidance, support, and relevant signposting for welfare issues.

Student Voice, which includes representing students on boards and committees, supporting feedback mechanisms, and projecting the student voice through other means, such as through the Student Life Magazine.

Finally, Student Engagement who facilitate events, clubs and societies and oversee the Students' Associations' online social media presence and communications. We are here to support the clubs and societies across all BPP University locations. We are your point of contact for anything concerning your club or society. When contacting the team email [engage@bpp.com](mailto:engage@bpp.com)

Catherine Devonald is the Events and Engagement Manager and is based in London.



**Catherine Devonald**  
Events and Engagement  
Manager BPP University



## Starting a New Club or Society

Any BPP University student is entitled to apply to start a new club or society.

### All you need is:

1. A President
2. A completed application form
3. A list of 10 students who are potential members
4. A detailed budget proposal (if applicable).
5. Understand that all clubs/societies must have a national approach

Once all of these have been submitted you will be notified by the Events and Engagement Manager as to whether your application has been successful or not within 3 working days

Your application may be denied for the following reasons:

- If, on political and/or ethical grounds, the nature of the club or society may be deemed to be offensive or damaging to the reputation of BPP University.
- If a similar society has already been registered and it is determined that the aims are the same.

## ARE YOU STARTING A SOCIETY FOR THE RIGHT REASONS?

### You should:

- Be confident that your club/ society will be of benefit to BPP University students
- Hold as many relevant activities for as many students as possible
- Help to raise awareness of BPP and BPP Students' Association
- Find ways to be financially self-sufficient where possible e.g. organise fundraisers
- Always communicate with the Events and Engagement Manager

### You should not:

- Start a club/society for the benefit of your CV
- Subsidise programme/school specific events with Students' Association funding
- Run exclusive events just for your friends

**Please note** that all clubs/societies must be open to all BPP University students and not to one specific programme/school/cohort

## WHAT CAN YOU EXPECT FROM THE STUDENT ENGAGEMENT TEAM?

- Fair treatment of all BPP University registered clubs/societies
- Assistance and promotion of your club/society and your events
- A commitment to equality, diversity, and inclusion
- Advice and guidance on how to promote, fundraise and maintain democracy in your club/ society
- Financial support within reason

## HOW WE HELP PROMOTE YOUR CLUB/SOCIETY

- A page on the BPP Students' Association website
- Promotion via the Students' Association Facebook and Twitter
- Promotion via stories on the Students' Association Instagram
- Promotion via the Virtual Campus, and where applicable, the Virtual Campus Weekly Digest
- Free articles and space to advertise in the Student Life Magazine
- Free use of rooms in BPP University buildings and Microsoft Teams meetings
- A place in our virtual and in person Welcome Week where available

## WHAT WE EXPECT IN RETURN

- Your correct and up to date contact information: name, BPP email address, tel. number.
- Plenty of notice for any requests
- Regular updates and content for our social media, Virtual Campus and Student Life Magazine
- Be present for all meetings, with students as well as the Student Engagement team
- Run at least one event/activity per term

Communication between you and the Engagement team is the key to a successful relationship. Remember to tell us what you're doing and if you have any problems. This way we know how best to help you.

## EXPECTATIONS OF CLUB AND SOCIETY MEMBERS

- Stay in touch with your members with regular updates and events
- Give your members a voice and respect their opinions

## 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. This is a great way to advertise your club/society and stay in touch with your members.

However, it is integral that this is kept up to date alongside your page on the BPP Students' Association website. Please contact the Student Engagement team with edits and updates to your website page regularly.

## BRANDING

Use the BPP Students' Association logo on all posters and flyers. Do not use the BPP University logo without permission of the BPP Brand team (lion logo). The BPP Brand team closely monitor the use of the BPP logo and will contact you if you misuse the BPP brand. If you have any queries about what is permitted, we can put you in touch with the Brand team.

Without permission of the BPP Brand team you cannot use the BPP logo in any of your logos, society merchandise, newsletters, or promotional material.

If you are producing any information or correspondence that will be distributed outside of BPP it must be stated that the views expressed by your club/society are not those of BPP University.

You should not give permission to external social media accounts to repost your content unless they are an official BPP account. Contact [engage@bpp.com](mailto:engage@bpp.com) should you need to clarify if an account is official.



## WHO CAN BE A MEMBER?

All BPP University students are entitled to join your club/society. We are committed to guaranteeing the inclusion of all students regardless of gender, race, religion, disability, and sexual orientation.

BPP staff are also entitled to become members of your club/society. However, they are not allowed to hold a committee position, for example President, treasurer, social secretary etc.

## NATIONAL APPROACH

With the advancement in virtual events, the Students' Association is moving away from clubs/societies being limited to specific centres. With this we are merging regional societies and are taking a national approach. For example, we will have one Law Society with one president with regional branches.

We understand the value of having regional presidents and we are keen to have Vice Presidents to represent the national club/society at any BPP centre location.

Regional VPs will still have the same access to Students' Association services for example, be able to apply for the £600 budget. The only difference is that the events the regional branches of the society run will be open and advertised to all students nationally.

We're really excited about this national approach and are looking forward to your support in making events and societies national!

# 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 Students' Association team.

## CONTACTING MEMBERS

### DO

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

### DON'T

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

# Organising Events

As a club/society you will most likely want to hold events during your time as a president. You must make the Students' Association aware

If your club/society is linked to a particular programme or school, we encourage you to get in contact with staff in that area to see where they can help you with funding, promotion, facilities, contacts for example. Even if your society isn't academic, lecturers and Programme Leaders can help you promote your events if you give them plenty of notice. This could include posts on the VLE, emails or announcements in lectures.

Any event requests to the Student Engagement team should be done 14 working days before the event. This will allow us to always provide a more efficient service.

This includes but is not limited to booking rooms, clearing external speakers, authorising purchases, asking for social media promotion.

All student facing events from Clubs and Societies need to be added to our Students' Association website as well as the Virtual Campus. This ensures that all BPP students can access your events and get involved.

## EVENT ORGANISING TIPS

- Let us know what event you are planning so that we can provide help where needed
- Give yourself more time to plan than you think you need
- Don't do it alone! Get your committee or members to help with planning
- Reconfirm any bookings a week before your event
- Create eye catching social media posts/posters
- Get feedback from your event attendees so you can improve going forward!

## HOW TO PROMOTE YOUR EVENT

There are several ways to promote your event to students

- Ask us to post about the event on our Twitter, Facebook, or Instagram story, make sure to do this at least 14 working days before the event
- Advertise the event on the club/society social media
- Post the event on the Virtual Campus main feed
- Ask lecturers to make Hub/VLE announcements
- Use in centre boards/screens where appropriate, note this must be cleared with us via email
- Please note that we can not send out mass emails about events to all students.

## GUEST SPEAKERS

If you are inviting a guest speaker to your event you must inform us and complete a Guest Speaker Form. This form can be found on our website under Clubs and Society Resources. It is integral that this form be completed and sent to [engage@bpp.com](mailto:engage@bpp.com) at least 15 working days before your event. Failure to do so could result in the postponement or cancellation of your event. This applies to both virtual and in person events.

## Funding

The Students' Association is funded by an annual budget allocation from BPP University. BPP operates differently to other UK universities as there are multiple centres across the UK. As a result, the Students' Association doesn't offer all the facilities that campus universities have. However! We want our students to have the opportunity to participate in a range of activities. So, for many years we've offered funding to clubs and societies to help pay for activities, for example, hiring external speakers. The Students' Association looks to financially support clubs or societies that are seen to be of maximum benefit to the BPP student community. This means a society that runs all year long or a club that provides activities for a large number of students will be prioritised for funding.

## HANDLING MONEY AND APPLYING FOR BUDGET

When you set up a society you may wish to apply for budget to help facilitate your events. The instructions will be emailed to you. You can find the Budget Application Form on the BPP Students' Association website under Clubs & Society Resources. Continuing societies must apply for budget at the start of the academic year, new societies must apply for budget in their first month. If you are awarded financial assistance by the BPP Students' Association this money will be kept and administered by the Student Engagement team.

## HOW DO I PAY FOR THINGS?

You must get approval from the Student Engagement team before making any purchase. When you are confirmed you can pay for the service/item yourself and then submit an expense claim with receipts. We can then reimburse you. All student expenses will be reimbursed using a Manual Payment Form which you can request from [engage@bpp.com](mailto:engage@bpp.com)

Please note that we are unable to pay for freelance individuals via an invoice directly. In this instance, please pay the service provider directly yourself and submit a student expense to be reimbursed. Please note you must submit a correctly filled in Manual Payment Form and correct receipts to be reimbursed.

There is one payment run per month. As a president you will be contacted about upcoming monthly expense submission deadlines. Please be aware of these deadlines and submit your expenses accordingly. Expenses cannot be reimbursed before the set date. If you miss the deadline the Finance department will not be able to reimburse you that month.



## MONEY RAISED BY THE CLUB/SOCIETY

While the BPP Students' Association hold the BPP allocated society budget for you, you are entitled to open a bank account to hold money that you have raised yourself. These bank accounts are managed entirely by you and no one at BPP will be a signatory on these accounts. Please be aware that you must inform the Student Engagement team of any club/society bank accounts and be transparent when asked about the money in them. If we receive complaints from students that they have paid for something and not received any services from you and your society, this will be taken very seriously. We will ask to see records of your accounts or proof of having spent money for society purposes. Failure to supply evidence of well spent or saved money may result in your being removed from the post of the president and further action might be taken against you.

## PLEASE SPEND RESPONSIBLY

Remember that you are spending money from a limited budget that has been allocated to the Students' Association to encourage activities and events for BPP students. Therefore, you have a responsibility to use your budget sensibly and without any extravagance.

As previously stated, please do not commit to paying money without permission from the team as we need to track the budget of each club/society. If you go over budget, we cannot guarantee you will be reimbursed. Please check with us first.

If you do need to make a purchase for your society, you must email [engage@bpp.com](mailto:engage@bpp.com) with details for authorisation prior to spending.

## 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](mailto:engage@bpp.com). A decision will then be made as to whether accepting this donation is ethical.

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

## CLUBS/SOCIETIES WITH CHARITABLE AIMS

We encourage students to get involved in charitable activities and we will support any clubs or societies that are set up with these aims.

However, the Students' Association budget is available to facilitate events for BPP students and to improve the student experience. Therefore, while raising money is a very worthy aim, since the money raised does not return to directly benefit BPP students, we can only provide very limited funding for these societies. Feel free to refer to the funding criteria later in the guide for a more detailed breakdown.

Funding can be allocated to help facilitate the club/societies' promotion, for example, flyers, speakers, posters. Budget may also be allocated to assist with fundraising events for example, if you can present with a robust plan of how your society will be raising fund from a specific event.

As there is limited money to help with the operational costs of clubs/societies linked to charities there must be something in it for our students. For more information or if you want to check if your society counts as charitable, please contact the Student Engagement team to discuss this further.

## BUDGET PROPOSAL HELP

When submitting your budget proposal, keep these points in mind:

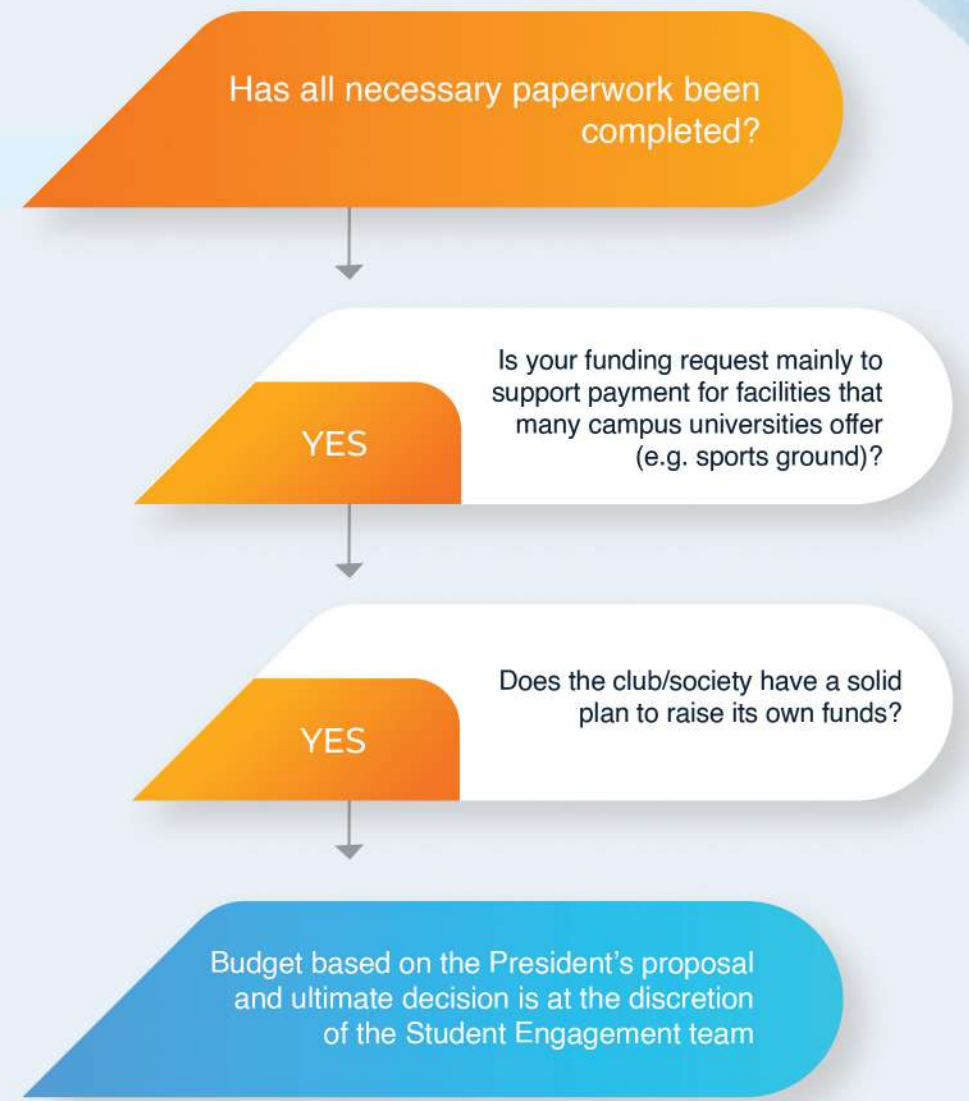
**Be detailed** – give exact prices and explain what the money will be used for. For example, don't say: £100 for promotional stuff, do say: £70 for promotion (£40 for posters, £30 for fliers from X company)

**Be realistic** – we're unable to allocate £10,000 to one society, please keep this in mind!

**Do your research** – if you need kit, memberships, leagues etc. find out how much this will cost. You need the figures to put your proposal together.



# FUNDING CRITERIA 2021/22



# Handover and Elections

If you leave BPP or decide to step down from the President position it is your responsibility to ensure that a new president is put in place so that your members do not miss out.

In the interest of democracy, we suggest an election run among the club/society members who are taking over. However, if this is unable to go ahead, please feel free to select a new committee among yourselves from written submissions.

If you cannot find a new president, please contact [engage@bpp.com](mailto:engage@bpp.com) and we will assist you in finding someone to replace you. As such please fill out a Handover form which can be found on the Clubs & Society Resources section on the BPP Students' Association website. This will help ensure a smooth transition of presidents. Please inform [engage@bpp.com](mailto:engage@bpp.com) of all changes to your committee to ensure records are kept up to date. It is also a good idea to be available to stay in touch should the new committee or president have questions.

Do not leave BPP without considering the future of your club/society, do tell us that you're unable to handover. Remember that new students are looking at our website, don't let them down.

# President Code of Conduct

As a President you are an ambassador for BPP, and the Students' 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 Engagement team should, at any point, feel that your behaviour or conduct is inappropriate (whether dealing with BPP students, staff, or the public) you may be asked to step down from your position with the club/society.

Furthermore, if you are neglecting to fulfil your responsibilities as president and you have not explained the reason from this to a member of the Student Engagement team in writing, you will be given a 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 shut down or a new president elected.

# President's Contract

Please sign and return to the Student Engagement team at  
[engage@bpp.com](mailto:engage@bpp.com)

I, the undersigned, have read the Club and Society President's Guide and agree to act in accordance with this document whilst running my club/society. I agree to run the club/society to the best of my ability and to aim to provide the best experience to my members.

Name:

Position in club/society:

Club/society name:

Date:



  FOLLOW US  
#BPPSTUDENTSASSOCIATION